

Pinal County

Public Participation and Collaboration Plan/Citizen Participation Plan 2018

The Consolidated Plan (ConPlan) and Assessment of Fair Housing (AFH) are required by the U.S. Department of Housing and Urban Development (HUD) for jurisdictions to continue to receive federal housing and community development funding. In 2018, Pinal County, Arizona became an entitlement jurisdiction for Community Development Block Grant (CDBG) funding.

The ConPlan examines the housing and community development needs of Pinal County, sets priorities for the CDBG funds, establishes an Annual Action Plan (AAP) for meeting current and future needs, and identifies the County's performance in meeting its annual goals through the Consolidated Annual Performance Evaluation Report (CAPER). The Assessment of Fair Housing (AFH) replaces the Analysis of Impediments to Fair Housing (AI) to assist the County in identifying fair housing issues and related contributing factors to achieve comprehensive community development goals and affirmatively further fair housing.

As required by HUD regulations, citizens must be provided with a reasonable opportunity to participate in an advisory role in planning, implementing, and assessing those plans and proposals. The ConPlan and AFH are also required to have a strategy for resident participation in the planning process.

Purpose of the Citizen Participation Plan

The County recognizes the importance of public participation in both defining and understanding current housing, community development, and fair housing needs, and prioritizing resources to address those needs. The county's Citizen Participation Plan sets forth policies and procedures designed to provide residents of all ages, genders, economic levels, races, ethnicities, and special needs equal access to become involved in the 2019-2024 ConPlan, Assessment of Fair Housing, or Annual Action Plan each year. The CPP also applies to any substantial amendments to the Consolidated Plan and to the preparation of the Consolidated Annual Performance and Evaluation Report (CAPER).

The County will submit a ConPlan and Assessment of Fair Housing to HUD every five (5) years and an AAP and CAPER to HUD annually. The Citizen Participation Plan was written in accordance with Section 91.105 of HUD's Consolidated Plan regulations.

In order to ensure maximum participation in the ConPlan process among all populations and needs groups, and to ensure that their issues and concerns are adequately addressed, the County will follow the standards set forth in its adopted Citizen Participation Plan during the development of the ConPlan, Substantial Amendments, Annual Action Plan, Assessment of Fair Housing, and CAPER. The participation process will be developed and monitored by the County's Department of Housing and Workforce Development (HWD) and will include community-based and regionally-based organizations representing protected class members and organizations that enforce fair housing laws including participants in the Fair Housing Assistance Program, fair housing organizations, nonprofit organizations that receive funding under the Fair Housing Initiative Program (FHIP), consultation with other counties in Arizona, and other public and private fair housing service agencies to the extent that such entities operate within the County's jurisdiction.

Encouragement of Citizen Participation

The 2019-2024 Consolidated Plan and AFH process offers opportunities for resident participation through public meetings and review of draft documents. The County will take appropriate actions to encourage the participation of all its citizens including:

- Low- and moderate-income persons, as measured by the county's AMI, particularly those living in areas designated as a revitalization area or in a slum or blighted area and in areas where federal funds are proposed to be used;
- Residents of predominantly low- and moderate-income neighborhoods;
- Minorities
- People with Limited English Proficiency (LED)
- People with disabilities
- People who are homeless
- Residents of public and other assisted housing developments, including any resident advisory boards, resident councils, and resident management corporations; and
- Local and regional institutions, the regional Continuum of Care (COC) coalition, and other organizations (including businesses, developers, nonprofit organizations, philanthropic organizations, and community-based and faith-based organizations)

Opportunities to comment on or participate in the planning community development and affordable housing activities and projects will be publicized and disseminated as widely as possible in Pinal, and partner organizations will encourage participation of the populations whom they serve.

Citizen Comment

Prior to the adoption of a Consolidated Plan, Substantial Amendments, the Annual Action Plan, the Assessment of Fair Housing, and CAPER, the County will make available to interested parties the Draft documents for a comment period of no less than 30 days, 15 days for the CAPER, or as otherwise directed by HUD. The dates of the public comment periods will be identified in a notice regarding the availability of the documents, which will be published in the *Apache Junction News*, *Cooper Basin News*, and *Tri Valley News/ Florence Blade/ Reminder*.

Additionally, residents will be informed through email distribution lists, posting on the County's website (<http://www.pinalcountyz.gov/Pages/Home.aspx>) , the Pinal County Housing page, (<http://www.pinalcountyz.gov/Housing/Pages/Home.aspx>), and notification to partner provider organizations.

The County will consider any comments by individuals or groups received in writing during the Consolidated Plan, Annual Plan, AFH, CAPER, and Substantial Amendments processes and at the public hearings. A summary of the written and oral comments received during the comment period will be included in the Consolidated Plan, Substantial Amendments, Annual Action Plan, Assessment of Fair Housing, or CAPER, as applicable.

Access to Records

The County will provide residents, public agencies, and other interested parties with reasonable and timely access to information and records related to the AFH, Consolidated Plan, and use of assistance under the programs covered in this ConPlan for the preceding five years. Cross-references to HUD-provided data to the HUD website will also be provided.

Public Hearings

In accordance with HUD regulations, the County will conduct at least six public hearings during the ConPlan and AFH process, with at least one held in each of the five supervisorial districts of the county, in order to obtain citizens' views and to respond to proposals and questions. The hearings will be conducted at a minimum of two different stages of the program year. At least five of the public hearings will be held before the draft Consolidated Plan is published for comment.

Each public hearing will be noticed at least 30 days prior to the hearing/meeting date. Notices will include the date, time, and location of the hearing/meeting, as well as a summary of the matter that will be discussed. A contact name and telephone number will be provided to allow interested parties to ask questions or make requests for special accommodations.

Public meetings will be held at times and locations that are convenient to potential and actual beneficiaries, with accommodations for persons with disabilities. In widely-dispersed districts of the county, multiple public meetings will be conducted at various county locations that offer access and accommodations for persons with disabilities consistent with accessible and reasonable accommodation requirements.

HWD will work with the county's Community Services department to assess language needs of citizens for the public hearings and for the translation of notices and other vital documents. When non-English speaking residents are expected to attend a public hearing or meeting, the County will provide a Spanish interpreter. If other non-English speaking residents are expected, the County will seek interpreter services from appropriate service organizations assisting such persons. The County will contract with an outside service provider should the need arise for additional translation services.

The public hearings together will address housing and community development needs, development of proposed activities, proposed strategies and actions for affirmatively furthering fair housing consistent with the AFH, and a review of program performance.

Community Surveys

The County will solicit the opinions of the public and community partners supporting the housing and development needs of the community through at least two survey instruments, which will be available in English and Spanish. These surveys will be available through online and paper-based formats, the latter of which will also be disseminated through partners and through the planned Public Hearings.

Availability of Draft and Final Documents to the Public

All draft and final documents included in the Consolidated Planning Process (i.e., Consolidated Plan, Substantial Amendments, Annual Action Plan, Assessment of Fair Housing, and CAPER), will be available on the County's website, the County Housing website, and the County Manager's Office. The County will also provide a reasonable number of free copies of the ConPlan (or AFH, as applicable) to citizens and groups that request them.

During the comment period for Consolidated Plan documents, copies will be available for public review in the following locations:

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| 1. County Manager's Office | 31 N. Pinal Street, Florence |
| 2. County HWD Department | 970 N. Eleven Mile Corner Rd. Casa Grande |
| 3. Apache Junction Public Library | 1177 N. Idaho Rd, Apache Junction |
| 4. Mammoth Public Library | 125 N. Clark St, Mammoth |

5. Maricopa Public Library	41600 West Smith-Enke Rd, Bldg 10, Maricopa
6. Supervisorial District 1	118 Catalina Ave, Mammoth
7. Supervisorial District 2	33622 N. Mountain Vista Blvd. San Tan Valley
8. Supervisorial District 3	820 E. Cottonwood Ln. Bldg. A, Casa Grande
9. Supervisorial District 4	41600 W Smith Enke Rd, Suite # 128, Maricopa
10. Supervisorial District 5	Roy Hudson County Complex, 575 N. Idaho Road, Suite 101 Apache Junction

If a post-draft hearing is required, the information provided to the public on or at the post-draft public hearing will include:

- The amount of assistance the county expects to receive (including grant funds and income)
- The range of activities that may be undertaken
- The estimated amount of funding that will benefit persons of low-and moderate-incomes
- The county's plans to minimize displacement of persons and to assist any persons displaced, specifying the types and levels of assistance the local government will make available (or require others to make available) to persons displaced, even if the local government expects no displacement to occur; and
- When and how the county will make this information available.

The information will be presented at the public hearing and will also be contained in the text of the ConPlan, AAP, or CAPER under review.

Technical Assistance

The Housing and Workforce Development department will provide technical assistance to any persons or groups interested in commenting on the Assessment of Fair Housing or the ConPlan, Annual Action Plan, or CAPER. Additionally, technical assistance will be available to groups representative of persons of low- and moderate-income that request help in developing proposals for funding assistance under any of the programs covered by the Consolidated Plan (and in commenting on AFH, as applicable.)

Complaints

The county Housing and Workforce Development Department will provide a timely, substantive written response to every written citizen complaint related to the Consolidated Plan, Substantial Amendments, the Action Plan, the Assessment of Fair Housing, and CAPER, where practicable, within 15 working days of receipt. A summary of any written complaints received

during the comment period will be included in the Consolidated Plan, Substantial Amendments, the Action Plan, the Assessment of Fair Housing, or CAPER as applicable.

Amendments

HWD considers a Substantial Amendment to be a change in the use of CDBG funds from one eligible activity to another.

A substantial amendment is defined as:

- For larger projects, over \$200,000, an increase of 25 percent or more in project funding. Changes that are less than \$50,000 are not considered substantial.
- An increase of 25 percent or more in project beneficiaries (i.e., income groups, limited clientele groups, residents of a targeted area) or a change in purpose, scope or location which would change the project beneficiaries by more than 25% or
- A determination by the Housing and Workforce Development Director that the change is substantial even though it falls below the standards in Section 1 and 2 above

A change in the federal funding level after the draft Consolidated Plan is published and the resulting effect on the distribution of funds will not be considered a Substantial Amendment.

Any draft Substantial Amendment will provide 30 days for public comment before such amendments are implemented or the revision to HUD is submitted for HUD review. All comments received will be handled pursuant to this Citizen Participation Plan.

The AFH will be revised in the event of a significant material change in circumstances that calls the AFH into continued validity. Examples of significant material changes in circumstances may include:

- The County is in an area for which the President has declared a disaster under title IV of the Robert T. Stafford Disaster Relief and Emergency Assistance Act that is significant;
- The County has experienced significant demographic changes related to zoning, housing plans or policies; or development plans or policies; or
- The County is subject to significant civil rights findings, determinations, Voluntary Compliance Agreements, or other settlements

Revisions to the AFH will provide 30 days for public comment. All comments received will be handled pursuant to this Citizen Participation Plan.

Public Review of the Citizen Participation Plan

This Citizen Participation Plan was made available for public review and comment prior to adoption, in accordance with the Consolidated Plan public notice, public hearing/meeting and public comment procedures described herein. Any substantial amendments to this Citizen Participation Plan will be made available for public review and comment through the same process prior to adoption.

This Citizen Participation Plan will be available on the County's website. Copies will also be made available to those who do not have internet access at no charge and will be made available in a format accessible to persons with disabilities upon request. Interested citizens *should request a copy of the Citizen Participation Plan* at the HWD's "Contact Us" page (<http://www.pinalcountyz.gov/Housing/Pages/ContactUs.aspx>).

The county will provide information to the PHA about the Consolidated Plan activities (and the AFH and AFFH strategy, as applicable) related to its developments and surrounding communities so that the PHA can make this information available at the annual public hearing(s) required for the PHA Plan.