

CONSOLIDATED PLAN and ASSESSMENT OF FAIR HOUSING

DRAFT CITIZEN 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.

The County's Analysis of Impediments to Fair Housing and Fair Housing Plan is intended to identify and understand local and regional fair housing issues, and to set goals for improving fair housing choice and access to opportunity. It is designed to comply with 24 CFR Part 91.105, governing consultation and community participation in the analysis of fair housing data, an assessment of fair housing issues and contributing factors, and an identification of fair housing priorities and goals.

This Citizen Participation Plan (CPP) guides and coordinates the community participation process as the County prepares its Consolidated Plan, annual Action Plans and Fair Housing 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, such as:
 - 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 Disability Advisory Commission
 - o Tenant-Landlord Commission

- 2) Community Development Citizens Advisory Committee (CDCAC) has a key role in the planning, implementation and evaluation of the Community Development 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. Consultation: 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; to include local Continuum of Care, philanthropic organizations, and community-based and faith-based organizations;
- 2) public and private entities, both community-based and regionally-based, that represent protected class members, and organizations that enforce fair housing laws;
- 3) the community-at-large, civic organizations particularly those from low and moderate income neighborhoods, civic associations, tenant associations, special interest groups;
- 4) the business community;
- 5) the Arlington County Public Schools;
- 6) clients, program users, program operators; and
- 7) residents and organizations in eligible low and moderate income neighborhoods which include: Radnor/Fort Myer Heights, Lyon Park, Buckingham, Arlington Mill, Columbia Forest, Pike Village Center, Green Valley, Columbia Heights, Arlington View, Aurora Highlands, and Long Branch Creek.

D. Notice of Funding Availability proposals:

CDBG – The Consolidated Plan identifies the County's housing and community development goals, strategies and objectives. The County issues an annual Community Development Notice of Funding Availability (NOFA) to solicit proposals citing the goals, strategies and/or objectives appropriate to the funding resource. Groups and residents identified in Section B and C above are sent information in the summer of each year on 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 community

development program for the coming year (which begins in July). Faith-based organizations are encouraged to compete for funding under the same eligibility requirements as all other nonprofit organizations. The public is informed that staff is available to provide technical assistance to individuals and organizations in the development of their proposals. Most proposals for funds are submitted and considered in the fall; however, occasionally requests are considered mid-year.

A certain portion of the County's annual CDBG and HOME entitlements maybe also be included in the funding released through the Multifamily Notice of Funding Availability (NOFA).

HOME - Arlington issues an annual Multifamily Notice of Funding Availability (NOFA) requesting proposals seeking to develop new or rehabilitate existing committed affordable units (CAFs). 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. The majority of Arlington's annual HOME entitlement is included in the funding released through this NOFA process.

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

- 1) An annual hearing is held by the CDCAC in order to receive community input on needs and strategies related to the annual Action Plan.
- 2) A community forum is held at an accessible location in the year in which a five-year plan is being developed, to encourage input on the Consolidated Plan and Fair Housing Plan.
- 3) County commissions and committees, civic associations, and special interest committees, and other groups listed above are encouraged to conduct forums on needs and strategies.
- 4) The CDCAC hold public meetings during which proposals, project plans and specific strategies are reviewed, and recommendations are made to the County Board.

F. Community input on the Draft Consolidated Plan, Annual Action Plan and Fair Housing Plan: The Draft Consolidated Plan includes implementation strategies and action plans for each major goal area of the Consolidated Plan. The Fair Housing Plan includes analysis of fair housing barriers and action steps to address them. The Annual Action 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.

- 1) Interested committees, commissions, and other groups listed above are requested to solicit community input and communicate comments to the CDCAC or the County Board.
- 2) Copies of the Draft Consolidated Plan are emailed 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 and annual Action Plan when the County Budget is adopted.
- 5) Draft Fair Housing Plan will be made available to the public, including data and other information, at the start of the public participation process.
- 6) At least one public hearing will be held on the Fair Housing Plan before the draft is published for comment.
- 6) The draft Consolidated Plan and Fair Housing Plan will be published on the County website, with copies available upon request, with notices sent to interested parties and published in a newspaper of general circulation. Hard copies will be available upon request.

G. 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 15-day period prior to submission of the report and at any of the public hearings and forums mentioned above, or in writing.

H. Outreach: Publicity mechanisms to inform the community about the Consolidated Plan and Fair Housing Plan may include 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.

- 1) **Distribution:** Distribution of the draft Consolidated Plan, annual Action Plan or summaries is undertaken following the release of the Manager's proposed budget.

Mailing lists include, at a minimum, a broad range of organizations including 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:** Arlington publishes in a newspaper having general circulation in Arlington County: 1) a description of the draft Consolidated Plan; 3) a description of the content and purpose of the draft Fair Housing Plan; 2) a description of the process for public comment including public hearing; and 3) a list of locations where the plans may be examined.
 - 3) **Presentations:** Staff is available to organizations or neighborhood groups to make presentations on the draft Consolidated Plan and Assessment of Fair Housing.
 - 4) **Outreach to Minorities:** Targeted and extensive outreach is done to encourage participation in public forums by minority and limited-English proficient populations, including representatives of minority organizations. Interpreters are provided on request at hearings and meetings. Meeting announcements are translated into Spanish and other languages as needed.
- I. Technical Assistance:** If requested, 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.
- J. 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 and Fair Housing Plan includes staff responses to the comments.
- K. 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 Action 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 Consolidated Plan.
- 1) **Regular Amendments:** A regular amendment to the Consolidated Plan or Annual Action Plan 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) **Regular Amendment Process:** Prior to making any regular amendment, Arlington will notify the Community Development Citizens Advisory Committee (CDCAC) for their consideration of the changes. The County Board will then consider the amendment. After approved by the County Board, Arlington will notify HUD of the amendment via email and through IDIS. The letter submitted to HUD should be signed by the official representative of the jurisdiction authorized to take such action.
- 3) **Substantial Amendments:** A change to an Annual Action Plan between annual submissions that is consistent with the five-year strategy would not constitute a substantial amendment. A substantial amendment to the Consolidated Plan or Annual Action Plan is made whenever the County Board decides:
 - a) to make changes in the use of CDBG or HOME funds from one eligible activity to another.
 - b) to add or delete goals or make 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.

- 4) **Substantial Amendment Process:** Prior to making any substantial amendment to the Consolidated Plan, a notification indicating a change to the plan has been made will be published in a local newspaper, allowing a minimum of 30 days for comment. Notice will also be posted on the County's webpage. The CDCAC will review the proposed amendments and make recommendations to the County Board. All comments will be considered and final amendments will be approved by the Arlington County Board.
- L. 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, via the internet and county website.
- M. 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.
- N. Virtual Hearings and Participation:** In the event that national and local health authorities recommend social distancing, the County will host virtual public hearings. In order to do so, the County will provide 14-day notice announcing amended public hearing structure that includes date/time of hearing, virtual participation method and public comment process. In addition, in the event of a public health emergency, the County may expedite public comment

procedures in accordance with HUD regulations, including 5-day public comment periods.

- O. State and Regional Consultation:** The draft Consolidated Plan and Fair Housing Plan is submitted for review and comment by the Virginia Department of Housing and Community Development, the Virginia Housing, 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.
- Q. Complaints:** Staff responds to any written complaint or grievance related to the Consolidated Plan and its associated funding sources, and the Fair Housing Plan, within 15 working days, where practicable.
- R. Records:** The public has access to records of the Consolidated Plan, Fair Housing Plan and other related policies or certifications for at least five years.

COMMUNITY DEVELOPMENT

CITIZENS ADVISORY COMMITTEE (CDCAC)

Role and Composition

Introduction: The Community Development Citizens Advisory Committee (CDCAC) was created as an advisory body by the County Board of Arlington County, Virginia in 1978 in order to comply with Section 104 (a)(3) of the Housing and Community Development Act of 1974, which requires a citizen participation plan in allocating and planning for federal Community Development Block Grant (CDBG) funds. It also serves as the tripartite board for the Community Service Block Grant (CSBG) program, per 42 USC Chapter 106.

Mission: CDCAC advises and provides recommendations to the County Board regarding the allocation of Community Development Fund (CDF) program dollars, which is comprised of federal Community Development Block Grant (CDBG), Community Services Block Grant (CSBG), Temporary Assistance for Needy Families (TANF) and Affordable Housing Investment Fund (AHIF) Housing Services funds and serves as the primary vehicle for citizen participation in the CDF allocation process.

Governing Documents: FY 2022-2026 Consolidated Plan for Arlington County and Affordable Housing Master Plan.

Functions and Scope: CDCAC advises on development of the annual Community Development (CD) program goals and objectives; provides recommendations and proposes amendments for the annual HUD Action Plan and five-year HUD Consolidated Plan; evaluates performance of programs receiving CDF program funds; makes recommendations to staff regarding current projects and programs and advises the County Board on items requiring Board action; provides guidance concerning the allocation of current year entitlement, program income, and unprogrammed funds; and functions as the Community Action Board (CAB) for CSBG funding.

CDCAC shall keep up to date on issues facing the community, particularly around issues facing the Arlington community that benefits from the grant funding. CDCAC shall keep the County Board, *schools (if applicable)*, other County committees/commissions, and community leadership apprised of issues and actions regarding community development needs of Arlington. CDCAC shall liaise as needed with the County Board, other relevant County committees/commissions, service organizations, and other stakeholders/interest parties on issues and actions regarding community development needs of Arlington. Each year, these issues and needs facing the community may change, and as such, CDCAC shall reflect those needs in its recommendations to staff and the County Board on the size, number, and types of projects and programs receiving grants.

Membership: 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 very low, low and moderate-income persons. The County

Board designates the organizations represented on CDCAC. Representation on CDCAC reflects a tripartite organization:

Elected Public Officials:

5 TOTAL SEATS

- Arlington Community Services Board
- Commission on Aging
- Citizens Advisory Commission on Housing
- Disability Advisory Commission
- Tenant-Landlord Commission
- Arlington Public Schools
- Commission on the Status of Women
- Other commissions as appropriate

**Low or Moderate Income
Neighborhoods or
Organizations:**

5 TOTAL SEATS

Elected from

- Radnor/Fort Myer Heights
- Lyon Park
- Buckingham
- Arlington Mill
- Columbia Forest
- Pike Village CenterGreen Valley
- Columbia Heights
- Arlington View
- Aurora Highlands
- Long Branch Creek
- Low-Income Interests at-Large

Private Sector:

5 TOTAL SEATS

- Non-profit housing developer
- Nonprofit service provider
- Business Interests-at-Large
- General Public Interest-at-Large

The County Board appoints the category of Elected Public Officials who are representatives selected from among the Commission on Aging, Arlington Community Services Board, Tenant-Landlord Commission, Disability Advisory Commission, Arlington Public Schools, Citizens Advisory Commission on Housing, the Commission on the Status of Women, or other commissions that represent community interests. Each of these boards/commissions selects its own alternate.

In addition, the County Board appoints the Private Sector category. These are representatives from at-large interest groups: housing and service providers, businesses, and general public interest seats. Notice of the vacancy is given to organizations and interested parties that represent these groups. Nominations are submitted to the County Board.

For the Low- or Moderate-Income category, representatives are elected by the civic association serving the neighborhood, and are recommended by a letter or e-mail from civic association leadership. The representatives and alternates selected by the neighborhood must be residents of the neighborhood, own property, or operate a business located in the neighborhood. For at-large low-income interest representatives, County staff will identify appropriate groups and assist them to develop a democratic process to elect a representative to CDCAC.

All members serve at the pleasure of the County Board. CDCAC members are expected to serve as a liaison to interested parties in Arlington including any group that has formally submitted their name for membership. A member of the Commission who fails to attend three (3) CDCAC meetings in a single year without notice or explanation to the Chair or staff liaison may be asked to resign his or her remaining term on the Commission. The Commission Chair, after consultation with the County Board liaison, shall notify the member if such an action is warranted. Should a vacancy arise mid-term, the County Board may appoint a replacement to serve out the remainder of that departing member's term.

Members may be reappointed at the direction of the County Board or by the neighborhood or organization that originally appointed the member. Where no other membership rules have been adopted by the CDCAC, the County Board's Advisory Group Policy prevails.

Chair, Vice Chair (if applicable) and Committees (if applicable): The Chairman, is selected by the membership of the CDCAC, and is designated annually by the County Board in June. The Chairman's term runs from July 1 to June 30. Also, one member of the group may be designated by the County Board or CDCAC membership to serve as Vice-chair when the Chair is unavailable.

Staff Liaison: The County Manager shall appoint a County staff member to serve as liaison to CDCAC. The staff liaison provides technical assistance and support services to the CDCAC, such as provision of meeting space, notice of meetings, minutes, interpretation of HUD and HHS policies and requirements, and CDF project and program status reports. Staff also may prepare letters, reports, responses, and other documents for the CDCAC, as requested, and attend CDCAC meetings and hearings.

Meetings: CDCAC will meet on the first Wednesday of every month to adequately fulfill its role and responsibilities outlined in this charter. A quorum consists of fifty-one percent of currently sitting members. The committee determines its own rules of procedure and has adopted "Robert's Rules of Order" for operating procedures not addressed by its own rules.

All meetings will comply with Virginia Open Meeting requirements and the Freedom of Information Act. All meetings of the full committee will be advertised on the County-maintained website, with meeting time and location, and are open to the public. All materials distributed to members, meeting agendas, and meeting minutes will be made available to the public in a timely manner on the website.

The Advisory Group Handbook provides additional information on the conduct of meetings as well as communication protocols that should guide all members in their advisory group work.

Reporting to the Board: CDCAC will provide recommendations to the County Board about Community Development Fund priorities and programs. CDCAC will at a minimum submit an annual report to the County Board after consultation with the Board Liaison. CDCAC may, from time to time, be asked to provide comment at a regular County Board meeting or work session. In addition, testimony from advisory groups on budget and capital spending priorities is always welcome. The Chair should consult with the staff liaison and review the published public hearing schedules.

Update of this Charter: From time to time, CDCAC shall review this charter to assure that it meets current needs. Any requests for changes must be processed through the Board Liaison.

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