



Spokane County

WASHINGTON

CITIZEN PARTICIPATION PLAN

Updated September 21, 2021

Adopted by the Spokane County Board of Commissioners on DATE September 21, 2021 Resolution #21-0642

Spokane County Community Services, Housing, & Community Development



Mailing Address: 1116 W Broadway Avenue, Spokane, WA 99260



EQUAL HOUSING
OPPORTUNITY

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BEFORE THE BOARD OF COUNTY COMMISSIONERS
OF SPOKANE COUNTY, WASHINGTON

IN THE MATTER CONCERNING ADOPTING THE)
2022 COMMUNITY DEVELOPMENT BLOCK)
GRANT (CDBG) REQUEST FOR PROPOSALS)
(RFP), 2022 FUNDING POLICIES, AND 2022)
CITIZEN PARTICIPATION PLAN (CPP))

RESOLUTION

WHEREAS, the Board of County Commissioners of Spokane County, pursuant to the provisions of the Revised Code of Washington, Section 36.32.120(6), has the care of County property and the management of County funds and business; and

WHEREAS, the United States Department of Housing and Urban Development (HUD) has the authority to make available to counties, funds for community development purposes pursuant to various federal laws including CFR Title, 24, Chapter V, Part 570, Community Development Block Grants (CDBG); and

WHEREAS, to select and implement projects and activities which address the priority needs of lower-income persons and households in Federal Fiscal Year 2022, the Spokane County Community Services, Housing and Community Development (CSHCD) Department has developed the attached 2022 Request for Proposal (RFP), 2022 Funding Policies, and 2022 Citizen Participation Plan (CPP), which includes proposal instructions, program objectives, and selection criteria for community development projects; and

WHEREAS, the Spokane County CSHCD Department Director, or designate, is hereby granted the authority to approve modifications to the attached 2022 RFP, 2022 Funding Policies, and 2022 CPP, which are minor and do not substantially affect process steps, selection criteria, or program objectives; and

WHEREAS, the Spokane County Housing and Community Development Advisory Committee (HCDAC) held a Public Hearing on September 9, 2021 to obtain public input after a fifteen (15) day public comment period; and

WHEREAS, the HCDAC forwarded the RFP, Funding Policies, and CPP to recommend its approval to the Spokane Board of County Commissioners.

BE IT THEREFORE RESOLVED, by the Board of County Commissioners of Spokane County approves the 2022 RFP, 2022 Funding Policies, and 2022 Citizen Participation Plan for the CSHCD Department and Spokane County.


BE IT FURTHER RESOLVED that this resolution constitutes authority for the Chair of the Board, or a majority of the Board of Spokane County Commissioners, the Chief Operating Officer, the Chief Budget Officer, or the Chief Executive Officer, in other than an open meeting, to sign all documents, attached to this Resolution.

PASSED AND ADOPTED this 21st day of September, 2021



BOARD OF COUNTY COMMISSIONERS
OF SPOKANE COUNTY, WASHINGTON

ATTEST:


Ginna Vasquez, Clerk of the Board


JOSH KERNS, Chair


MARY L. KUMEY, Vice-Chair


AL FRENCH, Commissioner

INTRODUCTION

Spokane County is designated as an urban consortium, entitlement community, by the Department of Housing and Urban Development (HUD). The geographic area of the entitlement includes the twelve cities and towns and the unincorporated areas of Spokane County, exclusive of the City of Spokane, which is a designated entitlement community, also administering HUD funds. Spokane County, reestablishes the urban consortium, as required, every three years and administers HUD funds and provides staffing for the Housing and Community Development Advisory Committee (HCDAC). The HCDAC is comprised of representatives from each participating jurisdiction in the urban consortium and members at large who represent the unincorporated areas. This Citizen Participation Plan is effective immediately upon adoption by the Spokane County Board of Commissioners (BOCC) and expires upon replacement.

OBJECTIVES

1. Provide guidance to the Spokane County residents 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 CSHCD and the citizens of Spokane County

CONTACT INFORMATION

Citizens are encouraged to offer public comments at any time. To do so, please contact CSHCD directly by emailing aperry@spokanecounty.org or calling (509) 477-4519.

Citizens are encouraged to attend HCDAC meeting held on the second Thursday of the month at 4:00 p.m. They do not meet in February, April, July, August or December. Electronic meetings will be held via ZOOM. The HCDAC accepts comments from the public at the end of each meeting.

PROGRAMS

The Citizen Participation Plan focuses on two programs administered by Spokane County with funds from HUD; Community Development Block Grant (CDBG) and HOME Investment Partnership Program (HOME). If funding from US Department of Housing and Urban Development (HUD) is delayed, Spokane County Community Services, Housing and Community Development (CSHCD) intends to utilize CDBG administration funds to prepare Annual Action Plans and other required documents, in anticipation of advertised CDBG and HOME allocation and contract with HUD to be executed at Spokane County's earliest available date.

Community Development Block Grant Program - CDBG (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 to fund housing projects including building, buying, and/or rehabilitating affordable housing for rent or homeownership or providing 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.

ENCOURAGEMENT OF CITIZEN PARTICIPATION

Spokane County is required to adopt a Citizen Participation Plan (CPP) that sets forth policies and procedures for citizen participation **24CFR 91.105 (a)(1)**. The CSHCD is responsible for the creation of the five-year Consolidated Plan, Annual Action Plan(s), Consolidated Annual Performance Evaluation Report (CAPER), Analysis of Impediments to Fair Housing Choice and Fair Housing 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 a five-year strategic plan, designed to help local jurisdictions assess their affordable housing and community development needs, market conditions, and make data-driven, place-based investment decision. 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 and HOME.

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 specific federal resources (CDBG and HOME) that will be used each year to address the priority needs and specific goals identified in the Consolidated Plan. Annual Action Plans remain draft until accepted by HUD.

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

Annually, Spokane County reports on accomplishments and progress toward Consolidated Plan goals in the Consolidated Annual Performance and Evaluation Report (CAPER).

Analysis of Impediments to Fair Housing Choice (AI) - Assessment of Fair Housing (AFH)

The U.S. Department of Housing and Urban Development (HUD) Secretary Ben Carson Thursday, July 23, 2020, announced the Department will ultimately terminate the Affirmatively Furthering Fair Housing (AFFH) regulation issued in 2015. The Updated Analysis of Impediments (AI) to Fair Housing Choice and Fair Housing Plan were adopted on September 18, 2018 with Resolution # 2018-0680 by the BOCC and accepted by the federal office of Fair Housing and Equal Opportunity (FHEO). No guidance on future updates has been provided by HUD.

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 the 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 other low-income residents of Spokane County.

Community Partners

CSHCD will seek participation from local and regional partners related to the goals of HUD's entitlement programs. Participation will be sought from Spokane County jurisdictions including; Spokane Valley, Fairfield, Rockford, Waverly, Latah, Spangle, Millwood, Liberty Lake, Medical Lake, Cheney, Airway Heights, Deer Park and the City of Spokane.

Participation is also encouraged with the Regional Continuum of Care, social service providers, community centers, housing developers, housing providers, businesses, Spokane Housing Authority, Washington State Human Rights Commission, Northwest Fair Housing Alliance, The Spokane Regional Health District, elected officials, and other County departments or divisions involved with program implementation.

COMMENT PROCESSES

CITIZEN PARTICIPATION PLAN COMMENT PROCESS

Materials for CDBG and HOME Program are available on our website: <http://www.spokanecounty.org/1232/Community-Development>.

All citizens, including low- and moderate-income persons, persons living in low- and moderate-income neighborhoods, minority populations, non-English speaking persons, persons with disabilities, persons with HIV/AIDS and their families, homeless persons/agencies, and residents of public and assisted housing developments are encouraged to participate in the development and review of the CPP. Spokane County is committed to providing equal access to its facilities, programs and services for persons with disabilities and non-English speaking persons.

The Spokane County website can be translated in to approximately 95 different languages. Assistive technology such as a Braille reader, a screen reader, or TTY are compatible with Spokane County's website. Persons who need accessibility assistance can also contact us by phone through the Federal Information Relay Service at 1-800-877-8339 for TTY/Voice communication.

CONSOLIDATED PLAN NEEDS ASSESSMENT AND ADOPTION PROCESS

Citizens are encouraged to actively engage in the development of each Consolidated Plan which sets goals for five-years that are implemented annually with Annual Action Plans.

The Draft Plans will be available on the County website for review and comment prior to adoption and implementation. Citizens are offered an opportunity to request amendments to the Consolidated Plan on an annual basis. Interested citizens are encouraged to request public notices through the Spokane County website at <http://www.spokanecounty.org/1232/Community-Development> and participate in identifying community development needs in Spokane County. The Consolidated Plan will have a 30-day public comment period prior to the HCDAC Public Hearing and an additional two-week comment period prior to final adoption by the BOCC. Unless there is an emergency situation and guidance from HUD that allows a five (5) day public comment period, in which case there will solely be BOCC action due to the emergency.

All CSHCD funded projects must comply with the Uniform Relocation Assistance and Real Property Acquisition for Federal and Federally-Assisted Programs. **(49 CDR Part 24)**

ANNUAL ACTION PLAN (AAP) COMMENT PROCESS

The HCDAC will hold a Public Hearing to gain public comment on the Annual Action Plan (AAP) prior to the start of each Program Year (PY). Program Years begin on July 1 and end on June 30 for HUD programs administered by CSHCD. Annual Action Plans, including a list of proposed projects for the PY will have a thirty-day comment period prior to the Public Hearing before the HCDAC.

Citizens are encouraged to provide public comments at the Public Hearing, via email, attending electronically, or in writing. Annual Action Plans have a 30-day public comment period prior to the HCDAC Public Hearing and an additional two-week comment period prior to final adoption by the BOCC. CSHCD accepts all comments and the HCDAC determines what changes should be made to the AAP. Comments that do not result in a change to the AAP are recorded in the Public Hearing minutes.

In the event that an adjusted Entitlement allocation occurs after the public participation process has been completed, any increased funding will be allocated in the following CDBG funding round.

SUBSTANTIAL AMENDMENTS TO PRIOR YEARS' PLANS COMMENT PROCESS

The HCDAC will hold a Public Hearing on substantial amendment(s) to prior years' plans as required by HUD **(24 CFR 91.505)**.

Amendments to Prior Years' Plans are sometimes needed because of unforeseen circumstances at the time of funding. After funding awards are made, any funds returned from projects, either completed under budget or cancelled, are normally reallocated to the next Annual Action Plan Program Year. Substantial amendments will normally have a thirty-day public comment period prior to the Public Hearing before the HCDAC, unless there is an emergency situation. In which case, the comment period will be five (5) days.

Substantial amendment(s) are based on the following criteria:

- Entitlement Allocation adjustments of 30% or greater from HUD after public comment process
- Projects which had a change in funding of 30% or greater from allocation to close out
- Carrying out a project, using funds from any program covered by the Consolidated Plan (including program income), not previously described in the action plan; or
- Significant change to the purpose, scope, location, or beneficiaries of a project.
- Stimulus funds may be received upon national emergency and because of established timelines will be considered substantial amendments. These substantial amendments will follow requirements of HUD when funds are received.

Substantial amendments may include responses to local Disaster Response and Recovery as required. **(CPD 17-06)**. Typical disaster recovery programs may include:

- Housing rehabilitation
- Housing reconstruction
- Homebuyer programs replacing disaster damaged residences
- Acquisition programs that purchase properties in floodplains
- Infrastructure improvements
- Demolition of buildings
- Reconstruction or replacement of public facilities
- Small business grants and loans
- Relocation assistance for people moved out of floodways
- Public service activities that do not duplicate those of the Small Business Administration and/or the Federal Emergency Management Agency (FEMA).

Citizens are encouraged to provide comment at the Public Hearing electronically, via email, or in writing. CSHCD accepts all comments and normally, the HCDAC makes a final recommendation to the Spokane County Board of Commissioners (BOCC).

The BOCC, after an additional two-week Public Notice, will also hold a Public Hearing and make the final determination on substantial amendments to prior years' plans, approval of the Draft Annual Action Plan and list of proposed projects. In the case of a national emergency the comment period will be five (5) days.

Types of public notice include: Public notice posted on Spokane County's website. The Spokane County website allows interested citizens to sign up for email notices which will direct them to the public notice, when it is posted on the website. The CSHCD will make every effort to provide notice to the public and to those who request email notices.

ANALYSIS OF IMPEDIMENTS TO FAIR HOUSING CHOICE COMMENT PROCESS

An updated Analysis of Impediments and Fair Housing Plan will be available on the County website for review and comment prior to adoption and publication fall of 2023 or when HUD provides updated guidance, whichever comes first. Citizens are encouraged to participate in public outreach efforts and provide comment related to fair housing issues in Spokane County. The Analysis of Impediments will have

a fifteen-day public comment period prior to the Public Hearing before the HCDAC. The BOCC will approve the AI during a regular public meeting on the consent agenda.

Spokane County continues to affirmatively further fair housing with an annual Fair Housing Conference, which is planned in partnership with the Washington State Human Rights Commission, Spokane City, Northwest Fair Housing Alliance, and the City of Coeur D'Alene.

The Spokane County website allows interested citizens to sign up for email notices which will direct them to the public notice, when it is posted on the website. The CSHCD will make every effort to provide notice to the public and to those who request email notices.

CAPER PUBLIC COMMENT PROCESS

CSHCD will seek public comment at the end of each program year as required by HUD. Citizens are encouraged to review the CAPER and evaluate progress being made toward achieving the needs and goals (five-year) identified in the Consolidated Plan. CSHCD will provide Public Notice in advance of the public comment period on the website. The CAPER will have a fifteen-day comment period prior to a Public Hearing before the HCDAC. Citizens are encouraged to provide public comment at the Public Hearing in-person, via email, or in writing. The BOCC will approve the CAPER during a regular public meeting on the consent agenda.

The Spokane County website allows interested citizens to sign up for email notices which will direct them to a public notice when it is posted on the website. The CSHCD will make every effort to provide notice to the public and to those who request email notices.

REQUEST FOR PROPOSALS AND FUNDING POLICIES COMMENT PROCESS

The CSHCD Funding Policies and Request for Proposal (RFP) will be made available for public comment, on the website, prior to a Public Hearing before the HCDAC, annually, in the fall. CSHCD Funding Policies and RFP will have a fifteen-day public comment period. Within the RFP is a tentative timeline showing the process for preparing and submitting information to the public for comment, as well as, HUD deadlines for the CDBG and HOME Programs. Citizens are encouraged to provide comment at the Public Hearing electronically, via email, or in writing. CSHCD accepts all comments and the HCDAC makes a final recommendation to the Spokane County Board of Commissioners (BOCC). The BOCC will approve the RFP and funding policies at a regular public meeting on the consent agenda.

The Spokane County website allows interested citizens to sign up for email notices which will direct them to a public notice when it is posted on the website. The CSHCD will make every effort to provide notice to the public and to those who request email notices.

ENVIRONMENTAL REVIEW RECORD (ERR)

NEPA Environmental Review Record is conducted as required by HUD annually. Public Notice is provided on the website. The ERR will have a fifteen-day public comment period prior to an approval by the BOCC through consent agenda. Upon BOCC approval the Request for Release of Funds is provided to HUD.

Housing and Community Development Advisory Committee Bylaws

Bylaws were revised to include two (2) new committee members on May 13, 2021. The Committee serves in an advisory capacity to the Department, and through the Department to the BOCC. A link to the Bylaws may be found on the CSHCD website at: [HCD Advisory Committee | Spokane County, WA](#)

Housing and Community Development Advisory Committee (HCDAC) Public Meetings

HCDAC meetings are held via ZOOM. Public meeting dates are published annually with the CSHCD Funding Policies and RFP timeline. The HCDAC normally meets on the second Thursday of the month at 4:00 p.m. The HCDAC does not meet in December, February, April, July or August; they may however have a second meeting for allocation discussions in January if necessary. Public notice of meetings is on the website.

Public Hearings

Public hearings may be conducted by the HCDAC, the BOCC or both depending on Program requirements. See the following table to understand minimum comment periods and opportunities to participate in Public Hearings. When there is a national emergency the BOCC may meet electronically.

Citizens are encouraged to provide public comment at the Public Hearing electronically, via email, or in writing. CSHCD accepts all comments and the HCDAC makes a final recommendation to the Spokane County Board of Commissioners (BOCC).

<i>CSHCD Planning Documents</i>	<i>Minimum Comment Period</i>	<i>HCDAC Public Hearing</i>	<i>Comment Period prior to BOCC Hearing</i>	<i>BOCC Public Hearing OR Consent Agenda</i>
Funding Policies and RFP	15 Calendar Days	YES	NA	Consent Agenda
Analysis of Impediments to Fair Housing / Fair Housing Plan	15 Calendar Days	YES	NA	Consent Agenda
Citizen Participation Plan	15 Calendar Days	YES	NA	Consent Agenda
CAPER	15 calendar days	YES	NA	Consent Agenda
Consolidated Plan and Annual Action Plans (public notice)	30 Calendar Days NA for emergencies	YES NO in emergencies	2 weeks Five (5) Days in Emergency	Public Hearing

Substantial Amendments to Prior Years' (public notice)	30 calendar days NA for emergencies	YES No in emergencies	2 weeks Five (5) Days in Emergency	Public Hearing
Amendments to Consolidated Plan Priorities (public notice)	30 calendar days	YES	2 weeks	Public Hearing
Environmental Review Record	15 calendar days	NO	15 calendar days	Consent Agenda