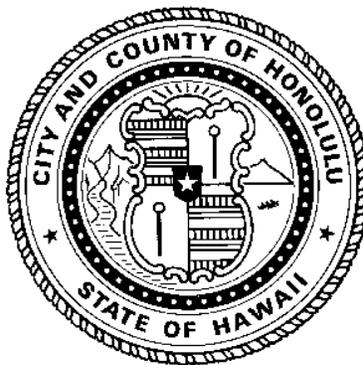


AMENDED AND RESTATED CITIZEN PARTICIPATION PLAN

(UPDATED FEBRUARY 2019)



Community Development Block Grant (CDBG)
HOME Investment Partnerships (HOME)
Emergency Solutions Grants (ESG)
Housing Opportunities for Persons With AIDS (HOPWA)
Housing Trust Fund (HTF)
Section 108 Loan Guarantee (Section 108)
Programs

CITY AND COUNTY OF HONOLULU AMENDED AND RESTATED CITIZEN PARTICIPATION PLAN

As a condition to receiving federal funds, the U.S. Department of Housing and Urban Development (HUD) requires the City and County of Honolulu (City) to develop a Citizen Participation Plan (CPP) to encourage the community's participation in the development, implementation and assessment of the following programs which are administered by HUD's Community Planning and Development (CPD) division:

- Community Development Block Grant (CDBG) – a program developed to provide decent housing, a suitable living environment, and expand economic opportunities, principally for persons of low- and moderate-income.
- HOME Investment Partnerships (HOME) – a program developed to fund activities to build, buy and/or rehabilitate affordable housing for rent or homeownership or provide direct rental assistance to low-income persons.
- Emergency Solutions Grants (ESG) – a program developed to provide persons experiencing homelessness with basic shelter and essential supportive services.
- Housing Opportunities for Persons With AIDS (HOPWA) – a program developed to provide housing and related supportive services to persons with HIV/AIDS.
- Housing Trust Fund (HTF) – a program developed to produce or preserve housing through the acquisition, new construction, reconstruction, and/or rehabilitation of non-luxury housing with suitable amenities for extremely low-income and very low-income households.

The administration of these programs is guided by the Consolidated Plan (ConPlan), a 5-year needs assessment and strategic plan; the annual Action Plan which details the activities to be undertaken for the upcoming year; and the Consolidated Annual Performance and Evaluation Report (CAPER), a year end performance review. The process under which these documents are developed will hereinafter be referred to as the CPD planning process.

In addition, this document also covers citizen participation requirements for a Section 108 Loan Guarantee (Section 108) program. Section 108 is a HUD program which provides funds for economic development, housing rehabilitation, and large-scale capital improvement projects. Section 108 loans are guaranteed by the City's current and future CDBG allocations. The Section 108 citizen participation requirements contained herein will only become applicable if the City implements a Section 108 program.

The first Plan was adopted by the City in 1995 and amended in 2005. In May 2011, the Plan was further amended to: 1) allow the thirty-day public review and comment period on the City's Action Plan to coincide with the City Council's consideration of the same matter; 2) include community participation guidelines for a Section 108 program; 3) clarify the actions that constitute a substantial amendment to the ConPlan; and 4) simplify the Plan to make it easier to understand and implement. The CPP was updated in February 2019 to: 1) change Emergency "Shelter" Grants to Emergency "Solutions" Grants; 2) include the Housing Trust Fund (HTF) Program; and 3) make other non-substantive or housekeeping amendments.

ENCOURAGEMENT OF CITIZEN PARTICIPATION

The City will encourage the involvement of all community members, but in particular low- and moderate-income persons, persons experiencing homelessness, minorities, non-English speaking persons, persons with disabilities, recipients of government housing assistance, and residents of low- and moderate-income neighborhoods, Neighborhood Revitalization Strategy Areas (NRSAs) and other targeted areas. For purposes of this Plan, the City defines low- and moderate-income neighborhoods as areas in which at least 51% of the households have incomes at or below 80% of the area median income.

In addition, the City will encourage the participation of local and regional community organizations, nonprofits, faith-based organizations and developers whose programs and projects focus on the needs of low- and moderate-income persons.

The City will use a variety of outreach techniques to encourage community involvement through all stages of the CPD and Section 108 planning processes. Depending on the target audience, the City may use newspaper advertisements, press releases, websites and/or mass distributions of regular and e-mail notices. In all situations, the City will focus on providing timely and appropriate information.

The City will provide assistance to allow individuals with disabilities and non-English speakers the opportunity to participate at all levels of planning and assessing the City's programs. Public hearings will be held at locations accessible to persons with disabilities and closed captioning will be provided for City Council hearings. The services of interpreters for non-English speaking persons or signers for the hearing-impaired will be made available upon request. Upon request, the City will also provide draft and final documents in a format accessible to those with visual impairments.

PRIMARY METHODS OF KEEPING PUBLIC INFORMED

1. PUBLIC NOTICES

Throughout the year, the City will publish, in a newspaper of general circulation, notices to alert the public to significant events in the CPD and Section 108 planning process and, if appropriate, solicit public comment.

TABLE 1 – LIST OF PUBLIC NOTICES

TITLE	CONTENTS	FREQUENCY	PUBLIC COMMENT PERIOD
Draft ConPlan	<ul style="list-style-type: none"> • Summary of purpose and contents • Notice of availability for review and comment 	Every 5 years	30 days
Final ConPlan	<ul style="list-style-type: none"> • Notice of acceptance • Notice of availability 	Every 5 years	None
Info on Funding Opportunities / Application Process	<ul style="list-style-type: none"> • Program summary including fund objectives; amount of funds available; and range of eligible and ineligible activities • Information on application process 	CDBG / HOME / ESG / HTF: Annual / As Needed HOPWA: Every 2 years Section 108: As needed	None
Draft Action Plan	<ul style="list-style-type: none"> • Summary of projects recommended for funding • Notice of availability for review and comment 	Annual	30 days
Final Action Plan	<ul style="list-style-type: none"> • Notice of acceptance • Notice of availability 	Annual	None
Draft Section 108 Application	<ul style="list-style-type: none"> • Summary of projects recommended for funding • Notice of availability for review and comment 	As needed	30 days
Draft CAPER	<ul style="list-style-type: none"> • Summary of contents and purpose • Notice of availability for review and comment 	Annual	15 days
Annual Community Assessment / Final CAPER	<ul style="list-style-type: none"> • Notice of availability 	Annual	None
Substantial Amendments to the ConPlan / Action Plan / CPP / Section 108 Application	<ul style="list-style-type: none"> • Summary of proposed changes 	As needed	30 days

TITLE	CONTENTS	FREQUENCY	PUBLIC COMMENT PERIOD
Nonsubstantial Amendments to the ConPlan / Action Plan / CPP / Section 108 Application	<ul style="list-style-type: none"> • Summary of changes 	As needed	None
Conversion / Demolition of Low-Income Dwellings	<ul style="list-style-type: none"> • Project summary – activity description, location, completion schedule • Replacement units summary – project description, funding source, completion schedule 	As needed	7 days

The following changes are considered amendments that will require public and HUD notification, but no public comment period:

- change in purpose, location, scope, or beneficiary of an activity;
- reallocation of funds previously described in a public notice (i.e. lapsing of funds for one activity and the awarding of funds to an alternate);
- change in response to an urgent need, such as a disaster;
- non-substantive, stylistic or housekeeping amendments; and
- change to appendices or exhibits.

The following changes will be considered substantial amendments that will also require a public comment period:

- change in allocation priorities including changes to the Problems/Needs, Activities or Outcomes of the Logic Model (ConPlan);
- change in the method of distribution of funds (ConPlan);
- addition of an activity not previously described in the Action Plan or Section 108 application;
- increase or decrease in an activity’s award amount by the greater of \$75,000 or 30% of original award (Action Plan or Section 108 application); or
- change in the designated provider of an activity (Action Plan or Section 108 application).

2. PUBLIC HEARINGS / CONSULTATION MEETINGS

Throughout the year, the City will hold public hearings/consultation meetings to solicit citizens’ comments and opinions on the City’s housing and community development needs and the City’s plans and progress towards meeting those needs.

Hearings/Meetings will be held at times and sites convenient and accessible to the public, including those with disabilities. Arrangements will be made for any individual requiring special services, including interpreters for non-English speakers, provided the City is notified of the need for special arrangements at least five working days prior to the scheduled event.

Notices for each hearing/meeting will be published in a newspaper of general circulation, approximately 10 working days before the meeting to allow the public ample time to prepare for the meeting. Those unable to attend the hearing/meeting, will be encouraged to submit written testimony prior to the meeting.

TABLE 2 – LIST OF PUBLIC HEARINGS

TITLE	TOPICS	# OF MEETINGS	FREQ.
ConPlan / Community Needs Consultation Meetings	<ul style="list-style-type: none"> • Overview of CPD programs and planning process • Community development and housing needs for next 5 years • Funding priorities 	At least one, preferably two	Once every 5 years
Action Plan Hearings / City Council Meetings	<ul style="list-style-type: none"> • Activities proposed for funding for upcoming year • Current community needs 	At least two: 1) budget committee; and 2) full Council	Annual
CAPER / Community Needs	<ul style="list-style-type: none"> • City’s performance for the preceding year (including Section 108 projects, if applicable) • Current community development and housing needs 	One	Annual
Orientation / Informational Meetings for Funding Opportunities	<ul style="list-style-type: none"> • Introduction to Section 108 or CPD funding program including objectives; amount of funds available; and range of eligible and ineligible activities • Technical assistance 	As needed	As needed
Consultation Meetings	<ul style="list-style-type: none"> • Community Needs 	As needed	As needed
Section 108 Hearing / City Council Meetings	<ul style="list-style-type: none"> • Projects included on a Section 108 application 	At least two: 1) budget committee; and 2) full Council	As needed If possible, combine with Action Plan hearings

ADDRESSING COMMUNITY CONCERNS

1. PUBLIC ACCESS TO RESOURCE DOCUMENTS AND PROGRAM RECORDS

The City will make the following documents available to the public via hard copies available at the City's Department of Budget and Fiscal Services and electronically through the City's website:

- HUD Approved ConPlan (current)
- HUD Approved Action Plan (past five years)
- Final CAPER (most recent)
- Annual Community Assessment (most recent)
- Final Section 108 Applications (on-going projects)

The City will also provide free copies to interested parties upon request, although the City reserves the right to limit the number of free copies to a reasonable amount.

Upon written request, citizens will also be provided access to information and records regarding the City's preparation of the ConPlan and the use of CPD and Section 108 funds. The content and scope of the City's response to such requests may be restricted due to State and local laws regarding privacy and obligations of confidentiality.

2. COMMENTS AND COMPLAINTS

The City will provide responses to written questions, complaints and grievances within fifteen working days. An interim written response will be provided should the nature of the query, complaint or grievance not permit a definitive response within the specified fifteen days.

All comments or opinions received will be considered when preparing the ConPlan, the Action Plan, a Section 108 application, any substantial amendments, or performance report. A summary of comments, including those not acted upon with the reason for the non-action, will be attached to the appropriate document.

3. TECHNICAL ASSISTANCE

City staff is available year round to answer questions and provide technical assistance to any group or person interested in developing proposals and applying for funds under either Section 108 or a CPD program. The City will determine the type and level of help, but in no instance will assistance guarantee funding. All applicants will be expected to go through the City's regular application process. If appropriate and interest warrants it, the City will hold an orientation/informational meeting during the application process to provide help in a group setting.

4. DISPLACEMENT

It is City policy to minimize displacement of persons and entities as a result of activities assisted with CPD or Section 108 funds and to assist persons displaced as a result of such activities. Due to the City's criteria for evaluating projects for funding, it is rare for CPD funded projects to involve relocation or displacement. For those projects which do, the City has relocation specialists who work closely with the affected parties to ensure that the relocation requirements of 24 CFR Part 42 and 24 CFR 570.606(c) are met.