



**Item:** 2016/2017 Community Development Block Grant (CDBG) Policies and Funding Priorities

**From:** Planning and Community Development Department

**Initiated By:** Jolene Wetterau, CDBG/HOME Administrator

**Presented By:** Craig Raymond, AICP, Director of Planning and Community Development

**Action Requested:** The City Commission adopt the Community Development Block Grant (CDBG) Policies, the Citizen Participation Plan and set the 2016/2017 CDBG Funding Priorities

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**Suggested Motion:**

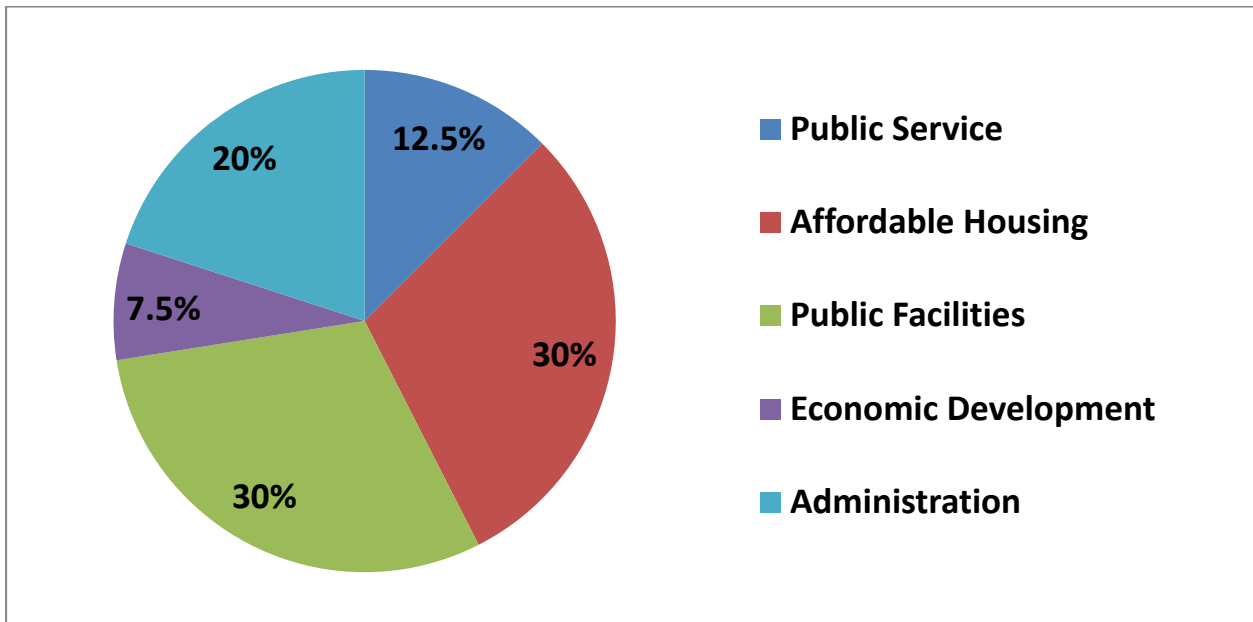
1. Commissioner moves:

“I move that the City Commission (adopt/deny) the Community Development Block Grant Policies, the Citizen Participation Plan, and set the 2016/2017 CDBG Funding Priorities.”

2. Mayor calls for a second, discussion, public comment, and calls the vote.

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**Staff Recommendation:** Staff recommends the City Commission adopt the Community Development Block Grant policies, the Citizen Participation Plan, and set the 2016/2017 CDBG Funding Priorities as follows:



**Summary:** As part of the CDBG program the City Commission is required to adopt funding priorities for the 2016/2017 CDBG funds to be received from the U.S. Department of Housing and Urban Development (HUD). These funding priorities will be used by the Community Development Council (CDC) as a guideline for award recommendations that will be made to the City Commission, at a Commission meeting, to be held in March. The Commission is also required to adopt a Citizen Participation Plan and CDBG policies which will be adhered to by the Planning & Community Development department and the CDC.

**Background:** CDBG and HOME programs are federal programs administered by HUD to help fund local community development programs including affordable housing, anti-poverty, public service, and community infrastructure projects. The primary goal of these programs is to assist low and moderate income (LMI) persons in their respective communities. State and local governments receive funding from HUD based on a formula derived from population statistics.

HUD rules require that larger cities and urban counties or “Entitlement Communities” submit a five year Consolidated Plan and an Annual Action Plan that establishes community goals for the use of CDBG funds, and hold public meetings to determine community needs and establish funding priorities.

Significant Impacts

Funding priorities will lay out the base for the Annual Action Plan required by the Department of Housing and Urban Development (HUD) as part of the five year Consolidated Plan.

Citizen Participation

Attached are Community Needs Public Hearing Minutes from the December 15, 2015, City Commission meeting. The public will also be provided opportunity to provide comment at future public hearings prior to final adoption of the Annual Action Plan.

## Purpose

CDBG policies with revisions are attached for the Commission's review. The Citizen Participation Plan was also updated per HUD's request and is attached for review. Staff is asking adoption of these policies and the Plan for use in the 2016/2017 CDBG allocation process.

Based on testimony given at the Community Needs Public Hearing held at the City Commission meeting on December 15, 2015, and knowledge of the range of applications expected for CDBG funding this year, staff is recommending the attached priorities. Proposed projects must meet the National CDBG Program objectives to be eligible. At least 70% of the funds must serve low to moderate income persons. As always, there will be competing interests for the available funds. In recommending funding percentages, staff balances the percentage distribution of the funds based on proposed projects, and as a result, the funding percentages change somewhat year to year. As of February 2, 2016, HUD has not contacted the City regarding the CDGB funding allocation for 2016/2017. Once funding allocations for 2016/2017 become available, allocation percentages can be applied and funding amount per category determined.

*Administration* is recommended at the capped 20% per HUD and is the percentage allowed to cover the City's costs for salaries and overhead to administer the CDBG, Neighborhood Stabilization program, Fair Housing efforts and required review/monitoring activities. While funding is declining, HUD's requirements for project management, accounting, monitoring and reporting are increasing. Staff recommends funding the full 20% allowed by HUD.

*Public Service* is a very competitive grant area and there is community need. Due to overwhelming needs in other categories, staff recommends 12.5% of funds be used for the Public Service priorities. Public Service funds provide money for services that include meals for elderly and disabled, day care and parenting education for young parents, summer and after school programs for lower income children and youth, and legal services for abused or abandoned children. This will be a small 2.5% increase over previous year allocation percentage of 10%.

*Economic Development* has historically not been a competitive grant area with GFDA being the only applicant and recipient in recent years. Based on input from the community during public outreach, staff is recommending that 7.5% of CDBG funding be allocated this year. There was a 10% allocation of funding to economic development last year however due to lack of eligible activities not all of the allocation percentage was utilized.

Last year the *Affordable Housing* allocation included funding the City Community Development Rehabilitation Specialist's position, a portion of the Code Enforcement Officer's position, the City's Rental Improvement Loan fund and the NeighborWorks Great Falls revolving loan fund, used for rehabilitation or new construction of housing for purchase by low to moderate income first-time homebuyers. Staff is recommending a continuing 30% funding for affordable housing.

The recommended allocation for the *Public Facility* category has decreased as a percentage of the overall funding allocation for the FY 2015/2016 funding cycle. Staff recommends that applications from nonprofit organizations be accepted for capital projects again this year. Staff is recommending a continuing 30% funding for public facilities.

Staff is recommending that CDBG unprogrammed funds be used to supplement the annual funding allocation. By utilizing these funds, the City will be able to more fully fund worthy programs and projects that would otherwise be neglected, abandoned or underfunded.

### Evaluation and Selection Process

Staff conducts a preliminary review of applications to ensure compliance with HUD regulations. If applications are deemed compliant, they are distributed to the Community Development Council (CDC) for review and scoring. This ten-member board, having staggered three year terms, is appointed by the City Commission to make funding recommendations for CDBG project applications. CDC members often make site visits to aid in their assessment of the application. Staff will explain the objectives, requirements, and policies of the CDBG program to the CDC to assist the CDC in ranking the projects in each priority area and recommending funding amounts for the projects.

The CDC invites applicants to make a 15-minute presentation regarding each application. CDC members have the opportunity to question applicants about their proposed projects. The CDC members score each project on a fairly complex matrix designed to highlight the need, community benefit, agency sustainability and capacity, and budget and leveraging. The matrix scores are tallied by staff and averaged for each project. The projects are prioritized for funding by score. The CDC meets one final time to determine the funding recommendations. Staff and CDC will meet with the City Commission in a work session to recommend funding for the CDBG and HOME projects.

The 2016/2017 Annual Action Plan must be submitted to HUD by May 15, 2016; therefore, the schedule for setting funding priorities, reviewing applications and approving funding recommendations is determined and maintained accordingly.

The Community Development Council (CDC) will present their funding recommendations to the City Commission's work session on March 1, 2016. A public hearing date on the proposed 2016/2017 CDBG funding will be set by the Commission on March 15, 2016 with final approval by the City Commission scheduled for May 3, 2016.

### Conclusion

Staff is recommending that the Commission continue the minimum application request/award amount of \$10,000, thus reducing the administrative burden for smaller grant awards.

Funding priorities will lay out the base for the Annual Action Plan required by HUD as part of the Consolidated Plan. Projects will be considered that fall into the guidelines established by these funding priorities and meet national CDBG objectives, making them eligible for use of CDBG funds.

**Fiscal Impact:** Meeting HUD requirements for receipt of CDBG funding will bring an estimated \$700,000 to the City to benefit low/moderate income citizens and families. With the unknown funding allocation amount for 2016/2017, the amount could be more or less. Based on this, City funding allocations will be adjusted according to the approved funding allocation percentages.

**Alternatives:** The Commission could change the funding priorities from the recommendation made by the staff, CDBG City Commission policies, or the Great Falls Citizen Participation Plan.

### **Attachments/Exhibits:**

- CDBG 2016-2017 Policies
- CDBG 2016-2017 Funding Priorities
- CDBG 2015-2016 Funding Priorities

CDBG 2016 Public Hearing Notes  
CDBG Citizen Participation Plan  
CDBG Funding Schedule 2016-2017

**City of Great Falls  
Community Development Block Grant  
City Commission Policies  
February 2, 2016**

1. The City Commission will determine the allocation of all CDBG projects.
2. The City Commission will conduct a Community Needs public hearing to allow citizens (especially low/moderate income persons) and city staff the opportunity to express their opinion as to the needs of the community that should be addressed with block grant funding.
3. The City Commission will determine priorities and allocate funding percentages to priority categories following the Community Needs public hearing.
4. The Community Development Council will review, prioritize, and make funding recommendations to the City Commission for all public service grant applications based on solicitation for proposals. The minimum grant request and award shall be \$10,000.
5. The City Commission will not fund proposals from agencies/departments whose last fiscal year or older CDBG funded projects will not be 75% complete by March 31st of the current year, unless a special public purpose exists for waiving the policy.
6. Private non-profit agencies will not be funded for staff salaries, benefits, office consumables, and rent payments for agency office space or utility costs.
7. The City Commission will fund activities to further fair housing as a part of block grant administration.
8. Projects that leverage and/or match the CDBG funds will be given priority consideration for funding.
9. Handicap accessible projects that serve the largest number of the public will be given priority consideration for funding.

**City of Great Falls Community Development Block Grant  
2016/2017 Funding Priorities (staff recommendation)**

CDBG Allocated funding allocation is unknown at this time. HUD has recommended using prior fund funding allocation as an estimate for FY 2016/2017 funds. FY 2015/2016 CDBG funding allocation was \$715,840. We are estimating \$715,000 in funds allocated for FY 2016/2017. The total CDBG budget is estimated to be \$715,000.

| <u>2016/2017 CDBG Priorities</u>   | <u>Funding Percentage</u> | <u>2016/2017 Funding Amount</u> |
|--|---------------------------|---------------------------------|
| <b>Public Facility Improvements/<br/>Handicap Accessibility</b><br>(Includes Infrastructure, Park<br>Facilities, Public Building Rehab)                            | ±30%                      | \$214,500                       |
| <b>Affordable Housing</b><br>(Housing for low/moderate income<br>Families: Rehab Services,<br>New Construction, Rehabilitation<br>including Historic Preservation) | ±30%                      | \$214,500                       |
| <b>Public Service Activities</b><br>(Benefiting low/moderate income<br>persons)  | ±12.5%                    | \$89,375                        |
| <b>Economic Development</b><br>(Special economic development activities)   | ±7.5%                     | \$53,625                        |
| <b>Administration</b> (maximum)<br>(Includes CDBG Grant Administration,<br>Environmental review, City Housing RLF)   | ±20%                      | \$143,000                       |
| Total Budget   | 100%                      | \$715,000                       |
| <b>TOTAL</b>   |                           | <b>\$715,000</b>                |

**City of Great Falls Community Development Block Grant  
2015/2016 Funding Priorities (staff recommendation)**

CDBG Allocated funding allocation is unknown at this time. HUD has recommended using prior fund funding allocation as an estimate for FY 2015/2016 funds. FY 2014/2015 CDBG funding allocation was \$720,280. We are estimating \$700,000 in funds allocated for FY 2015/2016. The total CDBG budget is estimated to be \$700,000.

| <u>2015/2016 CDBG Priorities</u>   | <u>Funding Percentage</u> | <u>2015/16 Funding Amount</u> |
|--|---------------------------|-------------------------------|
| <b>Public Facility Improvements/<br/>Handicap Accessibility</b><br>(Includes Infrastructure, Park<br>Facilities, Public Building Rehab)                            | ±30%                      | \$210,000                     |
| <b>Affordable Housing</b><br>(Housing for low/moderate income<br>Families: Rehab Services,<br>New Construction, Rehabilitation<br>including Historic Preservation) | ±30%                      | \$210,000                     |
| <b>Public Service Activities</b><br>(Benefiting low/moderate income<br>persons)  | ±10%                      | \$70,000                      |
| <b>Economic Development</b><br>(Special economic development activities)   | ±10%                      | \$70,000                      |
| <b>Administration</b> (maximum)<br>(Includes CDBG Grant Administration,<br>Environmental review, City Housing RLF)   | ±20%                      | \$140,000                     |
| Total Budget   | 100%                      | \$700,000                     |
| <b>TOTAL</b>   |                           | <b>\$700,000</b>              |



## **CDBG & HOME GRANT/CONSOLIDATED PLAN COMMUNITY NEEDS PUBLIC HEARING**

December 15, 2015

Planning and Community Development Director Craig Raymond reported that, as part of the obligation as recipients of HUD/CDBG monies, the City is required to hold this public hearing in order to provide an opportunity for the community to express to the City Commission and City staff what needs exist in the community that the City may address through the CDBG program. This information is important to consider when the Commission makes decisions on funding priorities and final allocations.

The City Commission will not take action tonight as the information being gathered will be compiled by staff and brought to the Commission at a future date.

Mayor Winters declared the public hearing open.

Brett Doney, Great Falls Development Authority, 300 Central Avenue, commented that one of the greatest needs of citizens in the community is for higher wage jobs and benefit opportunities. There is an 18-20 percent gap between the average wage and cost of living. That places a tremendous strain on individuals, families, the City, and on all the social service agencies that try to fill that gap.

John Juras, 220 Woodland Estates, spoke in favor of programs that help abused and neglected children in the community.

Neil Fortier, NeighborWorks Great Falls, 509 1st Avenue South, spoke in favor of decent, affordable housing. One of the top priorities of a recent housing market analysis is affordable work force housing in this community.

Shyla Patera, North Central Independent Living, 1120 25th Avenue NE, urged the Commission to take in account accessibility of the City, housing and healthcare for the disabled.

Deb Huestis, Family Connection, 201 2nd Avenue South, spoke in favor of easy, accessible child care.

Sheila Rice, NeighborWorks Great Falls, 509 1st Avenue South, spoke in support of affordable housing to support economic growth in Great Falls.

Lori Eckhardt, Family Connections, discussed the dramatic rise in children under Child Protective Services. She spoke in support of high quality child care as that provider is often the only stability in the child's life. She urged the Commission to make young children a priority.

Ann Baker, Child & Family Services, spoke in support of Family Connections and its interest in providing trauma informed services in its daycare.

There being no one further to address the Commission, Mayor Winters closed the public hearing.

**City of Great Falls, Montana  
Citizen Participation Plan  
for the  
Consolidated Plan and  
Consolidated Annual Performance Evaluation  
Report January 2016**

PURPOSE OF CITIZEN PARTICIPATION IN DEVELOPING THE CONSOLIDATED  
PLAN AND CONSOLIDATED ANNUAL PERFORMANCE EVALUATION REPORT

The City of Great Falls (City) must develop a Consolidated Plan to be eligible to receive Community Development Block Grant (CDBG) and HOME Investment Partnership Program (HOME) federal grant funds from the Department of Housing and Urban Development. A key component in creating the Consolidated Plan is citizen participation in all steps of the planning development process. Additionally, citizen participation is an integral component of the Consolidated Annual Performance Evaluation Report (CAPER) which is also required by HUD to receive federal grant funds. To ensure citizens in Great Falls have the opportunity to take part in creating the Consolidated Plan, the Annual Action Plan and the CAPER, the City has developed and commits to implement the following elements of the Citizen Participation Plan.

THE CITIZEN PARTICIPATION PLAN

Participation: The City will provide for, and encourage, citizen participation emphasizing the involvement of low to moderate income residents in areas where housing and community development funds may be spent, particularly those in slum and blighted areas. The City will also inform and offer opportunities for comment to residents of low to moderate income neighborhoods (neighborhoods having 51% or higher low to moderate income populations). The City will encourage the participation of the Great Falls Housing Authority public/assisted housing residents and Opportunities, Inc. assisted housing residents in Great Falls.

The City will make reasonable efforts to consult with other public, private and non-profit agencies that provide housing, health service, and social services. In particular, agencies to be consulted will be those that focus on service to children/families with children, elderly persons, racial/ethnic minorities, persons with disabilities, female heads of household, non-English speaking persons, and other persons in need of services. The City will encourage input and solicit information from each of the nine Neighborhood Councils and will notify the Councils about public hearings, the Consolidated Plan or the Annual Action Plan development process and solicit comments.

When preparing the portion of the Consolidated Plan or Annual Action Plan regarding lead-based paint hazards, the City will consult with the City and Great Falls Housing Authority certified lead-based paint risk assessors to define what specific activities will be undertaken to mitigate and abate lead-based paint in housing units subsidized to be affordable for low to moderate income households. Activities required for lead-based paint hazards will also be addressed in non-profit facilities which receive CDBG grant funds as sub-recipients of the City where children spend the amount of time which meets the minimum threshold criteria.

The City Commission appoints ten citizens who reside within the city limits of Great Falls to a voluntary advisory board that reviews applications submitted for CDBG funding. This advisory board, the Community Development Council (CDC), recommends project funding to the City Commission under all categories of the CDBG funding except for administration. CDC members serve staggered three year terms with approximately three seats open each year. Lower income, minority, and disabled citizens or their representatives will be encouraged to apply for a position on the CDC. Advance notice of CDC openings will be undertaken. Notifications will be sent out to other public, private and non-profit agencies that provide housing, health service, and social services. In particular, agencies to be consulted will be those that focus on service to children/families with children, elderly persons, racial/ethnic minorities, persons with disabilities, female heads of household, non-English speaking persons, and other persons in need of services. Information about CDC openings will be distributed through notifications on the City internet site, newspaper articles and display ads published in the Great Falls Tribune (the only local daily newspaper) at least three weeks before the CDC application is due to the City manager's office. Solicitation for members is made at the annual CDBG application workshop, as well as throughout the year by City staff.

Meetings and Public Hearings: The City will provide two week prior notification of meetings so all citizens can attend public hearings. This will include publishing at least two display advertisements not less than six days apart in the Great Falls Tribune, press releases, public service announcements, notifications on the City internet site and emailing directly to all individuals, agencies and government departments which have expressed an interest in or have received CDBG or HOME grant funds in previous years. Notices will be emailed a second time to agencies serving minorities and individuals with disabilities requesting they encourage their clients to participate.

Access to Information: The City will provide citizens, public agencies and other interested parties with reasonable and timely access to information and records relating to the Consolidated Plan, Annual Action Plan and all of its components and the City's planned use of financial assistance received under the relevant federal programs during the upcoming year. The public will have the opportunity to receive information, review and submit comments on any proposed submission, including the Consolidated Plan adoption by the City Commissioners and any plan amendments. Information on the required 30 day comment period on any proposed submission, adoption of the

Consolidated Plan or Annual Action Plan submission and any plan amendments will be available. Information will also be available on the range of programs, the amount of assistance the City expects to receive, the amount of funds available and the estimated amount proposed to benefit low to moderate income residents. These groups will have access to the City's plans to minimize displacement of residents and businesses and assist those displaced because of these activities. The City will also provide citizens, public agencies and other interested parties with reasonable and timely access to information and records relating to all processes associated with the CAPER.

The final version of the current Consolidated Plan and current Annual Action Plan will be available on the City website on an ongoing basis.

Technical Assistance: The City will provide appropriate technical assistance to all groups that request assistance in developing proposals for financial assistance under any of the programs covered by the Consolidated Plan. An annual application workshop will be held at least six weeks prior to the application deadline to provide applicants as a group with information on how to complete application forms. Individuals with specific special needs should contact the City one week before workshop date to make arrangements if they wish to attend.

Public Hearings: The City will hold two public hearings to obtain citizens opinions. The City program year begins July 1 and ends June 30. Public hearings will address and respond to proposals and comments on:

1. Housing and community development needs
2. Development of proposed activities
3. Review of proposed uses for funding
4. Review of program performance

The City will hold public hearings that are conveniently timed for people who are likely to benefit from program funds, accessible to people with disabilities and adequately publicized with sufficient information about the subject of the hearing to encourage informed comment. Material presented at the public hearing will be made available in electronic format on the City's webpage. The public hearings will occur on a weekday evening in the Civic Center which is centrally located, easily accessible with adequate parking and handicap accessible. Individuals with specific special needs should contact the City one week before public hearing dates to make arrangements if they wish to attend.

Throughout the year, citizens may attend City Commission meetings and public hearings to provide input as to the distribution of federal funds into the City. There will be two public hearings conducted by the City Commission annually. The first public hearing will give citizens the opportunity to comment and provide input on the following:

- Any housing and non-housing community development needs they have identified

- How funding proposals may meet community development needs in Great Falls
- Performance of the City in administering and distributing federal funds
- Citizens may comment on the adoption of the Citizens Participation Plan every five years or any time the Citizen Participation Plan has substantial revisions or has been re-written. Prior to adopting the Citizen Participation Plan, the City will distribute the plan for review and comment for a 15 day period.

The second public hearing will offer the opportunity for the citizens to comment on the following:

- Adoption of the Consolidated Plan or Annual Action Plan
- Use of federal funds
- Performance of the administration and implementation of funded projects

Timely Response: The City will consider any comments or views of citizens, agencies, units of general local government or other interested parties concerning the Consolidated Plan or Annual Action Plan, any amendments to these plans, and the CAPER. Comments can be submitted to the Planning & Community Development Department (PCD) via written submission, phone, or email, or oral comment at public hearings. The Montana Relay number will be included in notifications to facilitate deaf, hard-of-hearing, and people with speech disabilities the ability to submit comments via phone. The PCD Department will address any complaints with written responses to written complaints within 15 working days, where practical. Depending on the nature of the complaint, staff may refer the issue to the City Manager or the City Commission if the response from staff is unsatisfactory to the complainant. As appropriate, an attachment of summary of comments and responses to complaints to the final submission of the Consolidated Plan, Consolidated Plan amendments, Annual Action Plan and the CAPER will occur.

Non-English Speaking Residents: The City will provide translation services for non-English speaking residents at public hearings upon request and within reason.

Substantial Amendments: Substantial changes in the City's planned or actual activities will require an amendment to the Consolidated Plan or Annual Action Plan. The following criterion determines substantial change and governs Consolidated Plan or Annual Action Plan amendments:

1. If a new project that has not previously received funding is being created with unprogrammed funds or created from financial changes from other funded projects.
2. If there is a change in the project site location or the project affects an area, an amendment will be required if the project location changes to a different census tract.
3. If there is a change in project purpose or beneficiaries, such as a project

- eliminates or reduces by over 50% the proposed impact on the original beneficiaries, and/or if less than 51% of the beneficiaries are determined to have low to moderate incomes, an amendment will be required. The CDBG administrator will determine on a case-by-case basis if an amendment is required when the beneficiaries change from one targeted group to another.
4. If the project changes in scope of activity from the original proposal.
  5. If a project budget increases by twice the total allocation and the increase exceeds 10% of the City's total current CDBG allocation.

The City will advertise a notice in the Great Falls Tribune and have notifications on the City internet site and make available any amendments to the Consolidated Plan for citizen comment for a 30 day period.

Consolidated Annual Performance Evaluation Report: The Proposed CAPER will be available to all citizens for review and comment on the City internet site and at the Great Falls Public Library and the City Planning & Community Development Department for a 15 day comment period. Notice of availability of the report is accomplished through two display advertisements in the Great Falls Tribune appearing at least six days apart, notification on the City internet site and a direct email to all individuals on the CDBG distribution list. All comments received regarding the CAPER will be considered and a summary of all comments will be attached to the report. The final version of the current CAPER will be available on the City website on an ongoing basis.

#### SOLICITATION OF CITIZEN COMMENTS ON THE CITIZEN PARTICIPATION PLAN:

Prior to its adoption and approval by the City Commission, the City will publish two display advertisements not less than six days apart in the Great Falls Tribune and Consumer's Press (local free weekly publication). Notices of the Citizen Participation Plan and/or any amendments to this plan will be available for a 15 day comment period and will designate the sites where a citizen may obtain a copy of the plan. These sites will include the City internet site, the Great Falls Public Library and the City Planning & Community Development Department. State relay 711 and reasonable accommodations are available upon request.

#### SOLICITATION OF CITIZEN COMMENTS IN PREPARING THE CONSOLIDATED PLAN OR THE ANNUAL ACTION PLAN:

1. The City will contact local affordable housing and public service agencies, the Great Falls Housing Authority and the Neighborhood Councils to obtain information and comments to make citizens aware of the Consolidated Plan or Annual Action Plan process. The City will make reasonable efforts to consult with other public, private and non-profit agencies that provide housing, health service, and social services. In particular, agencies to be consulted will be those that focus on service to children/families with children, elderly persons, racial/ethnic minorities, persons with disabilities, female heads of household, non-English speaking persons, and

other persons in need of services. State relay 711 and reasonable accommodations are available upon request.

2. The proposed Consolidated Plan or Annual Action Plan will be available to all citizens on the City internet site and at the Great Falls Public Library and the City Planning & Community Development Department. Citizens will be informed about the availability of the proposed Consolidated Plan or Annual Action Plan by notifications on the City website, publishing display advertisements in the Great Falls Tribune and the Consumers Press and emailing notices to a wide variety of public service agencies. Notices will be emailed a second time to all agencies serving minorities and individuals with disabilities requesting they encourage their clients to participate. Notification will describe the availability of the plan and the 30 day period to receive public comment.
3. The City Commission will conduct two public hearings requesting input from citizens and representatives of low to moderate income level people as to the needs of the community, including but not limited to housing, community development, infrastructure, economic development and homeless assistance. A second public hearing will be conducted to receive citizen comments on the proposed Consolidated Plan or Annual Action Plan.

The City will provide up to five free copies of the Consolidated Plan or Annual action Plan to citizens and groups upon request. Electronic copies will be made available for download from the City's website. All information and public records will be available during regular business hours in the City's Planning & Community Development Department. Special arrangements will be available to accommodate access to information for persons with disabilities and/or limited English proficiency upon request and within reason, including alternative formats for important documents associated with the public participation process.

All meetings venues associated with the Citizen Participation Plan process will be full assessable to persons with disabilities and reasonable accommodations are available upon request.



**2016 – 2017 CDBG/HOME Allocation and  
Annual Action Plan Schedule**

|  |   |
|--|---|
| City Commission appoints Community Development Council (CDC) members   | N/A   |
| Application available on City web site   | Tuesday December 1, 2015                            |
| CDBG/HOME Application Workshop   | Tuesday December 8, 2015                            |
| City Commission conducts “Needs” Public Hearing  | Tuesday December 15, 2015                           |
| Pre-deadline review of applications  | Friday December 31, 2015                            |
| Commission Work Session to set CDBG funding Priorities & Policy  | Tuesday January 19, 2016                            |
| Funding application deadline (Please note it is a 5 pm deadline)   | Wednesday January 13, 2016                          |
| City Commission sets CDBG funding priorities and policies  | Tuesday February 2, 2016                            |
| Community Development Council (CDC) Orientation Meeting  | Wednesday January 27, 2016                          |
| CDC reviews applications and develops funding recommendations for CDBG projects.   | Monday February 3, 2016 to Friday February 26, 2016 |
| CDC/Staff presents funding recommendations for CDBG applications to the City Commission (Work Session)   | Tuesday March 1, 2016                               |
| City Commission accepts project application funding recommendations for inclusion in 2016/2017 Annual Action Plan, sets the public hearing date. | Tuesday March 15, 2016                              |
| Proposed 2016/2017 Annual Action Plan completed and available for review.  | Wednesday March 23, 2016                            |
| 30 day comment period for proposed 2016/2017 Annual Action Plan  | Wednesday March 23, 2016 to Friday April 22, 2016   |
| Public Hearing on Proposed Annual Action Plan  | Tuesday April 19, 2016                              |
| Commission approves Annual Action Plan   | Tuesday May 3, 2016                                 |
| ConPlan/Annual Action Plan submitted to HUD  | Friday May 13, 2016                                 |

NOTE: Schedule is tentative depending on Commission meeting dates and actual meeting dates.