

CITY OF HIGH POINT

AGENDA ITEM



Title: 2017-18 Annual Action Plan Procedures

From: Michael E. McNair, Director

Public Hearing: N/A

Attachments: Citizen Participation Plan
Affordable Housing Procedures

Meeting Date: July 17, 2017

Advertising Date: N/A

Advertised By: N/A

PURPOSE:

To document Council approval of procedures required by HUD.

BACKGROUND:

HUD requires jurisdictions to adopt a citizen participation plan that sets forth the jurisdiction's policies and procedures for citizen participation. Additionally, HUD encourages approval of program procedures by Council for purposes of accountability.

BUDGET IMPACT:

N/A

RECOMMENDATION / ACTION REQUESTED:

The Community Development and Housing Department recommends approval of the Citizen Participation Plan and the Affordable Housing Procedures and that the appropriate City official and/or employee be authorized to execute all necessary documents.

CITIZEN PARTICIPATION PLAN (CPP)

COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

HIGH POINT, NORTH CAROLINA

COMMUNITY DEVELOPMENT AND HOUSING DEPARTMENT



The preparation of this document was financed through funds from the City of High Point's Community Development Block Grant Program. This Grant was made available to the City of High Point under the provisions of Title I of the Housing and Community Development Act of 1974.

This printed material will be provided in an alternative format upon request.

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BACKGROUND: THE CDBG AND HOME PROGRAMS

Community Development Block Grant Program

The primary intent of the Community Development Block Grant (CDBG) Program is to support the development of viable communities by providing decent housing, a suitable living environment, and expanding economic opportunities. The emphasis is on assisting low and moderate income persons and neighborhoods. Local Community Development activities must be designed to address one or more of the three national objectives:

1. Eliminate slums and blight and blighting influences,
2. Benefit low to moderate income persons and neighborhoods,
3. Meet other urgent community needs imposing an immediate threat to safety and health.

High Point is eligible to participate in the CDBG program as an Entitlement city. The City of High Point receives funds automatically upon the approval of its annual Action Plan by the US Department of Housing and Urban Development (HUD). The Action Plan lists the amount of (CDBG and HOME) funds expected to be available for the upcoming program year and lists proposed projects, their location, cost, and their relationship to the priorities of the CDBG and HOME programs that will be used to address the needs and priorities identified in the City's Consolidated Plan. The City's Consolidated Plan, developed at least every five years, identifies strategies and objectives, and sets priorities, for addressing the needs of low to moderate income citizens and special populations in High Point.

The amount of the Entitlement grant is determined by HUD based on a formula considering (a) population; (b) extent of poverty; and (c) housing conditions.

The CDBG program is subject to rules and regulations outlined by HUD. The regulations delineate basic eligible and ineligible activities of the program. They also indicate the procedures cities must follow in planning, publicizing, and implementing the program.

HOME Investment Partnerships Program

The HOME Investment Partnerships (HOME) program was created by the National Affordable Housing Act of 1990 and has been amended several times by subsequent legislation. HOME funds are allocated by formula to grantees to operate the program. Grantees must commit and spend their allocated funds within certain time frames or they lose the funds.

The HOME program is designed to provide decent, safe, and affordable housing and to alleviate the problems of excessive rent burdens and deteriorating housing stock. HOME funds are often used in partnership with local nonprofit groups to fund a wide range of housing activities including building, buying, and/or rehabilitating affordable housing for rent or homeownership or providing direct rental assistance to low-income people. Created by the National Affordable Housing Act of 1990 (NAHA), HOME is the largest federal block grant to state and local governments and is designed exclusively to create affordable housing for low-income households. HOME strives to meet both the short-term goal of increasing the supply and availability of affordable housing and the long-term goal of building partnerships between state and local governments and private and nonprofit housing providers.

Every year, the U.S. Department of Housing and Urban Development (HUD) determines the amount of HOME funds that states and local governments—also known as Participating Jurisdictions (PJs)—are eligible to receive using a formula designed to reflect relative housing need. After money has been set aside for America’s insular areas and for nationwide HUD technical assistance, the remaining funds are divided between states (40 percent) and units of general local government (60 percent).

The intent of the HOME Program is to:

- Increase the supply of decent, affordable housing to low- and very low-income households;
- Expand the capacity of nonprofit housing providers;
- Strengthen the ability of state and local governments to provide housing; and
- Leverage private sector participation.

HOME’s flexibility empowers people and communities to design and implement strategies tailored to their own needs and priorities. It’s emphasis on consolidated planning, expands and strengthens partnerships among all levels of government and the private sector in the development of affordable housing. Technical assistance activities and set-aside funds under the HOME Program for qualified community-based nonprofit housing groups also builds the capacity of these partners. And, HOME’s

requirement that participating jurisdictions match 25 cents of every dollar in program funds effectively mobilizes community resources in support of affordable housing; unless the PJ is approved for a match reduction by HUD.



CITIZEN PARTICIPATION IN HIGH POINT

INTRODUCTION

The City of High Point, North Carolina has an estimated population of 112,201 (2017). Its legal representative and policy-making body is a nine-member City Council consisting of the Mayor, six ward representatives and two at-large representatives.

In anticipation of becoming an Entitlement city, the City Council established the Citizens Advisory Council (CAC) in April 1974 to function as the primary citizen participation mechanism for the projects planned and implemented through the City's Community Development Block Grant Program. Subsequently, the City became a participating jurisdiction or PJ in the HOME consortium.

PURPOSE AND PHILOSOPHY

The effectiveness of the Citizen Participation (CP) Plan is enhanced when both citizens and elected officials are aware of its benefits. Elected officials and policy makers benefit from the variety of viewpoints that citizens can bring to local government planning in areas such as affordable housing, neighborhood revitalization, self-help, recreation, transportation, human services, public services and neighborhood organization. Citizens benefit from the knowledge that their opinions and views are considered and contribute to the overall decision making process.

While the comments and opinions of all citizens are important, it is necessary for the City's low to moderate income citizens, those living in slum or blighted areas, residents of public and assisted housing, minorities, non-English speaking persons and persons with disabilities have the opportunity to be heard. These citizens are in most need of supportive services and stand to benefit the most from activities undertaken as part of the CDBG and HOME programs. As such, it is important that the City seek to include these groups in the decision-making process for activities funded through the CDBG and HOME programs. The City's CP Plan provides the means by which citizens can assist with problem identification, propose solutions to problems, set goals and determine priorities, and recommend which projects should become a part of the City's programs.

CITIZENS ADVISORY COUNCIL (CAC)

The Citizens Advisory Council (CAC), one of the primary avenues for public participation related to the CDBG and HOME programs, is a nine-member volunteer council of High Point citizens which serves in an advisory capacity to the High Point City Council concerning the CDBG and HOME programs and other community issues.

The Mayor and each member of City Council appoint one member of the CAC. All potential CAC members must be approved by City Council. All CAC members serve two-year terms with eligibility for reappointment. CAC members are limited to two consecutive terms.

The CAC meets once a month. All CAC meetings will be conducted in an open manner, with freedom of access to all interested persons.

The CAC assists the High Point City Council in the development and amendment of the CP Plan to encourage the involvement of interested citizens in the City's CDBG and HOME programs. The CAC annually reviews the CP Plan to ensure that it is meeting the needs of the City's low to moderate income citizens and special populations. The CAC may meet periodically with residents in target communities to solicit citizen input and participation in the CDBG and HOME programs.

A copy of the CP Plan, along with other departmental program plans and reports, is available for public review at the:

- Community Development and Housing Department, Room 312, City Hall, 211 S. Hamilton Street;
- Community and Neighborhood Development Division, 201 Fourth Street; or
- <https://www.highpointnc.gov/231/Community-Development-Housing>.

Citizens are encouraged to refer any comments or questions to either the Community Development and Housing Department staff or members of the Citizens Advisory Council. Copies of the Plan will be made available to individuals or groups or provided in an alternate format for people with disabilities upon request.

PROVISION OF TECHNICAL ASSISTANCE

Besides administering, planning and evaluating the CDBG and HOME programs, the Community Development and Housing Department staff provides technical and analytical assistance to the CAC and interested citizens in developing project proposals.

In addition to assisting in the preparation of the CP Plan, staff also prepares the Five-Year Consolidated Plan, the Annual Action Plan and Consolidated Annual Performance and Evaluation Report (CAPER) for review by the CAC.

Staff also assists in the preparation of the CP Plan and a comprehensive development strategy that includes each Community Development target area and describes the types of projects that would have the most significant impact. To increase the ability of the CAC and City Council to effectively evaluate Community Development proposals through the analysis of the development plans, staff presents recommendations to the CAC and City Council describing how well the proposed project complements the development strategies.

PUBLIC HEARINGS

In order to ensure adequate public comment concerning activities related to the CDBG and HOME programs, the City of High Point will hold at least two public hearings during each program year to obtain citizens' review and answer questions concerning the CDBG and HOME programs. These hearings will focus on housing and community development needs, the development of program activities and the review of the CDBG and HOME programs.

Citizens will be notified and encouraged to attend public hearings through advertisements in the *High Point Enterprise*, neighborhood association/community watch meetings and the Cable Channel. Notice of these public hearings will be given at least 10 days prior to the date of the hearing. The notices will include the date, time and location of the hearing, a brief description of the purpose for the hearing and state how persons with disabilities can make arrangements to participate. Public hearings will be held at times and locations convenient to potential and actual beneficiaries of CDBG and HOME programs.

All public hearings will be held at a convenient time and place to facilitate broad citizen participation, particularly by low- and moderate income citizens and residents of targeted neighborhoods. All public hearings will be held at locations, accessible to people with disabilities, and provisions will be made to accommodate persons with disabilities. Public notices shall state that a person with a disability may

receive auxiliary aids or service to effectively participate in city government activities by contacting the American Disabilities Act (ADA) Coordinator no later than 48 hours before the event or deadline. Citizens may contact Marquis Barnett, ADA Coordinator via voice at (336) 883-3629.

Upon request, translators will be provided for people who do not speak English and sign language interpreters will be provided for hearing impaired people. On-line surveys in English and Spanish may also be used to gather resident input on the development of the Consolidated Plan, or filled out on paper surveys available at various locations.

All citizens will be encouraged to attend public hearings related to the program planning and implementation processes. Low to moderate income citizens and those living in core city target areas will be particularly encouraged to attend these public hearings through announcements at neighborhood association and community watch meetings and by the distribution of information through members of the Citizens Advisory Council.

CONSOLIDATED/ANNUAL ACTION PLAN

As a CDBG Entitlement community and a HOME PJ, the City of High Point must submit a Consolidated Plan to HUD at least every five years outlining the needs of low to moderate income citizens and special populations within High Point and strategies by which the City will address these needs. Each year the City must also submit an Annual Action Plan stating how the needs of low to moderate income persons will be addressed with anticipated HUD and local funds. The City will actively encourage public participation in the development of the five-year Consolidated Plan and Annual Action Plan.

During the development of the Consolidated Plan, the city will consult with public and private agencies that provide assisted housing, health services and social services to identify needs of low to moderate income persons and special populations in the community and to set priorities for addressing these needs. Citizens residing within Community Development target areas will be encouraged to comment on needs and priorities through existing or newly created neighborhood associations and community watch groups. The City of High Point, in conjunction with the High Point Housing Authority, will work to encourage the participation of public and assisted housing residents in providing input to the Consolidated Plan. The City will also provide information related to planned activities that will occur in or near public and assisted housing developments to the Housing Authority so it can make this information available as part of its annual public hearing under the Comprehensive Grant program.

The Consolidated/Annual Action Plan, which includes the amount of funds the City expects to receive, the range of activities that may be undertaken and an estimate of the benefit to low to moderate income citizens from these projects. Two public hearings will be held prior to the adoption of the Consolidated/Annual Action Plan to receive comments on the Plan. Notice will

be given in the *High Point Enterprise* at least 10 days prior to the hearing and will include a brief summary of the purpose and contents of the Plan and the locations where the full Plan is available for public review. Any individual or group may receive a copy of the Consolidated/Annual Action Plan upon request. A summary of all comments, and any actions taken concerning these comments, will be submitted along with the Plan to HUD.

CONSOLIDATED ANNUAL PERFORMANCE AND EVALUATION REPORT (CAPER)

Each year, the City must prepare a Consolidated Annual Performance and Evaluation Report (CAPER) describing and evaluating the community development activities undertaken during the previous program year. The City will follow HUD public notification and comment requirements to ensure that the public, particularly focusing on those citizens residing within Community Development target areas, has the opportunity to review the report and comment on the City's community development activities.

As part of the review process, the public will be provided a fifteen-day review period for comment on the report. A notice for comment and review period will be placed in the *High Point Enterprise* prior to the commencement of the review period. The CAPER will also be made available for public review at City Hall and the variety of public access sites prior to its submittal to HUD. A summary of the public's comments and views will be incorporated in the CAPER upon submission to HUD.

AMENDMENTS TO CONSOLIDATED/ANNUAL ACTION PLAN

The jurisdiction shall amend its approved plan whenever it makes one of the following decisions:

1. To make a change in its allocation priorities or a change in the method of distribution of funds;
2. 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
3. To change the purpose, scope, location or beneficiaries of an activity.

Citizen participation is required for any substantial amendment made to a previously approved Consolidated/Annual Action Plan. The criteria the City will use for determining a substantial amendment to its Consolidated/Annual Action Plan includes changes in the Plan requiring the reprogramming of more than 20% of the CDBG or HOME allocation.

Substantial amendments to the Consolidated/Annual Action Plan will be made available for public comment at City Hall and the established public access sites at least 30 days prior to its adoption. A public hearing for the substantial amendment will be held and citizens will be

notified of this hearing through an ad placed in the *High Point Enterprise* at least 10 days prior to the hearing. The notice will include the date, time and location for the hearing, a brief description of the proposed amendment and will state how persons with disabilities can make arrangements to participate. A summary of citizens' comments concerning the substantial amendment to the Consolidated/Annual Action Plan will be summarized and attached to the amendment upon its submission to HUD.

COMPLAINTS AND GRIEVANCES PROCEDURES

Complaints and grievances concerning CDBG and HOME activities should be filed, in writing, to the Director, Community Development and Housing Department, P.O. Box 230, High Point, North Carolina 27261.

All comments will be initially reviewed by staff and referred to the appropriate City department or CAC for reply. An appropriate response will be made to the complainant within 15 working days. If after review and investigation, the complainant is not satisfied with the outcome at this level, he or she should notify the Director of the Community Development and Housing Department and arrange a meeting.

If the complainant is still not satisfied with the Director's response, the matter should then be referred the City Manager. Every effort will be made to resolve complaints at the local level. However, if satisfactory resolution of the complaint is not achieved at the municipal level, the complete record of correspondence, meetings and research information shall be forwarded to the Department of Housing and Urban Development for final disposition.

OBJECTIONS TO CDBG/HOME CONSOLIDATED/ANNUAL ACTION PLAN APPLICATION

Objections to the contents of a Consolidated/Annual Action Plan, which are not considered complaints or grievances, are to be filed directly with the HUD area office located at 1500 Pinecroft Road, Suite 401, Greensboro, NC 27407, before or during the Consolidated/Annual Action Plan review period. HUD will consider objections made only on the following grounds:

- a) The description of needs and objectives is plainly inconsistent with available facts and data; or
- b) the activities to be undertaken are plainly inappropriate to meeting the needs and objectives identified in the application; or
- c) the application does not comply with the requirements of HUD regulations or other applicable law; or
- d) the application proposes activities that are otherwise ineligible.

PROVISION OF PROGRAM INFORMATION

Program information is available to all citizens who are interested in learning more about the CDBG or HOME Programs or participating on the CAC. Special arrangements will be made for providing information or assistance to non-English speaking residents upon request. For special assistance, call the Community Development and Housing Department at (336) 883-3349.

The records of the CDBG and HOME Programs are public records and must be retained for a minimum of five years. However, some records deal with personal income and other information on individuals directly affected by program activities and must be kept confidential. With the exception of these, all records of the CDBG and HOME Programs are available for review by the public at the Community Development and Housing Department, 211 S. Hamilton Street, Room 312, 8:00 a.m. to 5:00 p.m. Monday through Friday.

Other provisions intended to give interested citizens the broadest opportunity to obtain program information, read, analyze and comment on the High Point CDBG and HOME Programs are:

- a) Department Website: <https://www.highpointnc.gov/231/Community-Development-Housing>
- b) Mailing List: Citizens may request to have their name placed on the departmental mailing list of interested parties. Each person on the mailing list periodically receives program information.
- c) Citizen Participation Plan: High Point's Citizen Participation Plan is updated each Fiscal Year. The CP Plan is made available to any citizen or community organization upon request.
- d) Notification of Significant Program Action: At various points during the program year, significant program actions will be published in the *High Point Enterprise*. Such actions may include completion of the Consolidated Annual Performance and Evaluation Report (CAPER), Notice of Findings of No Significant Effect on the Environment (by project), Notice of Intent to Request Release of Funds (from HUD), announcements of meetings and public hearings, and projected use of funds.
- e) CAC Meetings: CAC meetings are typically held the fourth Thursday of each month of the year. Regular meetings are held at 6:00 p.m. at the Community and Neighborhood Development Center, 201 Fourth Street. Interested citizens should contact the Community Development and Housing Department or the City Clerk at City Hall to confirm meeting dates. All CAC meetings are open, public meetings.

CONCLUSION

The City of High Point recognizes the importance of citizen participation in the formulation and successful accomplishment of its CDBG and HOME Programs. The CDBG and HOME Programs can be most effective and responsive when citizens are continuously involved. This CP Plan was designed to serve as a guide to fulfill these purposes.

The High Point CAC provides an orderly procedure for input and participation from the general public. It is a volunteer group charged with the responsibility of advising the Mayor and the High Point City Council as it relates to CDBG and HOME program expenditures and general city issues.

The Community Development and Housing Department provides many opportunities for citizens to find out about High Point's programs and to have a voice in the decision-making process. To be kept up-to-date on the activities of the Community Development and Housing Department and the CAC, call or write the Community Development and Housing staff at:

Community Development and Housing Department

City of High Point

P.O. Box 230

High Point, North Carolina 27261

Phone: (336) 883-3349

or visit the Department's website at

<https://www.highpointnc.gov/231/Community-Development-Housing>

Community Development and Housing Department

Michael E. McNair, Director 883-3676

Staff:

Administration Division

Thanena Wilson, CD Administrator	883-3351
April Jones, Administrative Specialist I	883-3349
Susan Patterson, CD Grants Specialist	883-8521

Community and Neighborhood Development Division

Michelle V. McNair, Community Resource Manager	883-3685
Alisha Doulen, Community Resource Specialist	883-3042
Lauren Atwell-Bass, Community Resource Specialist	883-3689

Housing Division

Richard Fuqua, Housing Manager	883-3348
Ed Brown, Project Manager	883-8522
Everett Dehart, Project Manager	883-3343
Toni Jackson, Housing Specialist	883-3347

Local Code Enforcement Division

Lori Loosemore, Code Enforcement Manager	883-0340
Adam LeBeau, Code Enforcement Officer	883-6139
Billy Caudle, Code Enforcement Officer	883-3375
Jim Mullins, Code Enforcement Officer	883-3324
Latosha Adams, Code Enforcement Officer	883-4248
Mark Walker, Code Enforcement Officer	883-3804
Michael Sapp, Code Enforcement Officer	333-3805

FAX NUMBER: (336) 883-3355

TDD NUMBER: (336) 883-8517

HIGH POINT CITY MANAGERS

Greg Demko, City Manager

Randy McCaslin, Deputy City Manager

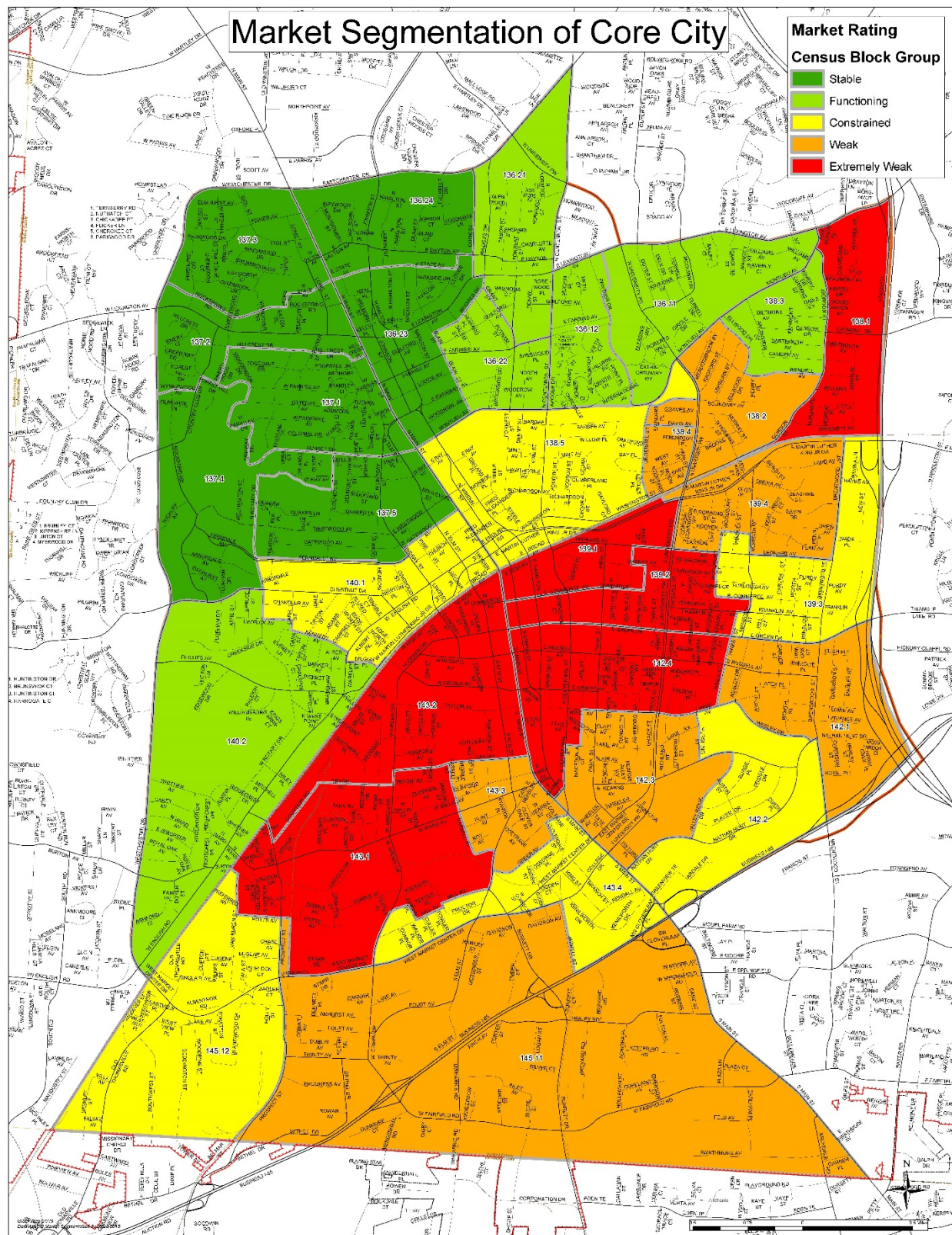
Randy Hemann, Assistant City Manager

HIGH POINT CITY COUNCIL

William Bencini	Mayor
Cynthia Davis	At Large
Latimer Alexander	At Large
Jeff Golden	Ward 1
Christopher Williams	Ward 2
Alyce Hill	Ward 3
Jay Wagoner	Ward 4
Jim Davis	Ward 5
Jason Ewing	Ward 6

CITIZENS ADVISORY COUNCIL

Donald Belton	Mayor At Large
Jerry Mingo	At Large
Jim Bronnert	At Large
Willie Davis, Chair	Ward 1
Donnie Wicker	Ward 2
Matthew Farabow	Ward 3
Jodie Maynard	Ward 4
Elizabeth Dennis, Vice Chair	Ward 5
Brandon Murphy	Ward 6
Jeff Golden	Council Liaison



See the next page for market definitions.

Stable Markets

Stable neighborhoods were all located in the northwest of the City Core. Median home values are high, vacancy rates are low, and homeownership is high. Few homes are rated a substandard and few lots are empty.

Functioning Markets

Functioning neighborhoods were all located in the north and west of the City Core. Median home values are more moderate, vacancy rates are varied, and homeownership is moderate. More homes are rated a substandard and some lots are empty.

Constrained Markets

Constrained neighborhoods encircled the downtown area. Median home values are moderate, vacancy rates are higher, and homeownership is low. Homes are rated a substandard and many more lots are empty. Poverty and unemployment is higher.

Weak Markets

Weak neighborhoods are scattered south and east of the City Core area. Median home values are low, vacancy rates are higher, and homeownership is low. Homes are rated a substandard and many lots are vacant. Poverty and unemployment is very high.

Extremely Weak Markets

Extremely Weak neighborhoods are concentrated in center of the City Core area. Median home values are the lowest, vacancy rates are highest, and rental rates are the highest. Many units are subsidized. Homes are rated a substandard and many lots are vacant. Poverty and unemployment is the highest.