

# CONSOLIDATED PLAN

## COMMUNITY PARTICIPATION PLAN

### INTRODUCTION

Arlington County's Consolidated Plan is intended to provide a vision to guide policies and programs which address housing, homelessness, and community development strategies over a five-year period. It combines the planning, application, and reporting requirements for the following U.S. Department of Housing and Urban Development (HUD) programs: Community Development Block Grant (CDBG); HOME Investment Partnerships (HOME); Emergency Shelter Grants (ESG); and Housing Opportunities for Persons with AIDS (HOPWA). Each of these HUD programs has distinct activities to involve citizens in the planning, implementation, and evaluation of the programs.

This Consolidated Community Participation Plan (CPP) guides and coordinates the community participation process each year as the County prepares its Consolidated Plan. It includes a summary of public input and review mechanisms for each of the above listed HUD programs. Reviewed periodically, it is to determine whether modifications are needed to ensure effective community participation. It is designed to comply with 24 CFR Part 91.105, governing community participation for the Consolidated Submission for Community Planning and Development Programs.

**A. Purpose:** The CPP provides residents, public agencies, and other interested parties, including those most affected, opportunities to participate in every aspect of the consolidated planning process, e.g., identifying needs, setting priorities, recommending programs, developing proposals, and reviewing program accomplishments.

**B. Involvement of Commissions/Committees:**

1) The County seeks input from many commissions and committees, including the following:

- o Community Development Citizens Advisory Committee
- o Citizens Advisory Commission on Housing
- o Human Rights Commission
- o Community Services Board
- o Commission on Aging
- o Commission on the Status of Women
- o Disability Advisory Commission
- o Economic Development Commission
- o Environment and Energy Conservation Commission
- o Fiscal Affairs Advisory Committee
- o Health Care Commission

- o Historical Affairs and Landmark Review Board
- o Multicultural Advisory Commission
- o Neighborhood Conservation Advisory Committee
- o Parks and Recreation Commission
- o Planning Commission
- o Tenant-Landlord Commission
- o Transportation Commission
- o Workforce Investment Board

- 2) Community Development Citizens Advisory Committee (CDCAC) has a key role in the planning, implementation and evaluation of the Community Development Block Grant Program. This Committee, originally created by County Board action in 1978, is the vehicle through which Arlington County complies with Section 104(a)(3) of the Housing and Community Development Act of 1974. These regulations require opportunities for the participation of residents in an advisory role in planning, implementing and assessing the program. An appendix, Community Development Citizens Advisory Committee Role and Composition, describes membership which includes representatives of: 1) County-wide organizations or constituencies with a special interest in community development and affordable housing programs, and 2) neighborhoods with concentrations of low and moderate income persons where significant CD-funded activities are taking place.

**C. Involvement of other groups:** The County also seeks input from:

- 1) public and private entities, both nonprofit and for-profit, particularly those whose purpose relates to housing, homelessness, neighborhoods, community development and economic development;
- 2) the community-at-large, civic organizations particularly those from low and moderate income neighborhoods, civic associations, tenant associations, special interest groups;
- 3) the business community;
- 4) the Arlington County Schools;
- 5) clients, program users, program operators; and
- 6) residents and organizations in Neighborhood Strategy Areas (NSAs).\*

\*In FY 2004 the County designated eleven NSAs: Nauck, Columbia Heights West, Buckingham, Pike Village Center, Long Branch Creek, Arlington View, Radnor/Fort Meyer Heights, Barcroft, Lyon Park, Penrose, and Westover.

**D. Requests for proposals:**

**Consolidated Plan:** All requests for proposals are an integral part of Arlington's Consolidated Plan. The Plan identifies the County's housing and community development goals, strategies and objectives. The requests for proposals will cite the goals, strategies and/or objectives appropriate to the funding resource.

**CDBG** - Groups and residents identified in Section B and C above are sent information in the summer of each year on the amount of CDBG funding expected to be available, the range of activities which may be undertaken using those funds, priorities established by the Consolidated Plan, program requirements, and the procedure and schedule for development of the CDBG program for the coming year (which begins in July). Additionally, notices are displayed at County libraries and recreation centers. The public is informed that staff is available to provide technical assistance to individuals and organizations in the development of their proposals. Neighborhood Strategy Areas are provided technical assistance to assess their community development and housing needs and develop proposals. Most proposals for funds are submitted and considered in the fall, however, occasionally requests are considered mid-year. Affordable Housing Investment Funds (AHIF) are incorporated into the CDBG proposal solicitation process each fall.

**HOME** - Project solicitation and public notice is ongoing. For-profit and nonprofit housing developers, apartment owners, interested citizens, commissions and other community groups are notified of the availability of funds. Notification is also provided on the Arlington County website.

**HOPWA** - Arlington works in coordination with other local governments in the region in applying for HOPWA funding allocations.

**ESG** - The Homeless Services Coordination Committee, composed of County staff, nonprofit organizations, and residents, meets regularly to develop programs and evaluate the needs of homeless persons in the County. Each spring this committee reviews the recommendations for use of ESG funds in the draft annual Consolidated Plan.

**E. Community input to identify needs and strategies:** Public hearings/forums on County needs and strategies as related to the Consolidated Plan are held each fall.

- 1) A hearing is held jointly by the Housing Commission and the CDCAC in order to receive community input on needs and strategies related to the Consolidated Plan.
- 2) In lieu of that hearing, a community forum is held at a location outside of the Courthouse area any year in which a five-year plan is being developed.
- 3) County commissions and committees, civic associations, neighborhood strategy area committees, and other groups listed above are encouraged to conduct forums on needs and strategies.
- 4) The CDCAC and the Housing Commission hold public meetings during which proposals, project plans and specific strategies are reviewed, and recommendations are

made to the County Board.

- F. Community input to maintain an effective CPP:** The public is periodically encouraged to comment on the structures and processes for community participation for the Consolidated Plan and its respective programs.
- G. Community input on the Draft Consolidated Plan:** The Draft Consolidated Plan includes implementation strategies and action plans for each major goal area of the Consolidated Plan. Public hearings/forums on the Draft Consolidated Plan are held during the three months after its publication. The Consolidated Plan includes the CDBG activities to be carried out (including locations, where known), the anticipated CDBG funds available (including the annual HUD grant, program income expected to be received during the coming program year, and unprogrammed program income from previous years), and the national objectives to be met. It also includes the same information for HOME, ESG, and HOPWA.
- 1) Interested committees, commissions, and other groups listed above are requested to solicit community input and communicate comments to the CDCAC, the Housing Commission or the County Board.
  - 2) Copies of the Draft Consolidated Plan are sent to all individuals and groups which submitted applications for funding.
  - 3) The hearing conducted annually by the County Board in connection with preparation of the County's Proposed Budget is publicized as a hearing for community input on needs and priorities, as well as performance, related to the Draft Consolidated Plan and its associated funding sources.
  - 4) The County Board holds a public hearing to solicit community comment, consider advisory committee recommendations, and adopt the Consolidated Plan when the County Budget is adopted.
- H. Community Input on Program Performance:** The public is encouraged to comment on program performance several times each year. The Consolidated Annual Performance Evaluation Report (CAPER) (see Section M) details progress and performance of the Consolidated Plan programs for public review and comment. Comments are received during the 30 day period prior to submission of the report and at any of the public hearings and forums mentioned above, or in writing.
- I. Outreach:** Publicity mechanisms to inform the community about the Consolidated Plan include press releases, flyers, email, internet, and posters, with a special emphasis in income-eligible areas and other areas of low income or minority concentrations, such as residents of assisted housing complexes. Faith-based organizations are encouraged to compete for funding under the same eligibility requirements as all other nonprofit organizations. Press releases include cable television and public media in languages other than English.

- 1) **Mailouts:** Distributions of the draft Consolidated Plan or its executive summary is undertaken following the release of the Manager's Proposed Budget. Mailing lists include, at a minimum, a broad range of: County advisory committee chairs, civic associations, nonprofit housing development and service agencies, minority groups, the religious community, business representatives, and interested individuals.
- 2) **Official Notices:**
  - a) Arlington advertises hearings in a newspaper having general circulation in Arlington County.
  - b) Arlington publishes in a newspaper having general circulation in Arlington County: 1) a description of the Draft Consolidated Plan; 2) a description of the process for public comment; and 3) a list of locations where the Plan may be examined. Copies are available at government offices, neighborhood centers, and the public library.
- 3) **Presentations:** Staff is available to organizations or neighborhood groups to make presentations on the Proposed Consolidated Plan.
- 4) **Outreach to Minorities:** Outreach is undertaken to maximize participation in public forums by minority and limited-English proficient populations, including representatives of minority organizations. Particular emphasis is placed on face to face outreach to various ethnic communities. Interpreters are provided on request at hearings. Meeting announcements are translated into Spanish and other languages as needed.

**J. Technical Assistance:** Technical assistance is provided to individuals or groups seeking participation in the consolidated planning process or access to program funding. Particular attention is given to informing low, very low, and poverty income groups that assistance is available to develop proposals under the consolidated submission.

**K. Inclusion of Public Comment:** Comments at public forums and in written testimony are summarized and included in the draft and the final Plans. The summary of public comments in the approved Consolidated Plan includes staff responses to the comments.

**L. Plan Amendments:** The public receives reasonable notice of, and opportunity to respond to, any substantial amendment proposed for the Plan. There are two types of amendments: 1) regular amendments which typically are modifications to the annual plan involving expenditure of CDBG funds; and 2) substantial amendments which involve additions or deletions of goals or changes to the intent of the goals or strategies articulated in the five-year plan.

- 1) **Regular Amendments:** A regular amendment is made whenever the County Board decides:
  - a) to make a change in its allocation priorities or a change in the method of

distribution of funds; or

- b) to carry out an activity, using funds from any program covered by the Consolidated Plan (including program income), not previously described in the action plan; or
- c) to change the purpose, scope, location or beneficiaries of an activity. Depending on the funding source, citizen advisory committees may review the proposed amendments and make recommendations to the Board.

**2) Substantial Amendments:** A substantial amendment to the Consolidated Plan involves addition or deletion of goals or changes to the intent of the goals or strategies articulated in the Five-Year Consolidated Plan. Such an amendment would be required prior to the County allocating federal CDBG, HOME, ESG or HOPWA funding to any activity inconsistent with an approved five-year goal or strategy. A change to an annual plan between annual submissions that is consistent with the five-year strategy would not constitute a substantial amendment.

**3) Substantial Amendment Process:** Prior to making any substantial amendment to the Consolidated Plan, a description of the proposed changes will be published in a local newspaper, allowing a minimum of 30 days for citizens to comment. Notice will also be posted on the County's webpage and included in the electronic newsletter published by the County. The appropriate citizen advisory committee(s) will review the proposed amendments and make recommendations to the Board. All comments will be considered and final amendments will be approved by the Arlington County Board.

**M. Plan Evaluation by HUD:** Staff submits performance and progress data to HUD periodically and annually prepares a performance report called the Consolidated Annual Performance Evaluation Report (CAPER). The submission is available to the public, and sent to Central Library.

**N. Reasonable Accommodation:** All meetings, hearings, forums, etc., are open to the public. All meetings are held in facilities accessible to persons with physical disabilities. Sign language interpreters and alternative print formats are provided if five days' advance notice is given. Reasonable accommodations are undertaken, as requested, to enable full participation in all stages of the process by persons with disabilities.

**O. State and Regional Consultation:** The Proposed Consolidated Plan is submitted for review and comment by the Virginia Department of Housing and Community Development, the Virginia Housing Development Authority, members of the Council of Government's Housing Director's Advisory Committee, the Northern Virginia Regional Commission, and other appropriate local jurisdictions or housing authorities.

**P. Anti-Displacement and Relocation Plan:** The public is provided opportunities to review/modify the Residential Antidisplacement and Relocation Assistance Plan, designed to minimize displacement and assist those displaced as a result of activities funded through the Consolidated Plan. The Antidisplacement and Relocation Plan is included in the

Consolidated Plan and the CAPER.

**Q. Complaints:** Staff responds to any written complaint or grievance related to the Consolidated Plan and its associated funding sources, within 15 working days, where practicable.

**R. Records:** The public has access to records of the Consolidated Plan and other related policies or certifications for at least five years.

**Approved:** September 3, 1994

**Amended:** April 12, 1997

April , 2005

Contact with the staff may be made at:

Housing Division  
Courthouse Plaza, Suite 700  
2100 Clarendon Boulevard  
Arlington, Virginia 22201

(703) 228-3760

(703) 228-4611 TTY

## COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

### CITIZENS ADVISORY COMMITTEE (CDCAC)

#### Role and Composition

The Arlington County Board has final responsibility for developing and ensuring implementation of the Community Development Block Grant program. However, it actively seeks input from the community. This input occurs through submission of citizen proposals, especially from the Neighborhood Strategy Areas (NSAs); advice from the Community Development Citizens Advisory Committee (CDCAC); comments at public hearings and meetings; and community involvement in the identification of community development and housing needs and the review of program performance.

**Role:** The Community Development Citizens Advisory Committee, which was established by the Arlington County Board in 1978 in order to comply with Section 104 (a)(3) of the Housing and Community Development Act of 1974, is key to community participation in all aspects of the CDBG program, providing input to the County Board and County staff on the CD program. The CDCAC meets year-round and advises on development of the annual CD program and the Consolidated Plan, implementation and evaluation of the CD program, proposed amendments to the Consolidated Plan, and allocations of unprogrammed CD funds. The time and place of CDCAC's meetings can be obtained by calling the Housing Division (HD), at (703) 228-3760 and on the County website at [www.arlingtonva.us](http://www.arlingtonva.us).

At each meeting of the CDCAC throughout the year, staff reports on the progress of current projects and programs. The CDCAC makes recommendations to staff regarding these activities and to the County Board on items requiring Board action. All Board actions are reviewed and acted upon in a manner that allows for community participation.

The CDCAC reviews and evaluates CDBG program performance at its monthly meetings. It welcomes comments on program performance at the hearings it holds with the Housing Commission. Neighborhood Strategy Area groups periodically evaluate CD programs and activities of interest to the neighborhood at their meetings and communicate concerns to CDCAC.

**Composition:** The CDCAC is made up of representatives of County-wide organizations or constituencies with a special interest in community development and affordable housing programs, and of neighborhoods where significant CD-funded activities are taking place and where there are concentrations of low and moderate income persons. The County Board designates the organizations represented on CDCAC. Currently represented on the CDCAC are:

#### County Board

**Commissions/Committees:** Arlington Community Services Board  
Commission on Aging  
Citizens Advisory Commission on Housing  
Disability Advisory Commission  
Tenant-Landlord Commission

**Interest Groups:** Non-profit housing developer  
Non-profit service provider  
Minority/Newcomer Interests-at-Large (2)  
Business Interests-at-Large  
Public Interests-at-Large (3)

**Neighborhood Strategy Areas:** One representative from each NFA:  
Columbia Heights West  
Nauck  
Buckingham  
Pike Village Center

One representative from NEAs:  
Arlington View or  
Radnor/Ft. Meyer Heights or  
Long Branch Creek

No representatives from NOAs:  
Lyon Park  
Barcroft  
Westover

The County Board appoints the representatives from the Commission on Aging, Arlington Community Services Board, Tenant-Landlord Commission, Disability Advisory Commission, and the Citizens Advisory Commission on Housing. Each of these boards/commissions selects its own alternate.

In addition, the County Board appoints representatives from at-large interest/minority groups: minorities/newcomers, businesses, and three general public interest seats. The County Board also appoints representatives from non-profit housing developers and service providers. Notice of the vacancy is given to organizations and interested parties that represent these groups. Nominations are submitted to the CD staff and forwarded to the County Board for selection and appointment.

Each of the Neighborhood Strategy Areas (NSAs) selects its own representative and alternate. The neighborhood representatives are selected by the civic association serving the neighborhood. Civic Associations are expected to involve the entire NSA in the selection process. If the NSA has no civic association that primarily represents most of the NSA, the CD staff will identify existing groups and assist them to develop a process to select a representative and alternate to

CDCAC. The representatives and alternates selected by the NSA must be residents of the neighborhood or own property or operate a business located in the neighborhood.

All new representatives to the CDCAC, including County Board appointed representatives and those selected by an organization or NSA, serve three year terms, not to exceed two consecutive terms. Representatives serving on the CDCAC at the time of County Board's adoption of the revised CDBG Citizen Advisory Committee Role and Composition, at the discretion of the County Board, continue to serve one additional three year term following their anniversary date.

Where no other membership rules have been adopted by the CDCAC, the County Board's Advisory Group Policy prevails.

**Rules of Procedure:** The chairman, selected from the membership of the CDCAC, is appointed annually by July 1 by the County Board. A quorum consists of fifty-one percent of currently sitting members. The Committee determines its own rules of procedure and has adopted "Roberts Rules of Orders" for operating procedures not addressed by its rules. The CD staff in the Housing Division provides technical assistance and support services to the CDCAC, such as provision of meeting space, notice of meetings, minutes, interpretation of HUD policies and requirements, and program status reports. Staff also may prepare letters, reports, responses, and other documents for the CDCAC, as requested, and attends CDCAC meetings and hearings.

**Adopted July 1978;**

**Revised September 1991;**

**Revised April 1997**

**Revised April 2005**