

Consolidated Plan Citizen Participation Plan

The objectives and procedures of Prince William County for meeting the Citizen Participation Plan requirements of the U.S. Department of Housing and Urban Development (HUD) for the Consolidated Plan are set forth below.

- I. It is the policy of Prince William County to give citizens timely notice of local meetings and reasonable and timely access to local meetings, information, performance reports, and records relating to the County's proposed and actual use of Community Development Block Grant, HOME Investment Partnership, Emergency Shelter Grant, and American Dream Downpayment Initiative funds.

Procedures

- A. Official notice of public meetings will be distributed to the Prince William County Public Information Officer to ensure public notification at least 72 hours in advance at the McCoart Administration Building, 1 County Complex Court, Prince William, Virginia, 22192 and Manassas City Department of Social Services, 8955 Center Street, Manassas, Virginia, 20110.
- B. Notice of public hearings will be published in non-legal sections of local newspapers of general distribution in the Prince William Area seven to ten days prior to hearing dates.
- C. A statement of program objectives, proposed use of funds, and other information regarding the proposed Consolidated Plan will be published in non-legal section of local newspapers of general distribution in the Prince William Area prior to the first public hearing.

D. Information that may be reviewed includes, but is not limited to:

- i. Amount of grant funding and program income anticipated in the coming year.
 - ii. Range of activities that may be undertaken.
 - iii. Estimated amount of grant funding and program income proposed to be used for activities that will benefit low and moderate-income persons.
 - iv. Any proposed activities likely to result in displacement and Prince William County's plan for minimizing displacement.
- II. It is the policy of Prince William County to take reasonable steps to provide technical assistance to groups representative of persons of low and moderate-income that request assistance in developing proposals.

Procedures

- A. Groups representing persons of low and moderate income who are interested in receiving technical assistance may write or call the Prince William County, Office of Housing and Community Development, Dr. A.J. Ferlazzo Building, 15941 Donald Curtis Drive, Suite 112, Woodbridge, Virginia, 22191-4217, (703) 792-7530.
- B. An assessment of the type and extent of technical assistance needed by the representative group will be made by County staff upon request and in a timely manner.

- C. The County will make a good faith effort to see that reasonable requests for technical assistance are responded to in a timely manner.
- III. It is the policy of Prince William County to hold public hearings for the purpose of obtaining the views of citizens and responding to proposals and questions.

Procedures

- A. Two public hearings to obtain the views of citizens on community development and housing needs will be held by Prince William County Office of Housing and Community Development and the Prince William County Housing Advisory Board prior to publication of the Draft Consolidated Plan for public comment.
- B. Two public hearings to obtain the views of citizens on the proposed Draft Consolidated Plan and proposed use of grant funding will be held by the Office of Housing and Community Development and the Prince William County Housing Advisory Board. Citizen comments will be included in the Consolidated Plan prior to submission to HUD.
- C. Other public meetings may be held as necessary.
- D. Together, the hearings will address community development and housing needs, development of proposed activities, and review of program performance.
- E. The public hearings will be held in the McCoart Administration Building, 1 County Complex Court, Prince William, Virginia, 22192

and Manassas City Department of Social Services, 8955 Center Street, Manassas, Virginia, 20110. These sites are equally accessible to all sections of the County and the cities of Manassas and Manassas Park. It is anticipated that these factors will enhance citizen participation.

- F. Reasonable accommodation for the physically challenged will be provided at public hearing sites. At least 48 hours (two complete business days) advance notice is required.
 - G. Comments received during the public comment period and at public hearings will be incorporated into the Consolidated Plan.
- IV. It is the policy of Prince William County to take reasonable steps to assist non-English speaking residents to be able to understand and participate in discussions that take place at public hearings, when a significant number of non-English speaking residents can reasonably be expected to attend.

Procedures

- A. Anyone anticipating that the effectiveness of the public hearing will be significantly reduced because of English language limitations should contact the Prince William County, Office of Housing and Community Development as far in advance of the public hearing as possible.
- B. At least 48 hours (two complete business days) advance notice is required.

- V. It is the policy of Prince William County to provide citizens with reasonable advance notice of and opportunity to comment on proposed activities not previously included in the Consolidated Plan and any proposed deletion or other substantial change to the activities.

Procedures

- A. If the proposed Consolidated Plan is approved and it subsequently becomes necessary to substantially change the program content, a formal amendment process will be followed.

- i. An additional public hearing will be held.
- ii. Reasonable advance notice of the date, time, and place of the public hearing will be made available to the public.
- iii. The nature of the proposed change(s) will be described in sufficient detail to allow citizens to determine if they are affected and desire to comment on the proposed change.

- B. "Substantial Change" is defined by Prince William County to be:

- i. A proposed new activity which cannot reasonably be construed to have been included within the programmatic intent of the adopted Annual Action Plan.
- ii. Exceptions may be made to this amendment policy under the following circumstances where uncommitted funds under the CDBG, HOME, ESG and other federally funded allocation plans shall be re-appropriated between categories in response to emergency and/or other contingencies

required to meet the intent, public purpose and annual priorities established in the Consolidated Plan. As his discretion, the OHCD Director is authorized to reallocate up to 15% of the total project funds in this manner.

- VI. It is the policy of Prince William County to take reasonable steps to address concerns expressed by citizens and to respond to any formal complaints or grievances in a timely manner.

Procedures

- A. Citizens are urged to bring any concerns they may have regarding the Consolidated Plan to the attention of Prince William County, Office of Housing and Community Development, by calling 703-792-7530. It is anticipated that most concerns can be quickly and successfully addressed through direct conversation.

- B. Unresolved issues, complaints, or grievances may be formally submitted to the following address:

Prince William County
Office of Housing and Community Development
15941 Donald Curtis Drive, Suite 112
Woodbridge, Virginia 22191-4217
Attention: Consolidated Plan Comment

- C. In order for the County to be able to respond effectively, any formal complaint or grievance must be in writing and follow the procedures shown below:

- i. It must be legible – typed correspondence is strongly urged.

- ii. It must be signed, dated, and indicate if the correspondent is representing his/her personal concerns or those of a larger group, in which case, the name and description of the group must be stated.
- iii. It must clearly identify the specific complaint or grievance and should state what corrective action is being sought.

D. The County will provide timely written answers to written complaints and grievances. The time required to respond may vary depending upon the nature and complexity of the specific complaint. Where practicable, written answers will be provided within 15 working days of the receipt of the written complaint.

The location of copies of the draft documents and final document locations:

- **Office of Housing and Community Development**
A.J. Ferlazzo Building
15941 Donald Curtis Drive, Woodbridge, VA 22191
- **McCoart Complex**
1 County Complex Court, Prince William, VA 22192
- **Sudley North Government Center**
7987 Ashton Avenue, Suite 200, Manassas, VA 20109
- **City of Manassas Department of Social Services**
8955 Center Street, Manassas, VA 20110
- **Manassas Park Office of Planning**
1 Park Center Court, Manassas Park, VA 22111

and at four regional libraries:

- **Bull Run Regional Library**, 8051 Ashton Avenue, Manassas, VA 20109
- **Central Branch Library**, 8601 Mathis Avenue, Manassas, VA 20110
- **Chinn Park Regional Library**, 13065 Chinn Park Drive, Prince William, VA 22192
- **Potomac Branch Library**, 2201 Opitz Boulevard, Woodbridge, VA 22191