
CITY OF TUCSON

Housing and
Community
Development Dept.

2017 Citizen Participation Plan

This plan outlines how citizens can participate in an advisory role in the planning, implementation, and assessment of the City of Tucson - Pima County 5-Year Consolidated Plan, Annual Action Plan, and Consolidated Annual Performance and Evaluation Report (CAPER)

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CITIZEN PARTICIPATION PLAN

Purpose and Applicability

This Citizen Participation Plan has been prepared to provide Tucsonans, especially low and moderate income Tucsonans, an opportunity to participate in an advisory role in the planning, implementation, and assessment of the City of Tucson/Pima County 5-Year Consolidated Plan, Annual Plans, and Consolidated Annual Performance and Evaluation Report (CAPER), and complies with Federal citizen participation regulations applicable under 24 CFR (Code of Federal Regulations) 91.105. It is also intended to comply with Plan Tucson policies to collaborate with nongovernmental organizations to increase public participation, provide the public with regular communication and sufficient information regarding policy, program, and project planning, and increase participation by traditionally underrepresented populations. It applies to and specifies the policies and procedures for public participation for the City of Tucson/Pima County 5-Year Consolidated Plan, Annual Plans, and Consolidated Annual Performance and Evaluation Report.

5-Year Consolidated Plan Summary

U.S. Department of Housing and Urban Development (HUD) regulations require the preparation of a 5-Year Consolidated Plan for the City of Tucson and Pima County HOME Consortium, hereinafter referred to as the Consortium. The 5-Year Consolidated Plan provides a framework for identifying affordable housing, homeless/special needs, and community development priorities, and guidance for how grants provided by HUD will be spent in Tucson and Pima County, including federal Community Development Block Grants (CDBG), Emergency Solutions Grants (ESG), HOME Investment Partnerships Program grants (HOME), and Housing Opportunities for Persons with AIDS grants (HOPWA). The draft 5-Year Consolidated Plan is prepared in May of a given year and shall include citizen participation.

Provisions of the Citizen Participation Plan

1. *Consultation.* The Consortium shall consult with current City of Tucson Housing and Community Development Human Services Applicant Agencies, the Housing Rehabilitation Collaborative, the Metropolitan Housing Commission, and the Tucson-Pima County Collaborative to End Homelessness, for input on the 5-Year Consolidated Plan and Annual Plans. Requests for input shall be solicited through online surveys publicized on the HCD website and social media, and supplemented by mass emails to HCD stakeholders and Neighborhood Associations registered with the City of Tucson. As needed and applicable, the Consortium will also consult with public housing residents, low-income residents of targeted revitalization areas in which federal projects are anticipated. These Plans will be made available to local housing authorities on a continuing basis and for public meetings/hearings to be held under HUD Capital Grant Program or Public Housing Agency Plan established pursuant to 24 CFR Part 903. A limited number of free printed copies will be made available for those who request it.

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2. *Public Comment Periods.* On or before April 1 of any given year, the Consortium will make available the draft 5-Year Consolidated Plan or draft Annual Plan on the City and County websites for a 30 day public comment period.

On or around September 1 of any given year, the Consortium will make available the draft Comprehensive Annual Performance Evaluation Report (CAPER) on the City and County websites for a 15 day public comment period.

Public notice shall be provided for each public comment period prior to the first day of the public comment period and may be combined with public notice for a public meeting/hearing where applicable. Public notice shall be published in a local newspaper of general circulation, posted on the City of Tucson website, and provided to the current City of Tucson Housing and Community Development Human Services Applicant Agencies, the Housing Rehabilitation Collaborative, the Metropolitan Housing Commission, and the Tucson-Pima County Collaborative to End Homelessness. The public notice shall include a summary of the draft 5-Year Consolidated Plan or draft Annual Plan, the physical location and website where citizens may review copies of draft plans, and a mailing address, email address, and fax number for submittal of comments. The Consortium will provide citizens, public agencies and other interested parties with reasonable and timely access to public records relating to their past use of HUD funds and related assistance for the previous five years.

Any citizen, organization, or group desiring to make a comment regarding the 5-Year Consolidated Plan, the Annual Plan, or the Comprehensive Annual Performance Evaluation Report (CAPER) may do so in writing, or by email to the Consortium during the public comment period, or in writing or verbally during the public meetings/hearings. The Consortium shall respond to written and email comments within 15 working days of receiving the comment where practicable. Responses will be provided in the same manner in which they were submitted. All Consortium responses will be posted to the City and County websites. The response will include a description of any action that will be taken as a result of citizen comments. Comments received during the public comment period will be made a part of the public record and provided to Mayor and Council. A summary of the comments and responses shall be attached to the final 5-Year Consolidated Plan, Annual Plan, and the Comprehensive Annual Performance Evaluation Report (CAPER) submitted to HUD. Citizens may also submit comments directly to HUD, though these comments, unless also submitted to the Consortium, cannot be made a part of the public record.

3. *Public Meetings/Hearings.* The Consortium shall hold at least one public meeting and one public hearing for input on the 5-Year Consolidated Plan, or the Annual Plan. The public meeting shall be held during Plan formulation and preparation. A Mayor and Council public hearing shall be held once the draft Plan has been completed. The public meetings/hearings will address:

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- The amount of HUD funds (CDBG, ESG, HOME, and HOPWA) anticipated to be made available on a fiscal year basis, and the eligible range of activities that may be undertaken concerning such federal programs.
- The amount of HUD funds (CDBG, ESG, HOME, and HOPWA) that will be directed to very low- and low-income persons on a fiscal year basis.
- The range of HUD activities that may be undertaken with the funding being discussed.
- Priorities for affordable housing, homeless and special needs populations, and community development in Tucson and Pima County.
- Plans to minimize the displacement of persons assisted through the use of HUD funds (CDBG, ESG, HOME, and HOPWA)
- Other aspects of the 5-Year Consolidated Plan and Annual Plans as applicable.

Public meetings/hearings to be conducted by the Consortium shall be held at times determined by the Consortium with consideration made for public convenience and accessibility.

Public notice shall be provided for each public meeting/hearing a minimum of 15 days prior to the public meeting/hearing. Public notice shall be published in a local newspaper of general circulation, posted on the City of Tucson website, and provided to the current City of Tucson Housing and Community Development Human Services Applicant Agencies, the Housing Rehabilitation Collaborative, the Metropolitan Housing Commission, and the Tucson-Pima County Collaborative to End Homelessness. The public notice shall include a summary of the draft 5-Year Consolidated Plan or draft Annual Plan, the physical location and website where citizens may review copies of draft plans, and a mailing address, email address, and fax number for submittal of comments. The Consortium will provide citizens, public agencies and other interested parties with reasonable and timely access to public records relating to their past use of HUD funds and related assistance for the previous five years.

4. *Accommodations for non-English speaking persons and/or persons with disabilities.* To encourage participation by non-English speaking persons, where applicable, a bilingual Spanish/English staff person shall be present at public meetings/hearings to meet the needs of Spanish speaking persons. For complete information, please refer to the Housing and Community Development Limited English Proficiency Language Assistance Plan (<https://www.tucsonaz.gov/files/hcd/LEP2015.pdf>). Specific determinations on accommodations to encourage participation by persons with disabilities will be made by Consortium staff on a case by case basis.
5. *Complaints.* Throughout the year, the Consortium shall provide a substantive response to every written citizen complaint related to the 5-Year Consolidated Plan, amendments, Annual Plan, and Consolidated Annual Performance Report (CAPER) within 15 working days of receiving the complaint where practicable.

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Adoption of the Citizen Participation Plan

Prior to adoption of the Citizen Participation Plan, the Consortium will provide notice that the draft Citizen Participation Plan is available for review and comment. This notice will be published in a local newspaper of general circulation, posted on the City of Tucson website, and provided to the current City of Tucson Housing and Community Development Human Services Applicant Agencies, the Housing Rehabilitation Collaborative, the Metropolitan Housing Commission, and the Tucson-Pima County Collaborative to End Homelessness Metropolitan Housing Commission, the Housing Rehabilitation Collaborative, and the Tucson Planning Council for the Homeless.

Criteria and Process for Amendments

The following are considered substantial changes to 5-Year Consolidated Plan and/or Annual Plan:

1. Changes in any method of distribution for HUD funds (CDBG, ESG, HOME, and HOPWA) that will alter the manner in which funds are allocated to individual projects or entities identified in the Plan by at least 20% of any annual allocation, subject to other program requirements in the CFR as applicable.
2. Changes that are made to funding priorities in the 5-Year Consolidated Plan (including prospective changes to McKinney-Vento Act programs and distribution methods) over time when not undertaken through annual submission requirements stipulated by HUD.
3. Project deletions or changes made in allocation priorities or methods of distribution that have the effect of changing the funding level of individual CDBG projects identified in the Annual Plan by more than 10% of the annual funding level, subject to other program requirements in CFR as applicable. Any new project funded with CDBG resources must be noticed to the public prior to funding.
4. To carry out an activity, using funds from any program covered by the 5-Year Consolidated Plan (including program income), not previously described in the current Annual plan.
5. To substantially change the purpose, scope, location, or beneficiaries of an activity. This refers to changes that are made to projects to be funded in the 5-Year Consolidated Plan when not undertaken through annual submission requirements stipulated by HUD.
6. Significant changes in the use of CDBG funds from one eligible activity to another.

Substantial changes shall require an amendment to the 5-Year Consolidated Plan and Annual Plans will be subject to the following:

1. Public notice of the proposed amendment shall be published in a local newspaper of general circulation, posted on the City of Tucson website, and provided to the current City of Tucson Housing and Community Development Human Services Applicant Agencies, the Housing Rehabilitation Collaborative, the Metropolitan Housing Commission, and the Tucson-Pima County Collaborative to End Homelessness. The notice shall include a summary of the proposed amendment, a request for public comments, the start and end dates of a 30 day public comment

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period, the physical location and website where citizens may review copies of draft plans, and a mailing address and email address to submit comments.

2. The amendment(s), public comments received, and the response(s) of the Consortium shall be provided to the Mayor and City Council for review and approval at a public hearing following the 30 day public comment period.
3. The Consortium will notify HUD of any amendments executed, public comments received, and the response(s) of the Consortium.

ANTI-DISPLACEMENT PLAN

The Consortium shall take all reasonable steps to minimize the displacement of persons assisted through the use of HUD funds (CDBG, ESG, HOME, and HOPWA). Persons temporarily displaced through the use of HUD funds (CDBG, ESG, HOME, and HOPWA) may receive optional relocation assistance. Optional relocation assistance may be provided when conditions in a structure pose an immediate hazard to the health and/or welfare of the occupant(s) of a structure or adjoining structure. Optional relocation assistance may be provided to displaced persons when completion of the work associated with the temporary displacement will require more than one day, not exceed 16 days. The Consortium shall secure decent, safe, and sanitary temporary housing, using CDBG funds, in motel rooms or rental properties. Relocation assistance, including room, meals, and transportation, to be paid by the Consortium, are estimated to range from \$100 to \$125 per day. Costs recovered by insurance or court order will be treated as program income. Implementation of optional relocation assistance will be a matter of last resort when all other available resources in the community have been exhausted.

CONTACT INFORMATION

Comments may be made or information and materials may be received by contacting the City of Tucson at:

Physical Address:

Housing and Community Development Department
Planning and Community Development Division
310 N. Commerce Park Loop, Tucson, AZ 85745

Mailing Address: P.O. Box 27210, Tucson, AZ 85726-7210

Email Address: HCDAdmin@tucsonaz.gov

Phone Number: 520-791-4171

Fax Number: 520-791-5407

Website: <https://www.tucsonaz.gov/hcd>