Arizona Department of Housing

Citizen Participation Plan
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I. INTRODUCTION

The Citizen Participation Plan is designed to facilitate and encourage public participation in the Consolidated Plan process. In particular, the Citizen Participation Plan seeks to encourage the involvement of low-income persons.

A. CONSOLIDATED PLAN AND ANNUAL ACTION PLAN

The Consolidated Plan is a five (5) year plan that identifies the needs of low-income persons and areas of the State of Arizona and sets forth a five (5) year strategy to address those needs, primarily utilizing federal housing and community development funds. The Annual Action Plan identifies the specific needs to be addressed with that funding each year based on the priorities established in the Consolidated Plan’s five (5) year strategy.

1. Preparation

In order to identify the needs of low-income persons and areas of the State of Arizona, priorities must be set in order to decide which of the identified needs should get the highest priority for funding. In order to solicit community input, which is essential to determining these needs and priorities, ADOH will:

- Consult with local public agencies that assist low-income persons and areas, including ADOH staff, state and federal agencies, local governments and regional Councils of Government (COGs).
- Consult with private agencies, including local non-profit service providers and advocates such as the local public housing agency, health agencies, homeless service providers, non-profit housing developers and social service agencies (including those focusing on services to children, the elderly, persons with disabilities, persons with HIV/AIDS, persons with substance abuse problems, etc.).
- Publicly notice and conduct one (1) or more public meetings to solicit input on needs and priorities.
- Develop an assessment of needs in the State of Arizona as well as a strategic plan to address those needs.
- Publicly notice a thirty (30) day review and comment period where a complete draft of the Consolidated Plan and/or Annual Action Plan will be made available to the public.
- Conduct a public hearing prior to adoption of the Consolidated Plan and the Annual Action Plan.
2. Adoption

As noted above, the Arizona Department of Housing will provide several opportunities for citizen involvement in the Consolidated Plan process prior to adoption. These include:

- Published notice of a public meeting in the Arizona Republic and local newspapers, and on the State’s website (https://housing.az.gov/) at least seven (7) days in advance of the meeting.

- A public meeting on needs and priorities for the Consolidated Plan/Annual Action Plan.

- A public notice announcing the thirty (30) day review and comment period and public hearing for the Draft Consolidated Plan and/or Draft Annual Action Plan. The notice will list the locations where the document(s) will be available for review, and the notice will be posted prior to the start of the comment period.

- The Draft Consolidated Plan and/or Draft Annual Action Plan will be available at the ADOH offices and on the ADOH website. Copies of the documents will be mailed upon request.

- The Draft Consolidated Plan and/or Draft Annual Action Plan will be made accessible to persons with disabilities upon request. In addition, a reasonable number of free copies will be provided to citizens or groups requesting copies of the document(s).

- A public hearing before the adoption of the Consolidated Plan and/or Annual Action Plan will be held.

- In preparing the Final Consolidated Plan and Annual Action Plan, careful consideration will be given to all comments and views expressed by the public, whether given as verbal testimony at the public hearing or submitted in writing during the review and comment period. The final documents will have a section that presents all comments and explains why any comments were not accepted.

- At the end of the thirty (30) day comment period, the Arizona Department of Housing will consider approval of the Consolidated Plan and Annual Action Plan.

3. Amendments

The Consolidated Plan or Annual Action Plan will be amended whenever there is a change in one (1) of the priorities presented on the HUD-required Priority Table; a change in the use of money to an activity not mentioned in the final Annual Action Plan; or a change in the purpose, location, scope or beneficiaries of an activity (described more fully later). The public will be notified whenever there is a “substantial” amendment as defined below:
• A change in the use of CDBG funding, of more than thirty-five percent (35%) of the total state allocation amount, from one activity to another (i.e. “reprogramming” of CDBG funds).

• Funding of an activity type not described in the Annual Action Plan.

• Changing the priorities contained in the Five (5) Year Strategic Plan of the Consolidated Plan.

• There must be reasonable notice of a proposed substantial amendment so that residents of the affected areas of the State will have an opportunity to review it and comment on it. Notice will be made according to the procedures described herein with the addition of the following procedures specifically for substantial amendments:

  o There will be seven (7) days advance notice of the availability of a proposed substantial amendment prior to a public hearing. A written description of the proposed substantial amendment will be made available to the public at the locations indicated in this Citizen Participation Plan.

  o There will be a public hearing regarding the proposed substantial amendment after a thirty (30) day public review period.

  o The final substantial amendment will have a section that presents all comments, plus explanations why any comments were not accepted.

B. CONSOLIDATED ANNUAL PERFORMANCE REPORT

Every year, the ADOH must submit to HUD a Consolidated Annual Performance and Evaluation Report (CAPER) within ninety (90) days of the close of the program year. In general, the CAPER must describe how funds were actually used and the extent to which these funds were used for activities that benefited low-income people.

• There will be seven (7) days advance notice of the availability of the CAPER prior to a public hearing.

• There will be a public hearing regarding the proposed substantial amendment after a fifteen (15) day public review period.

• The final CAPER will have a section that presents all comments, plus explanations why any comments were not accepted.
II. PUBLIC NOTICE

A. PUBLIC NOTICE REQUIREMENTS

There shall be advance public notice once a federally required document is available, such as the Proposed Annual Action Plan or Five (5) Year Consolidated Plan, any proposed substantial amendment(s) to the Action Plan or Consolidated Plan and the Consolidated Annual Performance and Evaluation Report (CAPER). Public notice requirements are laid out in the previous section.

B. FORMS OF PUBLIC NOTICE

ADOH staff will ensure adequate advance notice of all public meetings and hearings. Adequate noticing will include:

- Printing notices in newspapers representative of the State’s population and geography at least seven (7) days prior to the public meetings and hearings.
- Posting notices at the State Capitol.
- Posting notices on ADOH website (https://housing.az.gov/).

III. PUBLIC HEARINGS

Public hearings are required by law in order to obtain the public’s views and to provide the public with the Arizona Department of Housing’s responses to public questions and proposals.

The law requires public hearings at all stages of the process, including at least a public hearing about community needs, a public hearing to review proposed uses of funds and a public hearing to assess how funds were spent during the previous program year.

Public hearings will be held only after there has been adequate notice as described in the Public Notice part of this Citizen Participation Plan, including a display advertisement in the ADOH lobby seven (7) days prior to the public hearing. Public hearings will usually be held in the evening at a time convenient to most residents, especially those who might benefit from the use of funds.

Public hearings may be held at the ADOH offices or other State of Arizona office locations, or other locations throughout the State, all of which are accessible by public transportation. Public hearings may be held at these locations; however, the final approval and adoption of the Annual Action Plan, Five (5) Year Strategic Plan and CAPER will be conducted at the ADOH offices. All of these locations are accessible to people with disabilities and provisions will be made for people with disabilities when requests are made at least five (5) working days prior to
a hearing. Translators will also be provided for people who do not speak English when requests are made at least five (5) working days prior to a hearing.

IV. PUBLIC ACCESS TO INFORMATION

As required by law, the Arizona Department of Housing will provide the public with reasonable and timely access to information and records relating to the data or content of the Consolidated Plan, as well as the proposed, actual, and past use of funds covered by this Citizen Participation Plan. ADOH staff will also provide reasonable public access to records about any uses of these funds during the previous five (5) years.

Also, as required by law, ADOH will provide the public with reasonable and timely access to local meetings relating to the proposed or actual use of funds (such as Arizona Housing Commission, Arizona Finance Authority and other committee and commission meetings).

A. CONSOLIDATED PLAN DOCUMENTS

Consolidated Plan documents may include the Annual Action Plans, the Five (5) Year Consolidated Plan and Consolidated Annual Performance Evaluation Report (CAPER), as well as substantial amendments to the Annual Action Plan, the Five (5) Year Strategic Plan, Consolidated Annual Performance and Evaluation Reports or the Citizen Participation Plan.

B. AVAILABILITY OF CONSOLIDATED PLAN DOCUMENTS

In the interest of encouraging public participation, copies of Consolidated Plan documents will be provided to the public at no cost and within one (1) week of a request. These materials will be available in a form accessible to persons with disabilities, when requested.

C. LOCATION OF DOCUMENTS

Consolidated Plan documents will also be available at the following locations during their respective review periods:

Arizona Department of Housing
1110 West Washington Street, Suite 310 | Phoenix, AZ 85007
Telephone: (602) 771-1000 | Facsimile: (602) 771-1002 | TTY: (602) 771-1001

Copies of the final and draft versions of the documents are also available at the ADOH offices.

V. COMMENT AND COMPLAINT PROCEDURES

ADOH will provide a period of at least thirty (30) days to receive comments on the draft Consolidated Plan and on any substantial amendments. The thirty (30) day period may start on
the date the document is available to the public. ADOH must also provide public notice regarding the availability of documents and the dates of the thirty (30) day comment period.

For performance reports, ADOH will provide at least fifteen (15) days to receive public comments.

ADOH will consider all comments received. ADOH will respond to all complaints, in writing, within fifteen (15) days. All comments and responses will be attached to each document.

VI. ACCOMMODATION OF PERSONS WITH SPECIAL NEEDS

ADOH complies with the Americans with Disabilities Act and will make accommodations for persons with special needs. Public hearings and the review of Consolidated Plan documents will be held at the ADOH office, which is accessible to people with disabilities. Additional provisions will be made for people with disabilities when requests are made at least five (5) working days prior to a hearing. Translators will also be provided for people who do not speak English when requests are made at least five (5) working days prior to a hearing.
Bobbie Crosby being duly sworn deposes and says:

That she is the legal clerk of the Arizona Daily Sun

a newspaper published at Flagstaff, Coconino County, Arizona; that the

_____ a copy of which is

hereunto attached, was first published in said newspaper in its issue dated

the day of April, 2015, and was

published in each one issue of said newspaper for consecutive day the last publication being in the issue dated the

day of April 2015.

Subscribed and sworn to before me

01 day of April 2015

Sonya Nez
Notary Public - Arizona
Coconino County
My Commission Expires
September 14, 2018

Notary Public

My Commission expires September 14, 2018
STATE OF ARIZONA  )
County of Mohave  ) ss.

I, Bailey Giovanardi, being first duly sworn on her oath says:
That she is the Legals Clerk of THE KINGMAN DAILY MINER
An Arizona corporation, which owns and publishes the Miner,
a Daily Newspaper published in the City of Kingman, County of Mohave,
Arizona, that the notice attached hereto, namely,

Notice of Public Hearing
Ad. No. 403018

Has, to the personal knowledge of affiant, 1st day of April, 2015
to the 1st day of April, 2015 inclusive without change, interruption or
Omission, amounting in 1 insertions made of the following date:
4/1/2015

By:  
Legal Clerk, 1st day of April 2015

State of Arizona
County of Mohave

On this 1 day of April, 2015

Bailey Giovanardi, whom I know personally to be
the person who signed the above document
and she proved she signed it.

Notary Public
My Commission Expires May 24, 2018
The Arizona Department of Housing (ADOH) has developed a draft of the 2015-2019 Consolidated Plan (Plan), a five year plan that sets forth goals and objectives, describes activities, establishes outcomes and outlines the method of distribution for the use of approximately $800 million (from July 1, 2015 to June 30, 2020) in federal funds from the U.S. Department of Housing and Urban Development for the following: Community Development Block Grant (CDBG), HOME Investment Partnerships (HOME), Housing Opportunities for Persons with AIDS (HOPWA), and Emergency Shelter Grant (ESG) programs. These programs are administered by the Arizona Department of Economic Security. These funds are to be used for activities benefiting low income and special needs populations primarily in the non-metropolitan areas of Arizona.

The Plan also contains a one year component called the 2014-2015 Action Plan which outlines goals for approximately $16 million of the above listed funding. These funds will be available for the program year which begins July 1, 2015 and ends June 30, 2016.

ADOH is holding a public hearing to receive input on the Plan, the hearing will be held at 10:30 a.m. on April 21, 2015 at the Arizona Department of Housing, 1110 West Washington Street, Suite 280, Phoenix, AZ 85007. Send written comments and questions to:
Andrew Raetz, Assistant Deputy Director, Programs Arizona Department of Housing 1110 West Washington Street, Suite 310 Phoenix, AZ 85007 (602) 771-1010 pubcomment@azhousing.gov

The following is an Executive Summary of the Plan.

Anticipated Funding, Goals, Objectives
The objectives of the Plan include: 1) Improve the quality of the housing stock; 2) Construction and rehabilitation of rental units; 3) Public services for LMI; 4) Provide public infrastructure and facilities; 5) Clearance and demolition of substandard units; 6) Housing and services for persons with HIV/AIDS; 7) Rental assistance and services for the homeless; 8) Further fair housing and address impediments; 9) Improve the economic environment; 10) Assist new homeowners; 11) Build local capacity; 12) Housing for persons with special needs. The Plan affirms the three national objectives of Title I of the Housing and Community Development Act of 1974, as amended, including activities which: 1) Primarily benefit low- and moderate-income persons; 2) Aid in the prevention of slums and blight; 3) Alleviate conditions which pose a serious and immediate threat to the health or welfare of a community.

ADOH anticipates receiving the following amounts in FY 2015: the estimated projections for five years follow in parenthesis: 1) CDBG: $30.12 million ($45.70 million); 2) HOME: $4.45 million ($24.75 million); 3) HOPWA: $236,260 ($51.18 million); and 4) ESG: $1.54 million ($7.72 million).

ADOH endorses the objectives of the National Affordable Housing Act of 1990, including: 1) Ensure that all residents have access to decent shelter; 2) Increase the supply of affordable housing; 3) Make neighborhoods safe and livable; 4) Expand opportunities for homeownership; 5) Provide a reliable supply of mortgage financing; 6) Reduce generational poverty in assisted housing.

The Plan also addresses the needs of
Brian Billings, being first duly sworn, upon oath deposes and says: That he is a legal advertising representative of the Arizona Business Gazette, a newspaper of general circulation in the county of Maricopa, State of Arizona, published in Phoenix, Arizona, by Phoenix Newspapers Inc., which also publishes The Arizona Republic, and that the copy hereto attached is a true copy of the advertisement published in the said paper on the dates as indicated.

The Arizona Republic

April 1, 2015

Sworn to before me this 1st day of April A.D. 2015
Debbie Capanear, being first duly sworn deposes and says: that she is the Advertising Representative of TNI PARTNERS, a General Partnership organized and existing under the laws of the State of Arizona, and that it prints and publishes the Arizona Daily Star, a daily newspaper printed and published in the City of Tucson, Pima County, State of Arizona, and having a general circulation in said City, County, State and elsewhere, and that the attached ad was printed and published correctly in the entire issue of the said Arizona Daily Star on each of the following dates, to wit:

April 1, 2015

Debbie Capanear

Subscribed and sworn to before me this 20 day of April, 2016

Lydia Fimbres
Notary Public

My commission expires Oct 18, 2015

AD NO. 8373694
Lisa Reilly or Kathy White, being duly sworn, says:

That she is Publisher or Business Manager of the Yuma Sun, a daily newspaper of general circulation, printed and published in Yuma, Yuma County, Arizona; that the publication, a copy of which is attached hereto, was published in the said newspaper on the following dates:

April 01, 2015

That said newspaper was regularly issued and circulated on those dates.

SIGNED:

[Signature]

Publisher or Business Manager

Subscribed to and sworn to me this 1st day of April 2015.

[Signature]

Virgen P. Perez, Notary, Yuma County, Arizona

My commission expires: May 10, 2017
Publications

Consolidated Plan

2010-2014 Consolidated Plan

DRAFT 2015-2019 Consolidated Plan

Documents & Links

Publications
Handbooks
Forms
Links

Quick Links

Publication Archives
Community Profiles (based on 2000 census)
Publications

Information Bulletins

| IB 08-15 FY15 HUD 95% Value Limits | IB 07-15 2015 LIHTC Income & Rent Limits |
| IB-06-15 2015 LIHTC Applications Received | IB 05-15 LIHTC Application Deadline Extended |
| IB 04-15 Revised Form 3 for LIHTC Applications | IB 03-15 FFY15 Allocations: CDBG HOME HOPWA ESG |
| IB 01-15 Final 2015 LIHTC Application Materials | IB 02-15 2015 Con Plan, AAP, Al |

Area Studies

| Background Report | Central and Camelback |
| Central and Osborn | Central and Thomas |

Quick Links

Publication Archives
Community Profiles (based on 2000 census)
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<th>Washington and 12th Street</th>
<th>Apache and McClintock</th>
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<td>Main and Sycamore</td>
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**Performance Evaluation Report**

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**Analysis of Impediments**

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**NSP3**

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**NSP1**

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**E-Newsletters**

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<th>Winter 2015 Issue</th>
<th>Fall 2014 Issue</th>
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<td>Summer 2014 Issue</td>
<td>Spring 2014 Issue</td>
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<td>Winter 2014 Issue</td>
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**Annual Reports**

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<th>2014 Annual Report</th>
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<td>2012 Annual Report</td>
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**Brochures, Fair Housing**

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**Annual Action Plan**

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**5 Year Strategic**
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<td>ADOH 5 Year Strategic Plan 2014-2018</td>
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<td>Qualified Allocation Plan</td>
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<td>2015 QAP (Final)</td>
<td>2014 QAP (Final)</td>
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<td><strong>Consolidated Plan</strong></td>
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<td>2010-2014 Consolidated Plan</td>
<td><strong>DRAFT 2015-2019 Consolidated Plan</strong></td>
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<td><strong>Consolidated Annual Performance Evaluation Report (CAPER)</strong></td>
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<td>CAPER 2013-2014 Report</td>
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<td><strong>Landlord Tenant Act</strong></td>
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<td>Arizona Residential Landlord &amp; Tenant Act Large Print</td>
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<td><strong>LEADING WITH SOLUTIONS</strong></td>
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<td><strong>CONTACT US</strong></td>
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<tr>
<td>Arizona Department of Housing</td>
<td></td>
</tr>
<tr>
<td>1110 W. Washington #310</td>
<td>phone: 602.771.1000</td>
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<tr>
<td>Phoenix, AZ 85007</td>
<td>fax: 602.771.1002</td>
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