# Virginia's Citizen Participation and Consultation Plan

*Effective April 23, 2020*

This document outlines the Citizen Participation and Consultation Plan (CPCP) for the Commonwealth of Virginia's Consolidated Planning process. The Virginia Department of Housing and Community Development (DHCD) is the lead agency for the consolidated planning process. The Consolidated Plan addresses how Housing and Urban Development (HUD) funds (Community Development Block Grant (CDBG), Emergency Solutions Grant (ESG), HOPWA, HOME, and National Housing Trust Funds) administered through the Commonwealth of Virginia are leveraged to address housing, community development, and homeless needs in Virginia. The CPCP seeks to provide a pathway for citizens and key stakeholders to influence decisions that affect their communities and neighborhoods.

The CPCP covers all aspects of the consolidated planning process including the Analysis of the Impediments to Fair Housing, the five-year Consolidated Plan, the annual Action Plan, and annual Performance and Evaluation Report. The CPCP is designed to reach out to specific groups of individuals and stakeholders as well as gather input from other agencies that are working in related areas.

*Analysis of the Impediments to Fair Housing*

The *Analysis of the Impediments to Fair Housing* is in transition as HUD has issued interim guidance and notices that have direct impact on this component of the consolidated planning process. Please note that the state will be required to complete the analysis with a new fair housing assessment tool that has not and will not be released in time to be completed prior to completing the 2018 Consolidated Plan. DHCD will update the Analysis of the Impediments to Fair Housing completed in 2013 as an interim measure and gather additional citizen and stakeholder input prior to the submission of the 2018 Consolidated Plan. This will include updated data tables, analysis, and incidences from the Fair housing Office. DHCD will also gather input from citizens/stakeholder through posting a draft analysis online, conducting a survey that will be launched in Fall 2017, and through in-person input sessions. DHCD will submit the updated Analysis of the Impediments to Fair Housing to HUD prior to the 2018 Consolidated Plan submission.

*Five-Year Consolidated Plan*

Citizen Participation and stakeholder consultation is achieved through a number of opportunities where stakeholders including clients, customer, service provider, other state agencies, grantees, units of local government, advocacy groups including for example the Centers for Independent Living, the Virginia Housing Alliance and Continua of Care organizations around the state are invited to help shape the Commonwealth's 2018 Consolidated Plan. These opportunities include:

- A series of in-person input sessions held in various locations across the state

    - Homeless Services Input Sessions (October 2017)
    - Community Development Input Session (September 2017)
    - General Consolidated Plan Input Session (November/ December 2017)
- On-going activities of the Governor's Coordinating Council on Homelessness
- Stakeholder Survey (September 2017)

A summary of feedback from the Input Sessions and the Stakeholder survey will be posted on DHCD website along with DHCD's response, if applicable.

In addition, DHCD will posts the draft needs assessment, market analysis, strategic plan, and the first annual Action Plan on its website for review. This will be posted as available on or before January 31, 2018. DHCD will accept written comments from October 1, 2017 – April 14, 2018. Written comments must be submitted online or mailed to:

Virginia Department of Housing and Community Development
Attn: Lyndsi Austin
Main Street Centre
600 East Main Street, Suite 300
Richmond, Virginia 23219

The comments will be posted on DHCD's website along with DHCD's response, if applicable.

A public notice will be posted in several newspapers across the state, including a minority-owned newspaper and two Spanish language newspapers. The notices will announce funding by provide date, time, and location of the public hearing, and give instructions for submitting written comments.

A substantial amendment to the Consolidated Plan is required under the following conditions:

- Addition/elimination of funding source (e.g., National Housing Trust Fund)
- Addition/elimination of outcome/goal

*Annual Action Plans*
Citizen Participation and stakeholder consultation is achieved through a number of opportunities where stakeholders including clients, customer, service provider, other state agencies, grantees, units of local government, advocacy groups including for example the Centers for Independent Living, the Virginia Housing Alliance, and Continua of Care groups around the state are invited to help shape the Commonwealth's annual action plans. These opportunities include:

- In-person input sessions held in various locations across the state
- On-going activities of the Governor's Coordinating Council on Homelessness

A summary of feedback from the Input Sessions will be posted on DHCD website along with DHCD's response, if applicable.

In addition, DHCD will posts the draft annual Action Plan on its website for review. This will be posted as available on or before March 15th each year. DHCD will accept written comments from October 1 – April 14 each year. Written comments must be submitted online or mailed to:

Virginia Department of Housing and Community Development
Attn: Lyndsi Austin
Main Street Centre
600 East Main Street, Suite 300
Richmond, Virginia 23219

The comments will be posted on DHCD's website along with DHCD's response, if applicable.

A public notice will be posted in several newspapers across the state, including a minority-owned newspaper and two Spanish language newspapers. The notices will announce funding by funding source, provide date, time, and location of the public hearing, and give instructions for submitting written comments.

A substantial amendment to the annual Action Plan is required under the following conditions:

- Increase/Decrease of funding amount by funding category (e.g., direct homebuyer assistance) 15 percent above/below the approved Annual Action Plan amount.

*Annual Performance and Evaluation Report*
Each Year DHCD prepares a year-end report which is posted online and submitted to HUD for review. A public notice will be posted in several newspapers across the state, including a minority-owned newspaper and two Spanish language newspapers. The notices will announce the availability of the report and provide instructions for submitting comments.

*Request for Accommodations*
Copies of the plan documents may be requested by calling (804) 371-7100, (804) 371-7122, or (804) 371-7084 TDD. Persons requiring special accommodations should call (804) 371-7073.

*Covid-19 HUD Wavier*
Reasonable Notice and Opportunity to Comment -30-day Public Comment Period (24 CFR 91.105(c)(2) and (k), 24 CFR 91.115(c)(2) and (i) and 24 CFR 91.401) –reduced to five day with reasonable notice and public comments collected and recorded –to expire on June 30, 2021.