



PY 35 CONSOLIDATED ACTION PLAN

Phases of the Public Involvement Process

Needs Assessment (Housing & Community Development Needs)	Comment Period: 15 Days Public Hearing: Yes Tentative Scheduled: October, November or December and as needed)
<p>Once a year, a public hearing will be held on general housing and community development needs within Chesapeake. Citizens and community leaders often raise issues or suggestions for activities meant to improve the quality of life. The hearing will be held prior to the start of the annual funding process, and will provide input to the Annual Action Plan and the Five-Year Consolidated Plan. In addition, the City may periodically seek citizen input on housing and community development needs via other methods, including but not limited to surveys, outreach meetings, special study groups, and community reports and plans. A public hearing notice is posted on the City's website and is published in a newspaper of general circulation (usually the Chesapeake Clipper). The public notice will include a brief description, date, time, location of the public hearing, the deadline by which written comments will be received, and where to get further information. Citizens may provide verbal comments at the public hearing and/or written comments during the comment period.</p>	
Proposal Review Process (Review of Annual Funding Process)	Scheduled: December and January
<p>A Review Team will engage in an annual proposal review process and will make specific funding recommendations to the City Manager and City Council.</p>	
Annual Action Plan (Funding Recommendations)	Comment Period: 30 Days Public Hearing: Yes Scheduled: January-April
<p>A draft of the Annual Action Plan, which includes for example: the proposed activities to be undertaken including the estimate amount that will benefit persons of low to moderate income, funding amounts, program income, matching funds, etc. The draft plan will be placed in all branch libraries of the Chesapeake Public Libraries-Research Services Department, Office of Housing , (City Hall Building -5th floor -306 Cedar Road, Chesapeake, VA 23322), and the Chesapeake Redevelopment and Housing Authority (1468 South Military Highway, Chesapeake, VA 23320) during regular business hours throughout the comment period. Funding recommendations will be posted on the City's website, and published in a newspaper of general circulation (usually the Chesapeake Clipper). The public notice will include a brief description of the proposed activities, date, time, and location of the public hearing, the deadline by which written comments will be received, and where to get further information. Citizens may provide verbal comments at the public hearing and/or written comments during the comment period.</p>	
Consolidated Annual Performance & Evaluation Report (CAPER) (Reporting on Funded Activities)	Comment Period: 15 Days Public Hearing: Yes Scheduled: September
<p>The U.S. Department of Housing and Urban Development (HUD) requires an annual report on the performance of funded activities. A draft of the Annual Performance & Evaluation Report will be placed in all branch libraries of the Chesapeake Public Libraries Research Services Department, Office of Housing, (City Hall Building -5th floor -306 Cedar Road, Chesapeake, VA 23322), and the Chesapeake Redevelopment and Housing Authority (1468 South Military Highway, Chesapeake, VA 23320) during regular business hours throughout the comment period. A public notice is published in a</p>	

newspaper of general circulation (usually the Chesapeake Clipper) indicating the deadline date by which written comments must be received. Citizens may provide verbal comments at the public hearing and/or written comments during the comment period.

**Five-Year Consolidated Plan
(Housing and Community Development)**

Comment Period: **30 Days**
Public Hearing: **Yes**
Scheduled: **2010**

Every five years, HUD requires the City to re-evaluate its policies and strategies for addressing housing and community development needs in the community. The Consolidated Plan includes information on population and housing conditions, as well as City strategies for Safe Neighborhoods, Infrastructure and Facilities, Housing Choices, Economic Opportunities, and Healthy Families. In addition, the Continuum of Care contributes information on homeless issues and strategies. Following the completion of the draft Consolidated Plan, a public notice is posted on the City's website, and published in a newspaper of general circulation (usually the Chesapeake Clipper). The notice will include an outline of the Consolidated Plan, the date, time and location of the public hearing, and the deadline by which written comments will be received. Citizens may provide verbal comments at the public hearing and/or written comments during the comment period. A draft of the Consolidated Plan will be available for public review in all branch libraries of the Chesapeake Public Libraries Research Services Department, Office of Housing, (City Hall Building, 5th floor-306 Cedar Road, Chesapeake, VA 23322), and the Chesapeake Redevelopment and Housing Authority (1468 South Military Highway, Chesapeake, VA 23320) during regular business hours throughout the comment period.

**Substantial Plan Amendments
(Amendments to the Annual Plan)**

Comment Period: **Up to 30 Days**
Public Hearing: **Refer to Citizen Participation Plan**
Scheduled: **As Needed**

Following the adoption of the Five-Year Consolidated Plan and Annual Action Plan, it may be necessary to make amendments from time to time. Plan amendments that are defined as "substantial" will be reviewed by City Council. Amendments to the plan will also be subject to public notice and comment period. A public notice is posted on the City's website, and published in a newspaper of general circulation (usually the Chesapeake Clipper). The public hearing notice will include a reason for the amendment, date, time, location of the public hearing, and the deadline by which written comments will be received. Citizens may provide verbal comments at the public hearing and/or written comments during the comment period.

**Citizen Participation Plan
(Procedures for Public Comment on Housing
& Community Development Plans &
Programs)**

Comment Period: **15 Days**
Public Hearing: **No (only during 5 year
Consolidated Plan process)**
Scheduled: **As Needed**

The Citizen Participation Plan will be reviewed and updated as needed. Changes in the language of the Citizen Participation Plan are subject to review by the Office of Housing to a 15-day public comment period. A public notice will be posted on the City's website and published in a newspaper of general circulation (usually the Chesapeake Clipper). The draft of the Citizen Participation Plan will be available for public review in all branch libraries of the Chesapeake Public Libraries Research Services Department, Office of Housing, (City Hall Building-5th floor, 306 Cedar Road, Chesapeake, VA 23322), and the Chesapeake Redevelopment and Housing Authority (1468 South Military Highway, Chesapeake, VA 23320) during regular business hours throughout the comment period. Citizens may provide verbal comments at the public hearing and/or written comments during the comment period.