

**Appendix J**

**Citizen Participation Plan**

# Citizen Participation Plan

## 1. Citizen Involvement Guide

- The King County Consortium invites its citizens to participate in all of the planning processes for the allocation of federal, state and local funds for housing and community development programs, including the planning process for the HOME and CDBG Consortia Interlocal Cooperation Agreements.
- The King County Consortium publishes a “Citizen Involvement Guide” that is available on our web site at <http://www.metrokc.gov/dchs/csd/Housing/CitizenGuide.htm>

or, the guide can be obtained in the mail by contacting staff listed at the end of this section of the plan.

- The Guide contains the following information:
  - 1) An overview of the sources, use and administration of Consortium funds
  - 2) How funds are shared within the King County Consortium
  - 3) How the programs are administered
  - 4) An annual calendar of activities that includes fund application cyclus
  - 5) Contact names and phone numbers
  - 6) Other programs and resources that are available to the community
- The Consortium is preparing to launch the Citizen Involvement Guide in several languages other than English in 2005.

## 2. Consolidated Housing and Community Development Plan: Public and Stakeholder Input

- Every five years the King County Consortium produces a new *Consolidated Plan* that guides our use of federal and some state and local funds for affordable housing and community/economic development (see Introduction Section to this plan).
- The Consortium provides many opportunities for public and stakeholder input during the development process and uses the input in the production of the plan.

- Public Input forums are held at many locations in the County, especially in locations that facilitate input from low – to moderate-income members of the community. The locations of the public input forums are announced in local newspapers, on our website and through flyers sent to community-based agencies.
- Stakeholders are invited to participate in focus groups and/or surveys or other comparable forums to provide input to the development of the *Consolidated Plan*.

### **3. Consolidated Housing and Community Development Plan: Public Review**

- The public is invited to comment on the *Consolidated Plan* for a period of 30 days prior to its adoption by the King County Council. A notice of availability of the proposed new proposed *Consolidated Plan* is published in the legal section of the Seattle Times and other selected local newspapers, on the HCD website and through community-based agencies. Free copies of the *Draft Consolidated Plan* are available during the period of public review by mail, at the King County Housing and Community Development office and via the King County web site, which can be accessed at any public library.
- The public is also invited to comment at the King County Council hearings where the *Consolidated Plan* is discussed and adopted. All comments that are submitted in writing or provided orally during the public comment period or at public hearings or meetings shall be considered in preparing the final plan. A summary of comments received and how they were handled, as well as the reasoning behind the rejection of any comments that are not accepted for inclusion in the *Consolidated Plan* will be included in the Public Comment Section.

### **4. Public Review of Changes to the Consolidated Housing & Community Development Plan**

- Minor Changes

Minor changes are edits and/or corrections that do not alter the purpose of intended beneficiaries of any of the “Strategies” adopted in the Strategic Plan section. These changes do not require King County Council action, public notice or a public comment period, but do require review by the Consortium’s Joint Recommendations Committee.

➤ Substantial Changes:

- 1) alter the purpose or intended beneficiaries of a strategy identified in the “Strategic Plan” section;
- 2) add or delete a strategy in the “Strategic Plan”;
- 3) alter the annual accomplishment goals and/or the long-term goals of the major strategies in the “Strategic Plan”.

Substantial Changes will require public notice and an opportunity for the public to comment for 30 days prior to the King County Council action to adopt the change(s) to the *Consolidated Plan*. Public notice will be placed in the major local papers, on the King County web site and through e-mail to local community agencies.

#### **4. Availability of the adopted Consolidated Housing & Community Development Plan**

- The adopted *Consolidated Plan* will be available on the Housing and Community Development web site: [www.metrokc.gov/dchs/csd/Housing/Reports.htm](http://www.metrokc.gov/dchs/csd/Housing/Reports.htm), and in a hard copy booklet available by mail from the Housing and Community Development Program office (see contact information at the end of this section) and at each library in the King County Public Library system.

#### **5. Availability of funds to meet the Objectives of the Consolidated Plan is Announced Every Year**

- Funds available through the larger suburban cities (also known as the pass-through cities<sup>1</sup>), are announced every Spring with applications due from April through July, depending on the jurisdiction. The pass-through cities receive entitlement funds through a formula distribution each year and conduct their own allocation processes. Notifications of funds available are made via newspapers, flyers and other forms of media announcements, such as individual jurisdiction web sites

---

<sup>1</sup> Large cities in the Consortium that receive a “pass-through” of federal funds to allocate through their city (for more information about the Consortium structure and pass-through cities, see the Introduction to the “Consolidated Plan.”

- Funds available for community development objectives in unincorporated King County or the small cities in the Consortium are administered by King County staff, and are announced every Spring, with applications due in June.
- Funds for affordable housing objectives of the plan. The King County Housing Finance Program (“HFP”) administers HOME funds for the entire HOME Consortium, with allocation decisions made in conjunction with the cities in the HOME Consortium. Funds available for affordable housing projects throughout King County through the HFP are announced every Summer, with applications due in September.
- ESG and CDBG funds for homeless housing operations and services through King County staff (the King County Homeless Housing Planning Section) are announced and available every two years in the Spring (May – July).
- Fund availability is announced in local papers, on the King County Housing and Community Development Program web site and through notices to stakeholders. The web site address is:  
<http://www.metrokc.gov/dchs/csd/Housing/index.htm>

## **6. The Consortium Provides Technical Assistance to Fund Applicants**

- Every Spring, King County and Consortium pass-through cities organize application workshops at various locations in the County to provide technical assistance to potential applicants for funds. The workshops provide information about federal requirements, local priorities and application instructions. Technical assistance may be provided to individual applicants upon request.

## **7. Proposed Use of Funds Each Year: the Annual Action Plan**

- Every year after the Consortium has announced the availability of funds and made technical assistance available, it determines the specific projects it will fund in the coming year, consistent with the goals, objectives and strategies outlined in the *Consolidated Plan*. This annual plan for how the coming years’ funds will be utilized is called the “Annual Action Plan.”
- Each pass-through city in the Consortium holds public hearings in the fall on their proposed CDBG projects before the projects are adopted by their respective City Councils.
- Most cities in the north and east areas of the Consortium do not select specific housing projects in the fall, but do set aside funds for housing development through A Regional Coalition for Housing (ARCH). Specific

housing development projects are then selected twice a year by ARCH for approval by each City Council in the coalition, and added to the Annual Action Plan by amendment.

- The Joint Recommendations Committee of the King County Consortium holds a public meeting in the late summer each year on the proposed projects to be awarded funds for the following year. Specific housing projects are not selected at this time. Funds for housing development projects are set aside, and projects are selected later in the year for JRC approval and added to the Annual Action Plan by amendment.

## **8. The Metropolitan King County Council Adopts an Overall Budget for Federal Housing and Community Development Funds Every Year**

- The Metropolitan King County Council appropriates an overall budget for the Consortium's CDBG, HOME and ESG funds to broad categories in November as part of its annual budget process.

## **9. Public Comment on Changes to the Annual Action Plan**

- After the Annual Action Plan is submitted to HUD in mid-November each year, each pass-through city and the County is responsible for providing citizens with reasonable notice in their local newspaper and an opportunity to comment whenever certain amendments to the plan, as specified below, are being proposed for CDBG, HOME or ESG funds.

### **Minor Changes**

- 1) a change the amount awarded to a project by less than 25%; or
- 2) a change in the eligible activity or location, or the estimated number of intended beneficiaries, but not the purpose, scope or intended beneficiaries of a project.

Minor changes do not require public notice or Council action. The sub-recipient<sup>2</sup> requesting the minor change(s) will inform the County in writing before they are implemented.

---

<sup>2</sup> A sub-recipient is the entity awarded funds for a project.

## **Amendments**

- 1) a change in the amount awarded to a project by 25%, plus or minus (unless the minus is merely the result of an under-run); or
- 2) a change in the purpose, scope or intended beneficiaries of a project; or
- 3) a cancellation of a project or addition of a new project, including new housing projects selected by the ARCH cities or the JRC after the Annual Action Plan is submitted to HUD.

All amendments to adopted projects must be approved by the city or the Joint Recommendations Committee (“JRC”), whichever body initially awarded the funds, and submitted for public comment for 14 days before they are submitted to HUD. Amendments that have been approved by the city or the JRC will be published in local newspapers for at least 14 days before they are implemented and the public will be invited to comment during the 14 day period. All public comments will be considered before implementation, and before the amendment is submitted to HUD.

Amendments to the cities’ CDBG projects, including housing development projects recommended by ARCH, can be adopted by the local jurisdictions’ councils through a consent agenda or regular Council meeting. Similarly, amendments to the County and Small Cities CDBG fund, including housing development projects recommended by the Housing Finance Program, can be adopted by the JRC at a regular meeting. The County will submit the changes to HUD as necessary.

## **Substantial Change**

- 1) A change in the amount of CDBG or HOME awarded to a project by more than 10% of the annual entitlement (approximately \$700,000 or more for a CDBG project and \$350,000 or more for a HOME project).

All substantial changes must be approved by the city or the Joint Recommendations Committee (“JRC”), whichever body initially awarded the funds and submitted for public comment for a period of 30 days before the County submits the change(s) to HUD.

Substantial changes that are approved by a jurisdiction will be published in the regional and/or local newspaper for at least 30 days before they are

implemented and the public will be invited to comment during the 30-day period. All public comments will be considered before implementation, and before the substantial change is submitted to HUD.

All comments that are submitted, either orally or in writing, shall be considered in any substantial changes to the Annual Action Plan. A summary of public comments made and how they influenced the plan, as well as the reasoning for comments that were rejected and did not influence the plan, will be attached to the substantial amendment. The County will submit the changes to HUD as necessary.

## 10. Annual Program Performance: the Consolidated Annual Performance and Evaluation Report

- Every year in mid-March, a notice of availability of the Consortium’s “Consolidated Annual Performance and Evaluation Report” (CAPER)<sup>3</sup> is published in the legal section of the Seattle Times newspaper. Copies of the CAPER are available on the Housing and Community Development web site: [www.metrokc.gov/dchs/csd/Housing/Reports.htm](http://www.metrokc.gov/dchs/csd/Housing/Reports.htm), and at the King County Housing & Community Development office.
- The public is invited to a meeting to review and comment on the *CAPER* report at least 15 days before it is submitted to HUD.

## 11. King County Housing & Community Development Office Staff Contacts

- General office line 206-296-8672
- For information about the *Consolidated Plan*: Cheryl Markham  
Coordinator, Affordable Housing  
Planning & Development  
[cheryl.markham@metrokc.gov](mailto:cheryl.markham@metrokc.gov)  
206-205-1417
- For information about the *Annual Action Plan*  
or the *CAPER*: Kathy Tremper  
Coordinator, Community  
Development Section  
[kathy.tremper@metrokc.gov](mailto:kathy.tremper@metrokc.gov)  
206-205-6431

---

<sup>3</sup> The CAPER evaluates program performance, pursuant to the goals and objectives articulated in the Consolidated Plan, for the prior year’s activities.