

King County Consortium Citizen Participation Plan Draft



Citizen Participation Plan
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King County Consortium Citizen Participation Plan

I. Introduction

The King County Consortium’s (Consortium) Citizen Participation Plan sets forth the policies and procedures for citizen participation in the process to receive and administer federal funds for the Community Development Block Grant, (CDBG), HOME Investment Partnership Program (HOME), and the Emergency Solutions Grant (ESG) programs. The Citizen Participation Plan is required by the U.S. Department of Housing and Urban Development (HUD).



II. Purpose

On February 5, 1988, the President signed into law the Housing and Community Development Act of 1987, which among other things, requires jurisdictions to develop and follow a Citizen Participation Plan. This plan is intended to encourage citizens to participate in the Consolidated Planning process and it outlines the procedures for approval of the Consolidated Plan and the Annual Action Plan, for addressing concerns and complaints and for making amendments to the plan. All community development, housing and emergency shelter activities under the CDBG, HOME, and ESG programs are guided by the Citizen Participation Plan.

Code of Federal Regulations for Citizen Participation:

[24 CFR Part 91.105](#) Local Governments Citizen Participation.

[24 CFR Part 91.100](#) Local Governments Consultation

[24 CFR Part 91.401](#) Home Consortia

III. Participation

Citizens and stakeholders, including the Continuum of Care and Public Housing Authorities will be provided with information and the opportunity to give meaningful input to the consolidated planning process. This includes outreach to low- and moderate-income persons, persons living in predominately low- and moderate-income neighborhoods (defined as areas where more than 50 percent of the population has household incomes at or below 80 percent of the King County area median income), persons of color, non-English and limited English speaking persons, persons with a disability, and people experiencing homelessness.

A. Public Hearings

Public hearings will be held at least twice per year at key stages of the grants administration process to obtain the public's views and to provide the public with responses to their questions and comments. Public hearings refer to both public hearings and community meetings. Public hearings will be offered both in person and via Zoom or Teams.

B. Public Notice

Citizens must be given adequate notice of all hearings and public meetings through the local or regional newspaper, posting on the King County Housing and Community Development Division (HCD) webpage and direct notification to stakeholders. Adequate notice is defined as 15 calendar days. For public meetings and hearings, notice shall indicate the date, time, location, purpose of the meeting, and information about the issues to be discussed.

C. Comment Period

The comment periods for plans and reports are listed in the following table and is described in more detail in Section VI. Free copies of any plan or report will be provided to citizens and groups that request it by contacting HCD staff.

Document	Comment Period
Consolidated Plan & Annual Action Plan	30 calendar days
Substantial Amendment to Consolidated & Annual Action Plan	30 calendar days
Analysis of Impediments to Fair Housing Choice	30 calendar days
Citizen Participation Plan	30 calendar days
Minor Amendment to Consolidated & Annual Action Plan	15 calendar days
CAPER	15 calendar days

D. Access to Meetings

Meetings and forums will be held in accessible locations to ensure that architectural barriers do not preclude the attendance of people who have a disability. In addition, accommodations will be made, upon request, for attendees who have hearing or visual challenges.

E. Language Access

The Consortium shall take reasonable steps to provide language assistance to ensure meaningful access to participation by non-English speaking and limited English proficient residents of the Community. This will include making arrangements for translation and interpretation services and meeting materials available in the appropriate language, via Google Translation.

IV. Plans and Reports

The following section describes the key planning and reporting documents for the CDBG, HOME, and ESG federal grants. Plans and reports for the Consolidated Planning process are located at the following link.

<https://www.kingcounty.gov/hcdreports>

A. Consortium Consolidated Plan (Consolidated Plan)

The Consolidated Plan guides the use of federal CDBG, ESG, and HOME funds for a five-year period. It describes the amount of assistance, priorities, range of activities, and estimated amount that will benefit low- and moderate-income people. Approval of the Consolidated Plan will follow the public participation requirements listed in the Substantial Amendment to the Consolidated Plan, Section VI.

B. Annual Action Plan (Action Plan)

The Action Plan outlines the specific programs and activities the Consortium and Joint Agreement Cities will undertake in the program year and the amount of funds that will be awarded to those projects. The program year begins January 1 and ends December 31. Approval of the Annual Action Plan will follow the public participation requirements listed in the Substantial Amendment to the Annual Action Plan, Section VI.

C. Consolidated Annual Performance and Evaluation Report (CAPER)

The CAPER reports on the activities and projects undertaken and completed in the Consortium and Joint Agreement Cities in the previous program year. King County submits the CAPER to HUD on March 31 each year. Public participation related to the CAPER will follow requirements listed in the Minor Amendments to the Consolidated Plan, Section VI.

D. Analysis of Impediments to Fair Housing Choice

Every five years the Consortium conducts a countywide Analysis of Impediments to Fair Housing Choice (AI). Annual progress and work towards the fair housing goals in the AI are reported annually in the CAPER. The duty to affirmatively further fair housing means taking meaningful actions, in addition to combating discrimination, that overcome patterns of segregation and foster inclusive communities free from barriers that restrict access to opportunity based on protected characteristics. Specifically, affirmatively furthering fair housing means taking meaningful actions that, taken together, address significant disparities in housing needs and in access to opportunity, replacing segregated living patterns with truly integrated and balanced living patterns, transforming racially or ethnically concentrated areas of poverty into areas of opportunity, and fostering and maintaining compliance with civil rights and fair housing laws. The Consortium must ensure an AI is informed by meaningful community participation, identifies fair housing issues and factors contributing to fair housing issues, and includes fair housing goals. As part of the community participation process, the Consortium must conduct outreach to members of protected class groups and underserved communities, such as populations who have historically experienced exclusion and lack of access to opportunity, including racial and ethnic minorities, Limited English proficient (LEP) persons, and persons with disabilities.

V. Structure for the Administration of CDBG, HOME and ESG Funds

A. King County Consortium

The Consortium is an interjurisdictional partnership of King County and the cities and towns of King County, with the exception of Seattle.

Home Cities: The cities of Auburn, Bellevue, Kent, and Federal Way have entitlement status and participate in the Consortium for the use of HOME funds. These cities receive their own CDBG entitlement funds and prepare separate Citizen Participation Plans, but the Consortium retains responsibilities for the HOME funds.

Joint Agreement Cities: The cities of Burien, Kirkland, Redmond, Renton, and Shoreline have deferred separate entitlement status for CDBG funds from HUD and participate in the Consortium. The Joint Agreement Cities contribute a portion of their CDBG funds to consortium-wide activities, however they make funding awards at their jurisdictional level regarding their portion of the funds.

Partner Cities: The twenty-eight Partner Cities and Unincorporated King County participate in the Consortium through membership in the Interlocal Cooperation Agreement (ICA). This agreement guides the allocation of the CDBG, HOME, and ESG funds.

HOME Jurisdictions				
Auburn	Bellevue	Federal Way	Kent	
Joint Agreement Cities CDBG				
Burien	Kirkland	Redmond	Renton	Shoreline
Partner Cities & Unincorporated King County				
Algona	Black Diamond	Beaux Arts	Bothell	Carnation
Clyde Hill	Covington	Des Moines	Duvall	Enumclaw
Hunts Point	Issaquah	Kenmore	Lake Forest Park	Maple Valley
Medina	Mercer Island	Newcastle	Normandy Park	North Bend
Pacific	Sammamish	SeaTac	Skykomish	Snoqualmie
Tukwila	Woodinville	Yarrow Point	Unincorporated King County	

B. Joint Recommendations Committee

The CDBG/ESG/HOME/HOME Consortium is guided by an interjurisdictional Joint Recommendations Committee (JRC). The JRC recommends the allocation of CDBG, ESG, and HOME funds to specific projects, and advises on guidelines and procedures for King County and the Consortium partners. The JRC consists of eight cities' representatives¹ and three County representatives.

C. Metropolitan King County Council

The Metropolitan King County Council appropriates an overall budget for the Consortium's CDBG, HOME and ESG funds to broad categories in November as part of its biennial budget.

¹ Four city representatives from the Regular CDBG Consortium, two city representatives from the Joint Agreement cities and two city representatives from the HOME-only cities. The Council is also the body that approves the Consortium's Interlocal Cooperative Agreements for signature by the King County Executive, and approves a new or updated five year Consortium Consolidated Plan.

VI. Amendments to the Consolidated and Action Plans

A. Amendments to the Consolidated Plan

1. Revisions to the Consolidated Plan
Revisions are edits, updates or corrections that do not alter the activities, purpose or intended beneficiaries of any of the strategies adopted in the Strategic Plan section. Revisions do not meet threshold criteria for amendments and do not require public notice.
2. Minor Amendments to the Consolidated Plan
Minor Amendments are those which: 1) alter the annual accomplishment goals and/or the long-term goals of the major strategies in the strategic plan, or 2) add or amend a neighborhood revitalization strategy for a specific neighborhood located in a geographic area of the King County CDBG Consortium. Minor amendments require public notice and an opportunity for the public to comment for 15 days and recommended by the JRC.
3. Substantial Amendments to the Consolidated Plan
 - a. Substantial amendments are those which: 1) alter the activities, purpose or intended beneficiaries of a strategy identified in the Strategic Plan section of the Consolidated Plan; or 2) add or delete a strategy in the Strategic Plan section.
 - b. Substantial amendments require public notice and an opportunity for the public to comment for 30 days prior to the date set for a Consortium JRC meeting to take action on the substantial change(s) to the Consolidated Plan.
 - c. All comments that are submitted, either orally or in writing during the comment period, shall be considered in any substantial amendment to the Consolidated Plan. A summary of public comments made and how they influenced the amendment, as well as the reasoning for comments that were rejected and did not influence the amendment, will be attached to the substantial amendment.

B. Modifications to the Approved Action Plan

After the Action Plan is submitted to HUD, modifications to the Action Plan fall into three categories and follow the processes described below.

1. Revisions are minor changes that do not meet threshold criteria for amendments and do not require public notice.
2. Minor Amendments to the Annual Action Plan
 - a. A change in the amount of any single source of federal funds awarded to a project of more than 50 percent.
 - b. A change in an eligible activity, a change in the purpose of an activity, or scope of an activity such that the estimated number of intended beneficiaries are impacted by 50 percent or more, or a change in the intended beneficiaries of an activity.
 - c. The cancellation or addition of a project or activity.
 - d. Will be published and available for public comment in the regional and/or local newspaper for at least 15 days before it is implemented. The Minor Amendment will be reviewed and recommended by the JRC or approved by a Joint Agreement

City, whichever body initially awarded the funds.

- e. Changes to the Joint Agreement Cities' CDBG projects that will require a minor amendment shall be adopted by their City Councils through a consent agenda or regular Council meeting. The Joint Agreement Cities shall provide King County with supporting documentation for the amendment which includes public notice, meeting minutes, and comments for inclusion in the Action Plan. All comments that are submitted, either orally or in writing, during the comment period shall be considered in any amendment.
3. Substantial Amendment to the approved Annual Action Plan
- a. A change in the amount of CDBG, HOME, or ESG funds allocated by more than 35 percent of the annual entitlement for that fund source.
 - b. Must be reviewed and recommended by the JRC or approved by the Joint Agreement City of its pass-through portion of the entitlement, whichever body initially awarded the funds.
 - c. Will be published and available for public comment in the regional and/or local newspaper for at least 30 days before implementation. The Substantial Amendment will be reviewed and recommended by the JRC or approved by a Joint Agreement City.
 - d. Changes to the Joint Agreement Cities' CDBG projects that will require a Substantial Amendment shall be adopted by their City Councils through a consent agenda or regular Council meeting. The Joint Agreement Cities shall provide King County with supporting documentation for the amendment which includes public notice, meeting minutes, and comments for inclusion in the Action Plan. All comments that are submitted, either orally or in writing, during the comment period shall be considered in any amendment.

VII. Availability of Funds to Meet Objectives of the Consolidated Plan

Funding opportunities and awards are posted on the HCD webpage at the link below.

<https://www.kingcounty.gov/hcdfunding>

- A.** CDBG non-housing capital funds available through the Consortium are announced via a notice posted on the HCD website and emailed to interested parties and stakeholders every spring. Pre-applications are generally due in April and full applications are generally due in June. Award decisions are made in collaboration with jurisdiction staff on the CDBG Review Panel. The JRC makes final funding recommendations.
- B.** Joint Agreement Cities conduct separate application processes to award their cities CDBG capital and human services funds, with those processes generally starting in the spring. Awards of Joint City CDBG funds are approved through their city councils. Once awarded, Joint City capital funded projects are contracted and implemented by King County HCD

staff, whereas human services contracts are administered directly by Joint City staff.

- C. King County HCD administers the HOME funds. Allocation decisions are made in collaboration with the cities in the HOME Consortium. The JRC makes final funding recommendations. Funds available for affordable housing projects are announced through the HCD and King County Procurement websites, with applications generally due in September.
- D. King County HCD administers ESG funds, with the King County Regional Homelessness Authority (KCRHA) responsible for procurement and contracting. KCRHA conducts a procurement process for homeless housing programs and services approximately every two years. Awards are generally multi-year. The JRC makes final funding recommendations. Consultation and coordination concerning ESG funds occurs through the regional Continuum of Care prior to the JRC's review and recommendations.

VIII. Pre-applications and Technical Assistance to Applicants for Capital Funds

- A. Each spring King County conducts CDBG pre-application conferences to provide technical assistance to potential applicants for funds. The conferences provide information about federal requirements, local priorities, and application instructions. Technical assistance may be provided to individual applicants upon request prior to an application being submitted.
- B. The Housing Finance Program conducts pre-application meetings every spring/summer. A notification is sent out to a broad distribution list and agencies are invited to meet with the Housing Finance Program to discuss potential projects prior to an RFP being posted.
- C. The Housing Repair Program conducts an open loan intake process all year. Potential applicants are informed about the program requirements through an intake protocol during a telephone information session. The Housing Repair Program manager participates in numerous public outreach efforts year-round.

IX. Anti-Displacement and Relocation

Applicants are encouraged to propose projects that avoid or minimize displacement. Projects that include or that will include federal funding (HOME and CDBG) and will acquire, demolish, or rehabilitate structures that have residential or commercial tenants in place, must follow the federal relocation requirements of the Uniform Relocation Act (URA) and the Real Property Acquisitions Regulations of for Federal and Federally Assisted Programs, as well as the Barney Frank Amendment, Section 104(d), if applicable.

X. Access to Records

Records relevant to the consolidated planning process are available for the preceding five years.

XI. Complaints

The Consortium will provide a timely, substantive written response to every written resident complaint.

within 15 working days.

XII. King County Program Managers

King County Housing & Community Development Contacts	
Capital Programs Manager	Kristin Pula kpula@kingcounty.gov 206-263-7911
Consolidated Plan, Action Plan, and CAPER	Laurie Wells lauwells@kingcounty.gov 206-263-8341
Community Development/CDBG Manager	Laurie Wells lauwells@kingcounty.gov 206-263-8341
Housing Finance/HOME Manager	Tina Ilvonen tilvonen@kingcounty.gov 206-263-8491
Housing Repair Manager	Clark Fulmer clark.fulmer@kingcounty.gov 206-263-9087
Homeless Housing/ESG Manager	Martha Sassorossi msassoro@kingcounty.gov 206-263-0217



Sign language and communication material
in alternate formats can be arranged
given sufficient notice by calling:
206-263-9062 or TTY: 711 (Relay service)

