

PHASES OF THE PUBLIC INVOLVEMENT PROCESS

Needs Assessment (Housing & Community Development Needs)	Comment Period: 15 Days Public Hearing: Yes Tentative Scheduled: October, November or December and as needed
<p>Once a year, a public hearing will be held on general housing and community development needs within Chesapeake. Citizens and community leaders often raise issues or suggestions for activities meant to improve the quality of life. The hearing will be held prior to the start of the annual funding process, and will provide input to the Annual Action Plan and the Five-Year Consolidated 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.</p>	
Proposal Review Process (Review of Annual Funding Process)	Scheduled: December – February
<p>The CDBG/HOME Selection Committee will engage in an annual proposal review process and will make specific funding recommendations to the City Manager and City Council.</p>	
Annual Action Plan (Funding Recommendations)	Comment Period: 30 Days Public Hearing: Yes Scheduled: January-May
<p>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, Bureau of Community Programs - Office of Housing, (City Hall Building -5th floor -306 Cedar Road, Chesapeake, VA 23322), and the Chesapeake Redevelopment and Housing Authority (1468 South Military Highway, Chesapeake, VA 23320) during regular business hours throughout the comment period. Funding recommendations will be published in a newspaper of general circulation. The public notice will include a brief description of the proposed activities, date, time, and location of the public hearing, the deadline by which written comments must be received, and where to get further information. Citizens may provide verbal comments at the public hearing and/or written comments during the comment period.</p>	
Consolidated Annual Performance Report (CAPER) (Reporting on Funded Activities)	Comment Period: 15 Days Public Hearing: Yes Scheduled: September
<p>An annual report on the performance of funded activities is prepared. Citizens may provide verbal comments at the public hearing and/or 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, Bureau of Community Programs - Office of Housing, (City Hall Building -5th floor -306 Cedar Road, Chesapeake, VA 23322), and the Chesapeake Redevelopment and Housing Authority (1468 South Military Highway, Chesapeake, VA 23320) during regular business hours throughout the comment period.</p>	

<p>Five-Year Consolidated Plan (Housing and Community Development)</p>	<p>Comment Period: 30 Days Public Hearing: Yes Scheduled: March/April 2010 & 2014</p>
<p>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, and the deadline by which written comments must be received. Citizens may provide verbal comments at the public hearing 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, Bureau of Community Programs - Office of Housing, (City Hall Building - 5th floor -306 Cedar Road, Chesapeake, VA 23322), and the Chesapeake Redevelopment and Housing Authority (1468 South Military Highway, Chesapeake, VA 23320) during regular business hours throughout the comment period.</p>	
<p>Substantial Plan Amendments (Amendments to the Annual Plan)</p>	<p>Comment Period: 30 Days Public Hearing: No Scheduled: As Needed</p>
<p>Following the adoption of the Five-Year Consolidated Plan and the Annual Action Plan, it may be necessary to make amendments from time to time. City Council will be notified of plan amendments that are defined as "substantial". Amendments to the plan will also be subject to public notice and comment.</p>	
<p>Citizen Participation Plan (Procedures for Public Comment on Housing & Community Development Plans & Programs)</p>	<p>Comment Period: 15 Days Public Hearing: No Scheduled: As Needed</p>
<p>The Citizen Participation Plan will be reviewed and updated as needed. Changes in the language of the Citizen Participation Plan are subject to review by the Office of Housing 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, Bureau of Community Programs - Office of Housing, (City Hall Building -5th floor -306 Cedar Road, Chesapeake, VA 23322), and the Chesapeake Redevelopment and Housing Authority (1468 South Military Highway, Chesapeake, VA 23320) during regular business hours throughout the comment period.</p>	