City of Everett
2020 – 2024 CONSOLIDATED PLAN AND ASSESSMENT OF FAIR HOUSING
CITIZEN PARTICIPATION PLAN – AMENDED 4/20/2020
INTRODUCTION

Public participation is key in the identification of needs in a community and goal development. Every year, the City of Everett’s Community, Planning, and Economic Development Department receives Community Development Block Grant (CDBG) federal funding from the Department of Housing and Urban Development (HUD). These funds are special to only a selection of cities throughout the United States and target aid for low-income communities in need. Public input guides the use of these federal dollars for community service and capital improvement projects that benefit low-income individuals.

Why does this matter?

The needs of a community must come from the residents who make up its fabric. The establishment of priorities for the spending of federal funds stems from a collective of various individuals, associations, agencies, entities, institutions, and more. In compliance with 24 CFR 91.105, the City of Everett is required to adopt a Citizen Participation Plan. The Consolidated Plan and Assessment of Fair Housing report are two documents that help to guide a five-year period of the use and allocation of federal CDBG funds, based on the needs identified by the public. The plans provide the City with the opportunity to evaluate and reconsider local priorities, address changes in applicable laws, and consider strategies for meeting housing and service needs in the City. The Citizen Participation Plan will set forth the process for public participation in annual CDBG planning; all are encouraged to participate.

The Citizen Participation Plan will guide the policy and procedures for citizen participation for the following documents:

- 2020 – 2024 Consolidated Plan
- Annual Action Plans (AAP)
- Consolidated Annual Performance and Evaluation Report (CAPER)
- Fair Housing Assessment

It is the intent of the City of Everett’s Community, Planning, and Economic Development Department to build an open communication process that will create a platform of public feedback, participation, and consultation for this plan, as well as future annual and long-term plans for all endeavors of the City’s Community Development.

What is the Consolidated Plan?

The Consolidated Plan is a five-year, long-range plan that guides the funding of the Community Development Block Grant (CDBG) received by the City from HUD. It is created to provide targeted, qualitative, and quantitative goals for the use of federal funds. It also is a balance of National Objectives and Goals from HUD, as well as the specific needs of the city awarded funding.
Every year, the City receives funds from HUD that are to be distributed to various activities that support the objectives identified in the Consolidated Plan. Activities that apply for these annual funds are part of an Annual Action Plan that is created to break down the objectives based on the annual award received. The Annual Action Plan and the Consolidated Plan are both overseen by a Community Advisory Committee that selects entities to be awarded with grant funds. The Committee ensures that the Annual Plan aligns with the Consolidated Plan and that the entities applying for funds appropriately fit the goals and objectives of the CDBG program.

The Consolidated Plan is made of a Needs Assessment, Market Analysis, a 5-year Strategic Plan, and the first year’s Annual Action Plan. Each Annual Action Plan following must pick up where the prior annual plan left off, while supporting the overall goals and objectives of the Consolidated Plan. Likewise, the 2020 – 2024 Consolidated Plan will build on the prior 2015 – 2019 Consolidated Plan¹.

To comply with HUD standards, the City will allocate annually no more than 15% of all federal funds received to community services², 20% to administration/planning, and a minimum of 65% to capital improvement projects³.

**What is the Assessment of Fair Housing?**

The federal Fair Housing Act and its amendments (FHA) protect people from negative housing actions that occur because of their race, color, national origin, religion, sex, disability, or family status. State fair housing laws cover additional groups: marital status, sexual orientation or gender identity, age, and military service/veteran status. These groups are ‘protected classes’.

The Assessment of Fair Housing analyzes how the City is complying with these laws and regulations. It offers the opportunity to identify and acknowledge barriers, followed by a strategic plan to address and reduce the barriers. **At this time of this document, the City of Everett conducts an Analysis of Impediments to assess Fair Housing regulations.**

**What is the Citizen Participation Plan and How Am I Involved?**

The Citizen Participation Plan guides the steps of involvement and the process for gathering input, participation, and consultation with the public on the Consolidated Plan and Assessment of Fair Housing. This plan will not only guide these long term, five year plans but will also provide the framework for the participation and feedback from the public in the Annual Action Plans and performance reports.

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¹ Copies of prior Consolidated Plans are available by request from the Community Development Department.
² Services provided by nongovernmental agencies in fields such as, healthcare, homelessness, veterans, youth, etc.
³ Capital improvements must be provided by nongovernmental agencies for projects such as, neighborhood improvements for public spaces, economic development, historic preservation, rehabilitation, etc.
CITIZEN PARTICIPATION PLAN

Goals

- Consistently improve participation with the citizens of Everett to facilitate an ongoing platform for input and feedback in relation to Community Development efforts.
- Identify and establish long-term goals for the 2020 – 2024 Consolidated Plan, as well as framework for subsequent Annual Action Plans.
- Establish an accessible and engaging platform for public participation.
- Conduct outreach and successful engagement with various cultural, diverse, and previously underrepresented groups within the City.
- Define clear and measurable community needs, validated by the public and supported by the City’s CDBG advisory committees.
- Establish a process and system for amendments to plans.
Tactics and Methods of Participation

City Staff will be using a circular approach\(^4\) to collecting public input, heavily focused on community engagement and validation. This is summarized in the visual below:

For the public engagement activities, specifically any round table discussions that occur, staff will utilize the ORID method\(^5\). The ORID Method (Objective, Reflective, Interpretive, and Decisional) focuses on engaged, inclusive participation with the goal of eliciting responses that build shared awareness. At the end of the discussion, participants will develop meaningful and collective opinions that lead to resolution or further action.

In addition to in-person engagement activities and discussions, staff will implement the following tactical approaches for participation. This list is subject to change throughout the process:

- Maintaining a Stakeholder List
- Community Advisory Board Meetings
- Public Hearings
- Public Engagement Activities

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\(^4\) This approach is adapted from the Pomegranate Center.

\(^5\) The ORID Method is adapted from the Institute of Cultural Affairs’, ToP Focused Conversation Method, 2016
Focus Groups  
Stakeholder Forums  
Surveys  
Electronic Resources Posted Online  
Public Notices  
Press releases  
City Council  
Visual Data Representation and Supporting Documentation

Translation services, ADA accessible platforms, and special accommodations (upon request) will be made available to citizens who participate in the process.

Public notice for public hearings is given a minimum 15 days prior to the scheduled hearing date. Notice will be published in the local newspaper, the Herald. Additional postings may also occur through emails to the stakeholder list and on the Community Development CDBG webpage.

In the event of a disaster or a declaration of emergency, public notice may be altered at the direction of HUD or accommodating the best possible effort from staff to meet the 15 day minimum requirement. A minimum of 5 days notice should be accommodated if unable to meet the 15 day minimum.

Additionally, the meeting of the Citizens Advisory Committee will be facilitated by the most feasible means at the time (ex: virtual or call-in meetings in lieu of public gatherings). Meetings must still accommodate and provide information to those with vision and hearing impairments to the best extent feasible. At a minimum, the meeting must still comply with the Open Public Meetings Act.

Each Annual Action Plan and performance report (Consolidated Annual Performance and Evaluation Report, aka CAPER) will also be made available for public comment prior to being formally adopted.

Comment periods for all supporting documents and actions are listed below:

<table>
<thead>
<tr>
<th>Item</th>
<th>Comment Period</th>
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</thead>
<tbody>
<tr>
<td>Consolidated Plan &amp; Annual Action Plan</td>
<td>30 calendar days</td>
</tr>
<tr>
<td>Substantial Amendment to Consolidated &amp; Annual Action Plan</td>
<td>30 calendar days</td>
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<tr>
<td>Fair Housing Assessment</td>
<td>30 calendar days</td>
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<tr>
<td>Citizen Participation Plan</td>
<td>30 calendar days</td>
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<tr>
<td>CAPER</td>
<td>15 calendar days</td>
</tr>
<tr>
<td>Substantial Amendments to Consolidated &amp; Annual Action Plan in the case of a Disaster or Declaration of Emergency</td>
<td>7 calendar days</td>
</tr>
</tbody>
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Amendments to the Consolidated Plan and Annual Action Plan

The following changes and procedures apply to adopted plans and documents only. Plans are adopted once they are approved from the Citizen Advisory Committee (CAC), adopted by City Council, and submitted to HUD.

- **Revisions** — edits, updates, or minor corrections that do not alter activities, purpose, or intended beneficiaries of any strategies adopted. Revisions do not required public notice or CAC review. The revised document will be reposted online and made available for printed copy upon request.

- **Minor amendments** — altering annual goals of the major strategies; change more than 50 percent of the amount of CDBG funds awarded to a project; change the intended beneficiaries of an activity; change the purpose, scope, or location of an activity such that the estimated number of beneficiaries change more than 50 percent; or cancel an activity or add a project or activity that has been identified as a contingency project. Minor amendments do not require public notice. They must have CAC review, but do not move forward for City Council review or require public comment. Amended documents will be reposted online and made available for printed copy upon request.

- **Substantial amendments** — alter activities, purpose, or intended beneficiaries (CP only); add or delete a section; alter long-term goals (CP only); require reallocation of funds through a Notice of Funding Availability and open application period. These amendments require public notice of no less than 15 days with CAC review and a possible hearing for action, a 30 day public comment period, and adoption by City Council. The amended plan will be submitted to HUD for review. Amended plans will be reposted online and made available for printed copy upon request.

- **Substantial amendments in the event of a disaster or declaration of emergency** — amendments to the Consolidated Plan and Annual Action Plan that meet the Substantial Amendment general provisions as well as expeditious allocation of uncommitted funds to emergency activities, with a reduced notice and comment period to accommodate swift allocation of funds. Additionally, the meeting of the Citizens Advisory Committee will be facilitated by the most feasible means at the time (ex: virtual or call-in meetings in lieu of public gatherings). Meetings must still accommodate and provide information to those with vision and hearing impairments to the best extent feasible. At a minimum, the meeting must still comply with the Open Public Meetings Act.

Revisions to the Assessment of Fair Housing

An AFH previously accepted by HUD must be revised and submitted to HUD for review, within 12 months, under the following circumstances:

- Revisions on analysis, fair housing contributing factors, or priorities/goals that are required due to no longer reflecting actual circumstance.
Upon notification from HUD specifying a material change is required.

Revisions for the Assessment of Fair Housing will undergo the same notice and public process as a Substantial Amendment for the Consolidated Plan and/or Annual Action Plan.

At the time of this document, the City of Everett uses an Analysis of Impediments to assess Fair Housing compliance.

Contact Information

For those wishing to provide comment on this Citizen Participation Plan or the Consolidated Plan, please note that all comments should be received in a timely manner in order to be considered.

Formal comments should be submitted in writing and can be emailed or mailed directly to the contact below:

Kembra Landry, Community Development Specialist
Community, Planning, and Economic Development
2930 Wetmore Avenue, Suite 8A
Everett, WA 98201
klandry@everettwa.gov

If you have questions or additional comments, including additional stakeholders for consideration or an updated schedule of implementation, please let us know by sending an email to the address above.

Please also visit our website where all documents, forms, and schedule are available online at: www.everettwa.gov/CDBG
APPENDICES

A – Members of Public and Stakeholders

B – Public Engagement Summary Schedule
APPENDIX A – Members of Public and Stakeholders

The following list is not extensive of all individual members, agencies, or stakeholders within the community. It is a list of parties and sectors to involve in the comment, consultation, and validation of the needs for the extended community of the City of Everett. Any interested party looking to be a part of this list should contact the Community Development Office at klandry@everettwa.gov or 425-257-7155.

- Governmental Agencies
- Public Housing Agencies and Residents
- Health Service Providers
- Fair Housing Service Providers
- Veteran Service Providers
- Disabled Service Providers
- HIV/AIDS Service Providers
- Youth Agencies
- Agencies Targeted to Special Needs
- Immigrant, Refugee Service Providers
- Agencies Specializing in Non-English Speaking Communities
- Residents of Slum, Blighted Areas
- Colleges and Universities
- Neighborhood Associations
- Community Development Organizations
- Transportation Departments and Planners/Transit Agencies
- Parks and Recreation Departments
- Workforce and Economic Development Agencies
- Chambers of Commerce
- Public Safety Agencies
- Public Works Departments
- Code Enforcement
- Community Foundations
- Hospitals
- Planning Departments and Agencies
- Business Groups
- Faith-Based Organizations
- Food Banks
- Broadband Internet Service Providers
- Organizations Engaged in Narrowing the Digital Divide
- Flood Prone, Public Land, Water Resource Management Agencies
- Emergency Management Agencies

Is your organization missing from this list? Please contact us!
APPENDIX B – 2020 – 2024 Consolidated Plan Schedule in Calendar Format

- **Public Engagement Activity #1**
  - 4/4/19 Hawthorne Elementary
  - 4/11/19 Walter Hall
  - **APRIL 2019**

- **Agency Focus Group Activities #1 through 3**
  - Consultation Activity #1
  - **MAY/JUNE 2019**

- **Public Engagement Activity #2 - Location to be determined**
  - Consultation Activities #2
  - **JULY/AUGUST 2019**

- **Public Engagement Activity #3 - Location to be determined**
  - 2020 Funding Round Annual Action Plan Activities
  - **SEPTEMBER 2019**

- **Public Engagement Activity #4 - Location to be determined**
  - 2020 Funding Round Annual Action Plan Activities
  - **DECEMBER 2019**