

CITY OF HIGH POINT

AGENDA ITEM

**Title: Substantial Amendment to the 2019-20 Action Plan and 2015-19 Consolidated Plan**

From: Michael E. McNair, Director

Meeting Date: 6/15/2020 & 6/22/2020

Public Hearing: Yes

Advertising Date 6/2/2020

Advertised By: High Point Enterprise

Attachments: Allocation letter from the Acting Assistant Secretary for Community Planning and Development
Public Notice
Substantial Amendment to the 2019-20 Action Plan and 2015-19 Consolidated Plan

PURPOSE:

The City has received a special allocation of CDBG funds to be used to prevent, prepare for, and respond to the coronavirus pandemic. The amendment is needed to satisfy Housing and Urban Development (HUD) requirements.

BACKGROUND:

The passage of the Coronavirus Aid, Relief, and Economic Security Act (CARES Act), authorized a special allocation of CDBG funds to entitlement cities to respond to the growing effects of coronavirus pandemic. The law was signed by President Trump on March 27, 2020.

In order to expedite the availability of these resources, HUD has approved several waivers including the reduction of the public comment to 5-days down from 30-days. Accordingly, the Substantial Amendment was published to receive citizen input from April 23th through April 27th.

A public hearing on the Special Amendment was conducted by the Citizens Advisory Council on April 28, 2020. It was approved unanimously.

BUDGET IMPACT:

The CDBG-CV special allocation is \$552,706.00.

RECOMMENDATION / ACTION REQUESTED:

The Community Development and Housing Department recommends Council's favorable consideration to approve the Special Amendment to the 2019-20 Annual Action Plan and 2015-19 Consolidated Plan and that the appropriate City official and/or employee be authorized to execute all necessary documents.



ASSISTANT SECRETARY FOR
COMMUNITY PLANNING AND DEVELOPMENT

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
WASHINGTON, DC 20410-7000

April 2, 2020

The Honorable Jay Wagner
Mayor of High Point
211 S Hamilton Street
P.O. Box 230
High Point, NC 27261

Dear Mayor Wagner:

I am pleased to inform you of a special allocation to your jurisdiction of Community Development Block Grant funds to be used to prevent, prepare for, and respond to the coronavirus (COVID-19). This allocation was authorized by the Coronavirus Aid, Relief, and Economic Security Act (CARES Act), Public Law 116-136, which was signed by President Trump on March 27, 2020, to respond to the growing effects of this historic public health crisis.

The CARES Act made available \$5 billion in Community Development Block Grant Coronavirus (CDBG-CV) funds. Of this amount, the Department is immediately allocating \$2 billion based on the fiscal year 2020 CDBG formula. The remaining \$3 billion shall be allocated based on needs using best available data, in the following tranches: \$1 billion shall be allocated to States and insular areas within 45 days of enactment of the Cares Act, and \$2 billion shall be distributed to states and local governments at the discretion of the Secretary. Up to \$10 million will be set aside for technical assistance. Given the immediate needs faced by our communities, the Department has announced the first allocation of funds. Your jurisdiction's allocation is \$552,706.

The CARES Act adds additional flexibility for both the CDBG-CV grant and, in some cases, for the annual FY2020 CDBG grants in these unprecedented times. The public comment period is reduced to not less than 5 days, grantees may use virtual public hearings when necessary for public health reasons, the public services cap is suspended during the emergency, and States and local governments may reimburse costs of eligible activities incurred for pandemic response regardless of the date.

In addition, the CARES Act authorizes the Secretary to grant waivers and alternative requirements of statutes and regulations the Secretary administers in connection with the use of CDBG-CV funds and fiscal year 2019 and 2020 CDBG funds (except for requirements related to fair housing, nondiscrimination, labor standards, and the environment). Waivers and alternative requirements can be granted when necessary to expedite and facilitate the use of funds to prevent, prepare for, and respond to coronavirus.

The Department is developing a notice that will further describes the CARES Act's provisions, a Quick Guide to the CARES Act flexibilities and other provisions, and other resources

to enable swift implementation of CDBG-CV grants. As these become available, they will be posted on HUD's website and distributed to grantees. The Department will also support grantees with technical assistance.

As you develop your plan for the use of these grant funds, we encourage you to consider approaches that prioritize the unique needs of low- and moderate-income persons and the development of partnerships between all levels of government and the private for-profit and non-profit sectors. You should coordinate with state and local health authorities before undertaking any activity to support state or local pandemic response. CDBG-CV grants will be subject to oversight, reporting, and requirements that each grantee have adequate procedures to prevent the duplication of benefits. HUD will provide guidance and technical assistance on DOB and regarding prevention of fraud, waste, and abuse and documenting the impact of this program for beneficiaries.

The Office of Community Planning and Development (CPD) is looking forward to working with you to successfully meet the urgent and complex challenges faced by our communities. If you or any member of your staff has questions, please contact your local CPD Field Office Director or CPDQuestionsAnswered@hud.gov.

Sincerely,

A handwritten signature in dark ink, appearing to read 'John Gibbs', with a stylized, cursive script.

John Gibbs
Acting Assistant Secretary
for Community Planning and Development
U.S. Department of Housing and Urban Development

PUBLIC NOTICE
CITY OF HIGH POINT
AMENDMENT TO THE CITIZEN PARTICIPATION PLAN
and
SUBSTANTIAL AMENDMENTS TO THE 2019-2020 ANNUAL ACTION PLAN
AND 2015-2019 CONSOLIDATED PLAN
Community Development Block Grant - Coronavirus (CDBG-CV)

In response to the Coronavirus 2019 (COVID-19) pandemic, the U.S. Department of Housing and Urban Development (HUD) has notified the City of High Point that it will receive an allocation of \$552,706 to be used to prevent, prepare for, and respond to COVID-19. This allocation was authorized by the Coronavirus Aid, Relief, and Economic Security Act (CARES Act), Public Law 116-136, which was signed into law on March 27, 2020 to respond to the growing effects of this unprecedented public health crisis.

As the City of High Point will receive CDBG-CV funds, Substantial Amendments to the FY 2019-2020 Annual Action Plan and 2015-2019 Consolidated Plan are required. These amendments outline with City's proposed use of the CDBG-CV funds in carrying out eligible activities to address the effects of COVID-19 in our community. In addition, the City is amending its Citizen Participation Plan to: 1) define a Minor Amendment, and 2) include Emergency Amendments. While these amendments usually require a 30-day public review and comment period, HUD has waived this requirement provided that no less than five (5) days are given for public review and comments on each of these amendments.

Public Review and Comment

These documents were made available to the public for review and comment for a period of five (5) days beginning on Thursday, April 23, 2020 through April 27, 2020 at the City of High Point's website: <https://www.highpointnc.gov/231/Community-Development-Housing>. Or a hard copy could be requested through the City's Public Records Request portal: <https://www.highpointnc.gov/1813/Public-Records-Request>.

Public Hearing

A virtual public hearing will be held before the City of High Point City Council on June 15th, 2020 at 5:30 p.m. In order to maintain the health, safety, and well-being of our residents, staff, and the City Council, this meeting will be conducted electronically. As part of the City of High Point's COVID-19 mitigation efforts, in-person attendance will not be allowed at this meeting. Instead, the City will be live streaming the meeting and public hearing. Once the City Council is in session, please use the following link to listen to the meeting. www.HighPointNC.gov/VirtualPublicMeeting.

In accordance with recently adopted legislation regarding public hearings at remote meetings, after the public hearing is held, the required 24-hour waiting period will be open before a vote can be taken on the matter, and the public can submit any additional comments on the budget during that time.

Public comments on this matter can be submitted by:

1. Calling 336-883-3522 and leaving a message, or by
2. Emailing written comments to publiccomment@highpointnc.gov, or by
3. Dropping written comments off in the City of High Point's utility payment drop-boxes located in the Green Drive and the Commerce Avenue parking lots on both sides of the Municipal Building located at 211 S. Hamilton Street.

All comments must be received by 5:00 p.m., June 12, 2020. Persons with disabilities or who otherwise need assistance should contact Thanena Wilson at 336-883-3351 in advance of the public hearing.

Si necesita esta información en español, por favor póngase en contacto con Thanena Wilson 336-883-3351.

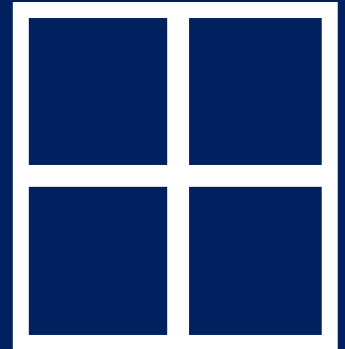


City of High Point

Community Development
& Housing Department



Substantial Amendments 2019-2020 Annual Action 2015-2019 Consolidated Plan & Citizen Participation Plan Amendment



**CITY OF HIGH POINT
AMENDMENT TO THE CITIZEN PARTICIPATION PLAN,
THE 2019-2020 ANNUAL ACTION PLAN
AND 2015-2019 CONSOLIDATED PLAN**

Executive Summary

In response to the Coronavirus 2019 (COVID-19) pandemic, the U.S. Department of Housing and Urban Development (HUD) has notified the City of High Point that it will receive an allocation of \$552,706 to be used to prevent, prepare for, and respond to COVID-19. This allocation was authorized by the Coronavirus Aid, Relief, and Economic Security Act (CARES Act), Public Law 116-136, which was signed into law on March 27, 2020 to respond to the growing effects of this unprecedented public health crisis.

The City of High Point Community Development & Housing (CD&H) Department is proposing to amend the Annual Action Plan for 2019-2020, submitted to the Department of Housing & Urban Development (HUD) on or about May 15, 2019. As revised, the amended 2019-2020 Annual Action Plan is a component of the City's 2015-2019 Consolidated Plan. With the City of High Point receiving CDBG-CV funds, Substantial Amendments to the FY 2019-2020 Annual Action Plan and 2015-2019 Consolidated Plan are required. These amendments outline the City's proposed use of the CDBG-CV funds in carrying out eligible activities to address the effects of COVID-19 in our community. In addition, the City is amending its Citizen Participation Plan to: 1) define a Minor Amendment, and 2) include Emergency Amendments.

Receipt of CDBG-CV funds will substantially increase the expected resources available for programming. The City of High Point proposes that the 2019-2020 Annual Action Plan be amended, in accordance with its Citizen Participation Plan, as amended, and the regulations governing the Community Development Block Grant (CDBG) Program. The amendments listed below are proposed for public review and comment.

2019-2020 Annual Action Plan Amendment

- AP-15 Expected Resources
 - New funding source – CDBG-CV \$552,706
- AP-38 Project Summary
 - The CDBG-CV funds allocated under the CARES Act may be used for a range of eligible activities, as allowed under 24 CFR Parts 570.201-570.206, that prevent, prepare for, and respond to the spread of COVID-19. The proposed activities must meet one of the three National Objectives as required by CDBG regulations at 24 CFR Part 570.208: 1) Benefit low-and-moderate income persons, 2) Aid in the prevention or elimination of slums or blight, or 3) Meet an urgent need. The City of High Point will use CDBG-CV dollars to fund projects that are to address, but not be limited to, the following: **(1) Emergency Assistance, (2) Homelessness, (3) Economic Disruption, (4) Rental Assistance, and (5) Other Issues that May Be Related to the Coronavirus.** The City is recommending allocating the funds as follows:

SOURCE	Amount	Eligibility
FY 2019-2020 CDBG-CV Allocation	\$552,706	
USES		
Administration	\$26,353	570.206
Public Service Grants:		570.201(e)
- Open Door Ministries	\$28,800	
- Request for Proposals	\$271,200	
Capacity Building Technical Assistance	\$26,353	570.201(p)
CDBG-CV Eligible Activities	\$200,000	570.201 -570.205
TOTAL	\$552,706	

Citizen Participation

While each of these amendments usually requires a 30-day public review and comment period, HUD has waived this requirement provided that no less than five (5) days are given for public review and comments on each of these amendments. These documents were made available to the public for review and comment for a period of five (5) days beginning Thursday, April 23, 2020 through April 27, 2020 at the City of High Point's website: <https://www.highpointnc.gov/231/Community-Development-Housing>. Or a hard copy could be requested through the City's Public Records Request portal: <https://www.highpointnc.gov/1813/Public-Records-Request>.

PUBLIC HEARINGS: A virtual public hearing was held before the Citizens Advisory Council on April 28, 2020 at 6:30 p.m. A second virtual public hearing will be held before the City of High Point City Council on June 15, 2020 at 5:30 p.m. Use the following link for live streaming of the meeting and public hearing:

www.HighPointNC.gov/VirtualPublicMeeting. Persons with disabilities or who otherwise need assistance should contact Thanena Wilson at (336) 883-3351 in advance of the public hearing.

WRITTEN COMMENTS: The City of High Point will receive written comments until 5:00 p.m., June 12, 2020. Comments can be sent via email to Thanena Wilson at thanena.wilson@highpointnc.gov, by fax to (336) 883-3355, or mailed to City of High Point Community Development Department, Attn: Thanena Wilson (Public Hearing), P. O. Box 230, High Point, NC 27261. All mailed comments must be received in our office no later than June 12, 2020.

Si necesita esta información en español, por favor póngase en contacto con Thanena Wilson (336) 883-3351.

CITIZEN PARTICIPATION PLAN (CPP)

COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

HIGH POINT, NORTH CAROLINA

COMMUNITY DEVELOPMENT AND HOUSING DEPARTMENT



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 115,526 (2020). 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, non-profit organizations, neighborhood/community groups, and interested citizens in building community capacity, developing project proposals, and project implementation.

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 **before the City of High Point City Council** 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 PLAN and 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 Plan and Annual Action Plan include 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 Plan and Annual Action Plan to receive comments on the Plans. **One public hearing will be held before the Citizens Advisory Council and the second public hearing will be held before the City of High Point City Council.** 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 Plans and the locations where the full Plans are available for public review. Any individual or group may receive a copy of the Consolidated Plan and Annual Action Plan upon request. A summary of all comments, and any actions taken concerning these comments, will be submitted along with the Plans 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 PLAN and 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.

Minor Amendments

Any minor amendments to the Consolidated Plan and/or Annual Action Plan will be made administratively and will be incorporated into the City's CAPER at the end of end program year. A minor amendment is one that maintains the integrity of the plan and does not include any substantial change in policy or in funding priorities while still maintaining flexibility in meeting the planned goals and objectives.

Substantial Amendments

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

Substantial amendments to the Consolidated Plan and/or 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 before the City of High Point City Council 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 Plan and/or Annual Action Plan will be summarized and attached to the amendment upon its submission to HUD.

Emergency Amendments: In the event of a natural disaster or catastrophic occurrence threatening public health and/or safety, the City of High Point may determine the need to make a substantial amendment to the Consolidated Plan and/or Annual Action Plan to address the unforeseen needs of the community. The City may request and obtain from HUD a complete waiver or reduction in days of the required 30-day public review and comment period for substantial amendments. A public hearing for the substantial amendment will be held before the City of High Point City Council 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. Emergency amendments require City of High Point appointed officials to hold public meeting for recommendation to, and approval by City Council in accordance with North Carolina public meeting laws.

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 PLAN AND ANNUAL ACTION PLAN APPLICATION

Objections to the contents of a Consolidated Plan and/or 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 Plan

and 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. Apart from 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

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Thanena Wilson, CD Administrator 883-3351

Susan Patterson, CD Grants Specialist 883-8521

April Jones, Administrative Coordinator 883-3348

VACANT, Administrative Specialist II 883-3349

Community and Neighborhood Development Division

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Alisha Doulen, Community Resource Specialist 883-3042

VACANT, Community Resource Specialist 883-3689

Housing Division

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 883-3040

Adam LeBeau, Code Enforcement Officer 883-6139

Billy Caudle, Code Enforcement Officer 883-3375

Jim Mullins, Code Enforcement Officer 883-3324

Houston Laster, Code Enforcement Officer 883-3804

Anjenet Britt, Code Enforcement Officer 883-4248

Michael Sapp, Code Enforcement Officer 333-3805

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HIGH POINT CITY MANAGERS

Greg Demko, City Manager

Randy McCaslin, Deputy City Manager

Greg Ferguson, Assistant City Manager

Eric Olmedo, Assistant City Manager

HIGH POINT CITY COUNCIL

Jay Wagoner	Mayor
Britt Moore	At Large
Tyrone Johnson	At Large
Cyril Jefferson	Ward 1
Christopher Williams	Mayor Pro Tem, Ward 2
Monica Peters	Ward 3
Wesley Hudson	Ward 4
Victor Jones	Ward 5
Michael Holmes	Ward 6

CITIZENS ADVISORY COUNCIL

Donald Belton	Mayor At Large
Jerry Mingo, Vice Chair	At Large
Jim Bronnert, Chair	At Large
Willie Davis	Ward 1
Orel Henry	Ward 2
Rob Sims	Ward 3
Jessica Wynn	Ward 4
Clodagh Leszinski	Ward 5
Warren Boone	Ward 6
Cyril Jefferson	Council Liaison