

City of Chesapeake  
**Citizen Participation  
Plan**



**For the  
2019/2020 – 2023/2024  
Consolidated Plan**

## **CITIZEN PARTICIPATION PLAN**

The City of Chesapeake is a participating entitlement jurisdiction with the U. S. Department of Housing & Urban Development (HUD). As such, federal grants are awarded to the City based on a formula that considers the number of households in poverty, age of housing stock, population, economic growth, etc. The United States Congress appropriates the federal grants. In order to receive in entitlement funds, the City must submit and a Five Year Consolidated Plan and an Annual Action Plan. The Five Year Consolidated Plan (CP) is a comprehensive planning document that includes a needs assessment, identified priorities, and a strategy for addressing needs during a 5 year period. The Annual Action Plan is a concise summary 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.

### **INTRODUCTION**

In accordance with the requirements of (HUD), under federal regulation 24 CFR 91.105, the City of Chesapeake (City) is required to adopt a Citizen Participation Plan (CPP) that sets forth the City's policies and procedures for citizen participation under the Five-Year Consolidated Housing & Community Development Plan (CP) and subsequent Annual Action Plans. All citizens, including low and moderate income, persons living in slum or blighted areas, minorities, non-English speaking persons, persons with disabilities, persons with HIV/AIDS and their families, homeless persons/agencies and residents of public assisted housing developments are encouraged to participate in the development and review process. The CPP contains provisions designed to facilitate meaningful citizen participation.

The Chesapeake Planning Department will coordinate the City's CPP during the 2019/2020 – 2023/2024 Consolidated Plan program period. The CPP addresses the following elements: participation; access to meetings; access to information; access to records; publication of the plan; public hearings; notice of hearings; citizen comments; amendments; performance report, technical assistance and the complaint procedure.

The City receives Community Development Block Grant Program (CDBG) and HOME Investment Partnership Program (HOME) entitlement funds. The CPP will apply to City departments and other subrecipients who receive these funds and or any Department Housing and Urban Development Community Planning and Development funding and/or are involved in the CP development, fund selection, and administration processes.

### **OVERALL ENCOURAGEMENT OF PARTICIPATION**

The community involvement process has the following objectives:

1. To obtain citizen views and/or answer citizen questions regarding housing and community development needs especially those living in public and assisted housing and low and moderate-income persons where CDBG and HOME funds might be spent.
2. To obtain citizens views on affirmatively furthering fair housing and/or to answer citizen questions on fair housing issues.
3. To determine what other types of resources and services are needed in the future.

4. To help develop priorities.
5. To increase understanding of issues and determine possible options.
6. To generate new ideas.
7. To discover and explore possible compromises.
8. To comment on program performance.
9. To determine the public's support for various solutions.

The City will encourage citizen participation with reasonable opportunity to comment on the CP, the Annual Action Plan (AAP), the CPP, the Assessment of Fair Housing (AFH) and the Consolidated Annual Performance and Evaluation Report (CAPER) as well as substantial amendments to the CP, AAP, CP, AFH or CAPER. Every effort will be made to minimize displacement and provide assistance to those displaced because of CP AAP, CP, or AFH program activities; particularly citizens who are extremely low, very low, low, to moderate-income residents of public and assisted housing and/or residents of existing or future community development target areas.

### **NOTICE OF PUBLIC HEARINGS/MEETINGS & PUBLIC COMMENT**

The following identifies the specific procedures the City will follow to assure opportunities for public comment on housing and community development programs. The City will encourage the participation of minorities, non-English speaking residents, and persons with mobility, visual or hearing impairments during all stages of the citizen participation process. The City will provide reasonable accommodation and services access for sensory-impaired and disabled persons with notice of at least three (3) working days in advance of the meeting date. The City will also provide translator or other appropriate services at a public hearing/meeting if it is expected that a significant number of non-English speaking residents are expected to participate with notice of at least (3) working days in advance of the meeting date. These policies will help ensure that all citizens have input into CP, AAP, AFH, CPP and CAPER planning and monitoring processes.

**Public Notice**-There will be advanced public notices once a federally required document is available throughout the community development cycle such as the proposed:

- AAP, Needs Assessment, and Final Statement of Objectives; CP; AFH;
  - Substantial Amendment(s) to the AAP, CP, CPP, or AFH; and the
  - CAPER
1. Notice of opportunity for the public to comment will, at a minimum, be published in local newspapers of general circulation (the *Virginian-Pilot* always and when feasible the *New Journal & Guide*) **at least ten (10) calendar days** prior to the citizen input meetings and will be dependent on availability and publication deadlines. The content of the notice will include the date, time, location and purpose of the meeting or hearing or a summary of the content of the newly available document. Citizen input notices will also be made available on the City's website home page (<http://www.cityofchesapeake.net>) or the Planning Department's web site as appropriate.
  2. Persons desiring to provide input into the annual planning process for the subsequent year's

planning process will be kept in a file and notified of future meetings at the appropriate times. Persons who cannot attend the meetings will be given the opportunity to meet with a City representative during working hours and/or requested to send a letter outlining their comments. The City will continue its open door policy for citizens to visit City offices during working hours to inquire about present and/or past CP program activities.

3. The proposed CP, AAP and AFH will be published and made available in public locations for citizen review and comment. Complete copies of the proposed CP, AAP, and AFH will be placed in all branch libraries of the Chesapeake Public Libraries and the Planning Department. Citizens will have a period of **not less than thirty (30) calendar days** to comment on the proposed Plan prior to submission to HUD. The City will consider all comments received, and a summary of citizen comments accepted and those not accepted with the reason for nonacceptance will be attached to the final plan submission to HUD. Consolidated planning program records will be available for public review for a period of three years after the end of a Consolidated Plan program year.
4. The City will provide citizens with reasonable and timely access to local meetings, information, and records relating to the City's proposed use of HUD funds. Meeting dates, times, and locations will be announced **a minimum of ten (10) calendar days** in advance of the meeting through the mechanisms described above. Complete copies of the proposed Consolidated Plan will be made available to the public for onsite review.

Upon request, the City will provide technical assistance to all persons developing Consolidated Plan funding proposals or seeking to provide input on CP, AAP and AFH activities, particularly extremely low, very low, and low to moderate-income citizens who request or need assistance.

### **Public Hearings/Meetings**

The City will conduct at least one public hearing/meeting or as determined by HUD during the needs assessment phase each program year cycle before the draft CP, AAP and AFH are published for public comments. The hearing/meeting seeks to:

1. Obtain citizen views and/or answer citizen questions on housing and community development and fair housing needs;
2. Respond to questions about the proposed activities. Citizens will be encouraged to provide input on the housing and community development needs statement and proposed activities during the stage of each ; to review the current and prior years performance; to review the amount of assistance the City expects to receive (including grant funds and program income) and the range of activities that may be undertaken, including the estimated amount that will benefit persons particularly citizens who are extremely low, very low, low, to moderate-income residents of public and assisted housing and/or residents of existing or future community development target areas.

- Public hearing/meeting notices will be published **at least ten (10) calendar days** or as

determined by HUD in advance through the mechanisms described above, and will be held at a reasonable time and at a convenient, disabled persons accessible location.

- Citizens will be encouraged to provide input on the proposed activities on the housing and community development needs statement; to review all proposed activities; to review the current and prior years performance; to review the amount of assistance the City expects to receive (including grant funds and program income) and the range of activities that may be undertaken, including the estimated amount that will benefit persons of low-to-moderate income; and to review the City's plan to minimize displacement of persons and to assist any persons displaced. Public hearing/meeting notices will be published **at least ten (10) calendar days** or as determined by HUD in advance through the mechanisms described above, and will be held at a reasonable time and at a convenient, disabled persons accessible location.

### Public Comment Period

The City of Chesapeake will consider the views of citizens, public agencies and other parties in preparing the final consolidated plan submission and will attach a summary of such comments to the final submission. The summary of citizen comments will include a written explanation of comments not directly acted on and the reasons why these comments were not directly addressed.

### PHASES OF THE PUBLIC INVOLVEMENT PROCESS

Needs Assessment (Housing & Community Development Needs)	Comment Period: <b>15 Calendar Days</b> Public Hearing: <b>Yes</b> Scheduled: August or as appropriate
Once a year, a public hearing/meeting will be held on general housing and community development needs within Chesapeake. The hearing/meeting will be held prior to the start of the annual funding process. The results of the Needs Assessment will be included in the Annual Action Plan. In addition, the City may periodically seek citizen input on housing and community development needs via other methods, including but not limited to surveys, outreach meetings, special study groups, and community reports and plans.	
Proposal Review Process (Review of Annual Funding Process)	Scheduled: <b>February/March</b>
The CDBG/HOME Selection Committee will engage in an annual proposal review process, which provides the ranking order for funding recommendations to the City Manager and City Council.	
Annual Action Plan (AAP) (Funding Recommendations)	Comment Period: <b>30 Calendar Days</b> Public Hearing: <b>Yes</b> Scheduled: <b>December-May</b>
A draft of the Annual Action Plan, which includes for example: the amount of federal funds, program income, matching funds, range of activities that may be undertaken including the estimated amount that will benefit persons of low to moderate income. The plan will be placed in all branch libraries of the Chesapeake Public Libraries and the Planning Department, (City Hall Building -2nd Floor -306 Cedar Road, Chesapeake, VA 23322) a during regular business hours throughout the comment period. The public notice will include a brief description of the proposed activities, date, time, and the location of the public hearing/meeting; the deadline by which written comments must be received; and where to get further information. Citizens may provide verbal comments at the public hearing/meeting and/or written comments during the comment period.	

Consolidated Annual Performance Report (CAPER) (Reporting on Funded Activities)	Comment <b>15 Calendar Days</b> Period: <b>No</b> Public Hearing:
An annual report on the performance of funded activities is prepared. Citizens may provide written comments during the comment period. A draft of the Annual Performance Report will be placed in all branch libraries of the Chesapeake Public Libraries and Planning Department, (City Hall Building -2nd Floor -306 Cedar Road, Chesapeake, VA 23322) during regular business hours throughout the comment period.	
Five-Year Consolidated Plan (CP) (Housing and Community Development)	Comment 30 Calendar Days Period: Yes Public Hearing: April - June 2014 Scheduled:
Every five years, the U.S. Department of Housing and Urban Development (HUD) requires the City to re-evaluate its policies and strategies for addressing housing and community development needs in the community. The Consolidated Plan includes information on population and housing conditions, as well as City strategies for Safe Neighborhoods, Infrastructure and Facilities, Housing Choices, Economic Opportunities, and Healthy Families. In addition, the Continuum of Care contributes information on homeless issues. Following the completion of the draft Consolidated Plan, a public notice will be published in a local newspaper of general circulation. The notice will include an outline of the Consolidated Plan, the date, time and location of the public hearing/meeting, and the deadline by which written comments must be received. Citizens may provide verbal comments at the public hearing/meeting and/or written comments during the comment period. A draft of the Consolidated Plan will be available for public review in all branch libraries of the Chesapeake Public Libraries and the Planning Department, (City Hall Building -2nd Floor -306 Cedar Road, Chesapeake, VA 23322) during regular business hours throughout the comment period.	
Substantial Plan Amendments to the CP, AAP, AFH, or CPP	Comment <b>30 Calendar Days</b> Period: <b>No</b> Public Hearing:
Following the adoption of the Five-Year Consolidated Plan, the Annual Action Plan and the Assessment of Fair Housing, it may be necessary to make substantial amendments from time to time. City Council will be notified of plan amendments that are defined as "substantial". Substantial amendments to the plan will also be subject to public notice and comment. <b>DISASTER RECOVERY</b> When there is a change in program benefit or eligibility criteria, the addition or deletion of an activity and/or the allocation or reallocation of more than 50% percent of the original appropriation, citizens will be provided with no less than 14 days vs. 30 days to review and provide comments on proposed substantial changes. A summary of all comments received will be included in the final Substantial Amendment submitted to HUD for approval. HUD will be notified at least five business days before the amendment becomes effective.	
Citizen Participation Plan (CPP) (Procedures for Public Comment on Housing & Community Development Plans & Programs)	Comment <b>15 Calendar Days</b> Period: <b>No</b> Public Hearing:
The Citizen Participation Plan will be reviewed and updated as needed. Substantial amendments in the language of the Citizen Participation Plan are subject to review by the Planning Department and to a 15-day public comment period. A public notice will be published in a newspaper of general circulation and a draft of the Citizen Participation Plan will be available for public review in Chesapeake's Public Libraries and the Planning Department, (City Hall Building -2nd Floor -306 Cedar Road, Chesapeake, VA 23322) during regular business hours throughout the comment period.	
Fair Housing (Procedures for Public Comment on fair housing issues)	Comment <b>30 Calendar Days</b> Period: <b>No</b> Public Hearing:

A Public hearing/meeting will be held to seek citizen input on fair housing issues and needs in Chesapeake as part of the City’s Annual Action Plan process. Citizen input may also be solicited via surveys, outreach meetings, special study groups, and community reports and plans. A notice will include the date, time and location of the public hearing/meeting, and the deadline by which written comments must be received. Citizens may provide verbal comments at the public hearing/meeting and/or written comments during the comment period. A draft of the Consolidated Plan will be available for public review in all branch libraries of the Chesapeake Public Libraries and the Planning Department, (City Hall Building -2nd Floor -306 Cedar Road, Chesapeake, VA 23322) during regular business hours throughout the comment period.

Assessment of Fair Housing (AFH) (Procedures for Public Comment on Housing & Community Development Plans & Programs)	Comment <b>15 Calendar Days</b> Period: <b>No</b> Public Hearing:
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The Assessment of Fair Housing will be reviewed and updated as needed. Substantial amendments in the language of the Citizen Participation Plan are subject to review by the Planning Department and to a 15-day public comment period. A public notice will be published in a newspaper of general circulation and a draft of the Citizen Participation Plan will be available for public review in Chesapeake’s Public Libraries, Planning Department, (City Hall Building -2nd Floor -306 Cedar Road, Chesapeake, VA 23322) during regular business hours throughout the comment period.

## **ACCESS TO INFORMATION**

The City will make available to citizens, records regarding the past use of funds; the CPP, the CP, and AAP; substantial amendments to the CPP, CP, AAP, and AFH; and the CAPER. Draft copies of the CP, AAP, CPP, AFH and CAPER will be placed in all branch libraries of the Chesapeake Public Libraries during the public comment periods for citizen review and comment.

### **Chesapeake Central Library**

298 Cedar Road  
Chesapeake, VA 23322  
757.410.7100  
Assistant Director: Michelle Ornat

### **Dr. Clarence V. Cuffee Library**

2726 Border Road  
Chesapeake, VA 23324  
757.410.7036  
Library Manager: Bruce Douglass

### **Greenbrier Library**

1214 Volvo Parkway  
Chesapeake, VA 23320  
757.410.7058  
Library Manager: Susan Hobbs

### **Indian River Library**

2320 Old Greenbrier Road  
Chesapeake, VA 23321  
757.410.7003  
Library Manager: Kendra Hawkins

### **Major Hillard Library**

824 Old George Washington Highway, N.  
Chesapeake, VA 23323  
757.410.7078  
Library Manager: Vivian Washington

### **Russell Memorial Library**

2808 Taylor Road  
Chesapeake, VA 23321  
757.410.7020  
Library Manager: Clyde Hunter

### **South Norfolk Memorial Library**

801 Poindexter Street  
Chesapeake, VA 23324  
757.410.7048  
Library Manager: Jessica D. Hartley

Source: Chesapeake Public Libraries Web Page <http://www.infopeake.org/locations.asp>

Copies of the Citizen Participation Plan, the Consolidated Action Plan, Annual Action Plans, Assessment of Fair Housing, substantial amendments to the Consolidated Plan, and the Consolidated Annual Performance and Evaluation Report (CAPER) may be viewed at Planning Department, (City Hall Building -2nd Floor -306 Cedar Road, Chesapeake, VA 23322). These documents are also available on the City of Chesapeake's website [www.cityofchesapeake.net](http://www.cityofchesapeake.net) under City Departments, Planning Department.



## **AMENDMENTS**

Throughout the terms of the Five-year Consolidated Plan, the Annual Action Plan and the Assessment of Fair Housing, the documents may be amended to add or delete action items or objectives. The documents must be amended through the citizen participation process, if any changes meet the definition of substantial change.

### **MINOR AMENDMENTS**

A minor change to the Consolidated Plan and the Annual Action Plan are defined as changes that do not materially alter the activities or eligible beneficiaries. Minor revisions which would change the amount awarded to a project by less than 50% or would change the eligible activity or location but would not change the purpose, scope or intended beneficiaries, will not require public notice. The subrecipient requesting the change will inform the City in writing of the minor change(s) and the change(s) shall be approved by the City before being implemented.

### **SUBSTANTIAL AMENDMENTS**

**A Substantial Change to the Consolidated Plan (CP) is defined as:**

1. The deletion or addition of a goal, objective, program, activity, or project.

**A Substantial Change to the Annual Action Plan (AAP) is defined as:**

1. Addition of a new project or an activity not described in the AAP.
2. Elimination of an existing activity described in the AAP.
3. Change in the funding amount for a project or activity by 50% or more or \$50,000 whichever is greater.
4. Change in the purpose, scope, or beneficiaries of a project or an activity to the extent that it would be considered a new project or an activity.
5. Change in the location of the project or activity.

### **DISASTER RECOVERY EXCEPTION**

1. When there is a change in program benefit or eligibility criteria, the addition or deletion of an activity and/or the allocation or reallocation of more than 50% percent of the original appropriation, citizens will be provided with no less than 14 days vs. 30 days to review and provide comments on proposed substantial changes.
2. A summary of all comments received will be included in the final Substantial Amendment submitted to HUD for approval.
3. HUD will be notified at least five business days before the amendment becomes effective.

**A Substantial Change to the Citizen's Participation Plan (CPP) and the Assessment of Fair Housing (AFH) is defined as:**

1. Addition of a new report or plan for public comment.
2. Change in the length of time for public comment.
3. Change in the definition of Substantial Change for the CP, AAP, CPP or AFH.

## **PERFORMANCE REPORTS**

Every year, the City must submit to HUD a CAPER within 90 days of the close of the program year.

Contents of the CAPER report will include the progress on planned activities benefiting very low, low and moderate income persons, an assessment on the effectiveness of the program in meeting objectives (comparing actual accomplishments to planned actions), progress in providing housing assistance, status of environmental reviews, and information regarding the City's compliance with equal opportunity, fair housing, lead abatement and citizen participation standards. The CAPER also provides a narrative on the progress towards meeting the goals set forth in the CP, the AAP, the AFH, and the City's overall community development program performance.

The City will provide citizens an opportunity to comment on the CAPER **at least fifteen calendar days (15) days** in advance of its submission to HUD. A summary of citizen comments received will be attached to the CAPER to be submitted to HUD. Citizens will be notified of the locations of the copies of the Performance Report made and will be placed in all branch libraries of the Chesapeake Public Libraries and the Planning Department, (City Hall Building, 2nd Floor, 306 Cedar Road, Chesapeake, VA 23322).

### **TECHNICAL ASSISTANCE**

Upon request, the City will provide technical assistance to all persons developing funding proposals or seeking to provide input on CP, AAP or AFH activities, particularly extremely low, very low, low, and moderate-income citizens who request assistance. Technical assistance may consist of one on one assistance, or information and referral. The City's provision of technical assistance does not include preparation of grant applications for individuals or organizations. Technical assistance may be limited by funds and staff availability.

### **COMPLAINT PROCEDURE**

Written citizen complaints and grievances on the CP, AAP, and AFH program activities will receive a timely and substantive written response from the City **within fifteen (15) working days** of the City's receipt of the complaint, when practicable. In addition to a written response, the City may follow up on the complaint by telephone and/or in person as appropriate.

Subrecipients that receive CDBG and HOME funding from the City of Chesapeake are also required to have a written complaint policy.