

COUNTY OF FAIRFAX, VIRIGINA

CITIZEN PARTICIPATION PLAN  
FOR CONSOLIDATED PLANNING

Adopted by the Board of Supervisors  
December 8, 1997

Amended by the Board of Supervisors  
February 11, 2002  
April 30, 2007  
May 12, 2020

*Proposed for Amendment by the Board of Supervisors  
March 23, 2021*

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## **1. Applicability**

As an Urban County, Fairfax County receives the following federal program funds provided through the U.S. Department of Housing and Urban Development (HUD):

- Community Development Block Grant (CDBG)
- Emergency Solutions Grants (ESG)
- HOME Investment Partnerships Program (HOME)

To receive these resources, federal regulations require the County to undergo a consolidated planning process, which includes the submission of documents that cover the planning, application and reporting of such resources. These consolidated documents include the: Five-Year Consolidated Plan, Annual Action Plans, Consolidated Annual Performance Evaluation Report (CAPER), and the Citizen Participation Plan (CPP). In accordance with the consolidated planning process, the County must adopt a CPP which sets forth the policies and procedures for citizen participation and consultation in the development, revision, implementation and amendment of these consolidated planning documents.

## **2. Encouragement of Citizen Participation and Consultation**

Fairfax County's CPP provides guidance for reasonable and accessible public input and participation in the consolidated planning process, and encourages citizen participation in defining the housing, community development and public service needs in the community. This includes public services to be provided by community-based organizations, as well as funding priorities supported by funds provided through the County's Five-Year Consolidated Plan and Annual Action Plans ("Plans"). The CPP encourages participation by all residents and stakeholders during the development and implementation of the Plans, but especially by:

- members of low- and moderate-income households;
- residents of public/assisted housing, including resident boards/councils/corporations;
- minorities;
- persons who are non-English speakers;
- persons with disabilities;
- residents of predominantly low- and moderate-income neighborhoods;
- residents of designated revitalization and/or slum/blighted areas; and
- residents of areas where program funds are proposed to be used.

Additionally, the CPP encourages the participation of public and private agencies, such as:

- local and regional institutions;
- Continuums of Care;
- businesses and developers;

- public, private and nonprofit organization (including philanthropic, community-based and faith based organizations, public and assisted housing agencies, health services providers, social services providers);
- community- and regionally-based organizations that represent protected class members;
- organizations that enforce fair housing laws;
- other local governments and metropolitan planning organizations;
- broadband internet service providers and organizations engaged in narrowing the digital divide; and
- agencies primarily responsible for the management of flood prone areas and public land/water resources, and emergency management agencies.

Additionally, the County will consult with the Fairfax County Redevelopment and Housing Authority (FCRHA) to encourage the participation of residents of public and assisted housing and/or targeted revitalization areas during the consolidated planning process. Information on the housing and community development activities relevant to the FCRHA will be provided to the housing authority so that such information can be made available during the FCRHA annual public hearing.

### **3. Consolidated Community Funding Advisory Committee**

The Consolidated Community Funding Advisory Committee (CCFAC) is a citizen group established by the Fairfax County Board of Supervisors (Board) to monitor and advise the Board on the development and implementation of the Plans. CCFAC submits the Plans to the Board for review and approval.

CCFAC will receive citizen input on current and needed housing, community development, and public services, including housing and services to be provided by community-based organizations, annually at one or more public hearings to be held before the CCFAC. CCFAC will receive citizen input through written and oral comments presented at or prior to the close of the public hearing before the Board.

Members are appointed by the County Executive to serve for a term of three years. Membership may include representatives of human services provider groups, consumer and community organizations and other boards, authorities, and commissions, which are involved in human services, including, but not limited to, the FCRHA, the Human Services Council, the Community Action Advisory Board, the Fairfax-Falls Church Community Services Board, the Fairfax County Alliance for Human Services, and the schools community.

### **4. Information Available and Displacement**

The County will encourage citizen participation by providing the public with adequate information concerning the Plans: the amount of funds expected to be available; the proposed range of activities that may be undertaken with those funds, including the amount that will benefit members of very low- and low-income households; and the plans to minimize

displacement and to assist any persons who are displaced, other important program requirements, and proposed and approved uses of funds.

Information on the Plans' public notice and public hearing(s) schedule will be disseminated to local agencies, community-based organizations and nonprofit organizations working with or in the interests of residents who are minority, non-English speaking, physically impaired, and/or the faith-based community in order to provide the opportunity for full citizen participation to as many people as possible.

## **5. Availability to the Public**

There are two types of documents available to the public, each with their own timeframes and requirements: Proposed Documents and Approved/Accepted Documents. The documents will be available to the public in one or more of the following ways:

- Online at: <https://www.fairfaxcounty.gov/housing/>
- At the Department of Housing and Community Development located at 3700 Pender Drive, Fairfax, Virginia 22030
- At the information desk of the County Government Center at 12000 Government Center Parkway, Fairfax Virginia 22035
- At the information desk of branches of the Fairfax County Public Library system.

### **a. Proposed Documents**

Prior to submission to HUD, citizens will have an opportunity to comment on proposed documents at public hearings, meetings, or by directly contacting the appropriate County agency staff, according to the advertised public notice. Proposed documents are available during their respective comment periods and upon adoption and/or acceptance by HUD, the final versions will be retained on file. During the comment periods listed in the Appendix, the following proposed documents will be available:

- Proposed Citizen Participation Plan
- Proposed Citizen Participation Plan substantial amendments
- Proposed Five-Year Consolidated Plan
- Proposed Five-Year Consolidated Plan substantial amendments
- Proposed Annual Action Plan
- Proposed Annual Action Plan substantial amendments
- Proposed Consolidated Annual Performance and Evaluation Report

## **b. Approved/Accepted Documents**

The County will provide residents, public agencies, and other interested parties with reasonable and timely access to records for the preceding five years. The documents available include:

- Citizen Participation Plan, as adopted
- Five-Year Consolidated Plans, as adopted
- Annual Action Plans, as adopted
- Consolidated Annual Performance and Evaluation Reports accepted by HUD

A reasonable number of free paper copies of the Plans will be available upon request. The Citizen Participation Plan may be provided in a format accessible to persons with disabilities and those with limited English proficiency, upon request. Any persons requesting such copies should contact the Fairfax County Department of Housing and Community Development (DHCD) at (703) 246-5101 or the TTY number 711.

## **6. Technical Assistance**

The County will provide technical assistance to groups representing members of very low- and low-income households, as well as to community-based organizations and interested residents, upon request for such assistance with the development and submission of proposals for funding under any federal or local funding sources covered by the Plans. Any persons requiring technical assistance should contact the DHCD at (703) 246-5101 or the TTY number 711.

## **7. Public Notices**

Upon the publication of the proposed Plans, CAPER, CPP and any substantial amendments or revisions to these documents, a public notice with a summary of the proposed document will be advertised according to the table described in the Appendix.

For the Plans, a public notice with a summary of the proposed document will be advertised:

- online at [www.fairfaxcounty.gov/housing](http://www.fairfaxcounty.gov/housing);
- in the lobby of the Department of Housing and Community Development;
- at the information desk of the County Government Center;
- in a newspaper(s) of general circulation and in at least one non-English publication;
- in branches of the County Library system; and
- reasonable and timely efforts will be made to provide notice in community centers and senior centers, as well as online through County-managed websites, social media and other communication platforms and e-mail distribution lists available to the County.

The summary provided with the public notice will describe the contents and purpose of the document, the duration of the public comment period, and a list of the locations where the entire document may be examined. Comments for each proposed document will be accepted according to the time frames described in the Appendix.

## **8. Public Hearings**

A minimum of two public hearings will be held prior to the submission of the Plans to HUD:

1. CCFAC Public Needs Hearing on Proposed Plans: Held by the CCFAC, this public needs hearing informs the development of the Plans prior to the beginning of the consolidated planning process and solicits public comments from the community regarding housing and community development needs, public service needs, proposed activities, and program performance. Community input may also be gathered by the CCFAC or County staff through a variety of means, such as internet-based citizen input.
2. Board of Supervisors Public Hearing on Proposed Plans: Prior to the submission of the Plans to HUD, a second public hearing will be held by the Board on the proposed Plans, as recommended by the CCFAC. Final approval of program priorities and funding recommendations included in the Plans will be made by the Board.

All public hearings shall be held after adequate notice to the public (at least 15 calendar days prior to the date of the public hearing), at times and locations convenient to County citizens and organizations, as well as for potential and actual beneficiaries of the programs funded. These public hearings shall also accommodate for persons with disabilities and residents who are non-English speaking, providing an interpreter whenever a significant number of persons who are non-English speaking are expected to participate.

## **9. Citizen Comments**

Comments received from citizens as a result of public hearings or other activities to gather community input will be given serious consideration in the preparation of the final Plan document, amendments to the Plans, or the CAPER.

The County will prepare a summary of written and verbal comments received from citizens, public hearings, focus groups, community meetings, and other methods when preparing the Plans or CAPER, and any amendments to these consolidated planning documents. This summary will be attached to the final Plans or CAPER.

## **10. Complaints**

Timely written responses to citizen complaints and grievances will be provided within 15 business days of the County's receipt, where practicable. If additional time is required, written notice will be provided.

## **11. Substantial Amendments and Revisions**

The Plans may be amended with the approval of the Fairfax County Board of Supervisors. The County will amend the approved Plans whenever it makes one of the following decisions representing a substantial change or adjustment to:

1. carry out a project, using funds from any of the federal HUD programs covered by the Plans (including program income) not previously described in the Plans; or
2. eliminate a project from any of the federal programs covered by the Plans (including program income) for funds previously approved by the Board; or
3. the amount of program money for an activity such that the funding level of the activity would change by more than 10 percent.

A minor amendment is any change that does not meet the threshold of a Substantial Amendment and does not require public input and, in most circumstances, do not require Board approval.

### **a. Five-Year Consolidated Plan and Annual Action Plan Amendments**

In general, any substantial change or adjustment to a Plan's project budget will be treated as an amendment subject to 30-day public notice, review, and comment through a County budget review process. Adjustments required to project budgets will be included in a budget review and will be subject to public comment during the public hearing process held on each of these reviews. In some circumstances, changes to the Plan program objectives may be addressed through the appropriation of funds outside of the budget review process for an activity not previously approved in the Plan. In such cases, public notice will be given before the Board is scheduled to take action on such an appropriation.

### **b. Citizen Participation Plan Amendments**

Proposed changes to the CPP will be advertised for public comment at least 30 calendar days prior to the adoption or amendment of the CPP by the Board. The proposed revisions to the CPP will become effective upon the date of the Board approval.

## **12. Performance Reports**

The County prepares an annual performance report called the Consolidated Annual Performance and Evaluation Report (CAPER), which requires the completion of a public participation process before the CAPER is submitted to HUD. Public participation includes reasonable public notice and the opportunity for public comment, as described in the Appendix.



### **13. Waivers; Public Emergencies**

All of the requirements in the CPP are subject to change in the event of guidance or waivers issued by HUD. During times of public emergencies, the County may establish expedited or revised procedures to draft, propose, or amend the Plans, CAPER and CPP.

For example, under expedited or revised procedures and in the interest of public safety, in-person public hearings would not be held, hard copies of documents might not be placed in all physical locations, and Fairfax County may meet federal public notice and public meeting requirements virtually if:

1. the County's expedited and revised procedures adhere to, and comply with, HUD guidance and/or waivers;
2. national/local health authorities recommend social distancing and limiting public gatherings for public health reasons; and
3. virtual hearings provide reasonable notification and access for citizens in accordance with the grantee's certifications, timely responses from local officials to all citizen questions and issues, and public access to all questions and responses.

#### 14. Appendix - Summary of Notice, Comment and Hearing Timelines

	Public Notice	Comment Period (HUD may alter)	Public Hearing
Citizen Participation Plan (CPP)	Includes a summary of the contents, purpose, duration of public comment period, list of locations where document is available.	30 calendar day period prior to the adoption of the proposed CPP by the Board.	N/A.
CPP Amendments	Contains summary of the contents, purpose, duration of public comment period, list of locations where document is available.	30 calendar day period prior to the adoption of the proposed CPP amendment by the Board.	N/A
Five-Year Consolidated Plan/Annual Action Plans (“Plans”)	Includes summary of the contents, purposed duration of public comment period, list of locations where document is available, the amount of assistance expected, the range of activities undertaken, estimated amount that will benefit low/mod residents.	30 calendar day period prior to the submission of the Board-adopted Plan to HUD.	During the planning process to receive comments on housing, community development, and human services needs in the community. During the development of proposed activities to receive comments on the Proposed Plan.
Substantial Amendments to the Plans	Includes summary of the contents, purpose, duration of public comment period, list of locations where document is available.	30 calendar day period prior to the submission of the Board-adopted substantial amendment to HUD.	N/A
Consolidated Annual Performance and Evaluation Report (CAPER)	Includes summary of the contents, purpose, duration of public comment period, list of locations where document is available	15 calendar day period prior to the submission of the CAPER to HUD.	N/A