

Section Three: Consolidated Plan Development



Citizen Participation Plan for 2003–2007
Community Involvement in the 2003–2007 Plan
Anti-displacement and Relocation Plan for 2003–2007

What Does This Section Contain?

The *Anchorage Housing and Community Development Consolidated Plan for 2003–2007* is a comprehensive planning document identifying the City’s needs and investments in housing, homelessness, community development, and economic development. The Planning Department is the lead agency for the Consolidated Plan. The Community Development Division is responsible for developing and carrying out the plan. It strongly encourages public participation and consultation with other organizations as an essential means of identifying community needs.

Part One contains Anchorage’s *Citizen Participation Plan for 2003 - 2007*. The City must develop and follow such a plan to receive Federal funds for the Community Development Block Grant (CDBG), HOME Investment Partnerships (HOME), and the Emergency Shelter Grant (ESG) programs. The Citizen Participation Plan describes how citizens can participate in the Consolidated Plan process, how they can make comments, access records, and make complaints.

Part Two of this section describes the citizen participation and consultation involved during the research into housing and community development needs. It also describes the Community Development Division’s outreach to allow citizens and community partners to comment on needs, proposed strategies, and projects.

Part Three contains the Municipality’s *Anti-displacement and Relocation Plan for 2003 - 2007*. This plan describes the Municipality’s plans to minimize the displacement of anyone due to the use of CDBG or HOME funds.

What Does This Mean to Me?

The three parts of this section answer the following questions:

- How did City residents and organizations provide comments on the needs, priorities and strategies in the 2003–2007 Consolidated Plan—and the proposed projects in each year’s Annual Action Plan?
- How can City residents comment on needs, projects, and performance in the next 5 years?
- If someone is forced to move due to project activities funded with the Community Development Division’s HUD funds, how will the City help them?

Introduction

The U.S. Department of Housing and Urban Development (HUD) requires Anchorage to complete a Consolidated Plan to receive funds for the Community Development Block Grant (CDBG), HOME Investment Partnerships (HOME), and Emergency Shelter Grant (ESG) programs. CDBG can fund a variety of activities to help low-income people and neighborhoods, such as housing rehabilitation, community services, infrastructure, economic development, and business assistance.

The HOME program can fund housing-related activities for lower-income people such as housing construction, housing rehabilitation, first-time homebuyer assistance, and rental assistance. ESG funds accommodations for the homeless and homeless prevention activities.

Purpose of the Consolidated Plan

The Consolidated Plan serves as:

- A planning document which builds on a comprehensive consultation and citizens participation process.
- An application for HUD funds.
- A strategy for housing, homelessness, community development, and economic development.
- An annual business plan that presents an investment strategy for CDBG, HOME and ESG.

It contains six major components:

- A housing market analysis.
- An assessment of housing, homelessness, community development, economic development, and related needs.
- A description of priority needs.
- Long-term strategies to address those priority needs.
- An explanation of how the Municipality will work with its partners in the public, private, and nonprofit sectors to carry out these strategies.
- A description of annual projects and activities CDD will take to carry out those strategies—also called an Annual Action Plan.

Each component serves a specific purpose. The housing market analysis and needs assessment allow CDD to determine existing needs. Identifying needs helps the City set priorities for its CDBG, HOME and ESG programs. Finally, assessing needs and identifying priorities allows CDD, with the advice of citizens and partner organizations, to set 5-year strategies to address the priority needs. CDD then proposes how to invest

CDBG, HOME, and ESG funds for projects in the coming program year to carry out those 5-year strategies.

The Annual Action Plan and CAPER

To receive CDBG, HOME, and ESG funds, the City must produce an Annual Action Plan each year. The Annual Action Plan describes the City's planned investments for the coming program year, including proposed actions, proposed CDBG projects, proposed HOME projects, and proposed ESG projects.

The Annual Action Plan is similar to a yearly operating plan for a business. It outlines the City's proposed activities in several areas and relates these activities back to the 5-year strategies to address priority needs described in the Consolidated Plan.

The City must also submit a Consolidated Annual Performance and Evaluation Report (CAPER) each year. The CAPER reports the City's progress in meeting its proposed actions and projects, as well as its progress in carrying out the Consolidated Plan's 5-year strategies. The CAPER is similar to an annual report to stockholders except with this example, the stockholders are citizens and taxpayers.

Consolidated Plan Goals

Anchorage must use its CDBG, HOME, and ESG funds to provide decent housing, a suitable living environment, and expanded economic opportunity for its residents, particularly those earning low- to moderate-incomes. The statutes¹ for the Federal grant programs covered by the Consolidated Plan set forth three basic goals against which HUD will evaluate the City's performance:

1. Provide decent housing, which includes activities to:

- Help homeless people obtain appropriate housing.
- Assist people threatened with homelessness.
- Retain the affordable housing stock.
- Make available permanent housing that is accessible to job opportunities and is affordable to low-income people and families without discrimination.
- Increase the supply of supportive housing for persons with special needs.

2. Provide a suitable living environment, which includes activities to:

- Improve safety and livability of neighborhoods.
- Increase access to quality facilities and services.

¹ The Housing and Community Development Act and the National Affordable Housing Act (as amended).

- Reduce isolation of income groups within an area through decentralization of housing opportunities and revitalization of deteriorating neighborhoods.
- Restore and preserve properties of special value for historic, architectural, or aesthetic reasons.
- Conserve energy resources.

3. Expand economic opportunity, which includes activities to:

- Create and retain jobs, especially for low-income people.
- Expand small businesses.
- Provide public services concerned with employment.
- Increase access to capital and credit for development activities that promote the long-term socioeconomic viability of the city.
- Empower low-income persons to achieve self-sufficiency to reduce generations of poverty in Federally-assisted public housing.

Institutional Structure

The Anchorage Planning Department prepared this Consolidated Plan to promote these statutory goals through a collaborative process that encourages citizen participation and collaboration among organizations. It views these goals as an opportunity to extend and strengthen partnerships among organizations in the public, private, and nonprofit sectors.

Lead Agency

As described in the Community Vision section, the Planning Department's Community Development Division is one of the primary entities that carry out the vision of Anchorage 2020. As advised by the Housing and Neighborhood Development (HAND) Commission, CDD carries out policies and programs designed to help neighborhoods, whether they are places or groups of citizens sharing a common goal, achieve a high quality of life for all of the city's residents.

The *Anchorage Housing and Community Development Plan for 2003–2007* is the primary way the Community Development Division, as advised by the HAND Commission, carries out this mission. CDD, along with its housing and community development partners in the Anchorage Bowl, carry out the 5-year strategies in the Consolidated Plan.

Part One:

Citizen Participation and Consultation Plan for 2003–2007

The Community Development Division must develop and follow a Citizen Participation Plan to receive Federal funds for the Community Development Block Grant (CDBG), HOME Investment Partnerships (HOME), and Emergency Shelter Grant (ESG) programs. The Citizen Participation Plan covers the 5-year Consolidated Plan, each subsequent Annual Action Plan, each year's Consolidated Annual Performance and Evaluation Report, and any Amendments to the Consolidated Plan or its five Annual Action Plans.

The Citizen Participation Plan has eight parts:

- Purpose.
- Citizen participation opportunities.
- Outreach to persons with disabilities and non-English speaking people.
- Citizen participation coordinator.
- Public information and access to records.
- Technical assistance to organizations wishing to develop a funding proposal.
- Complaints.
- Criteria for substantial amendments.

Purpose of the Citizen Participation Plan

This Citizen Participation Plan sets forth the policies and procedures for citizen participation in Anchorage's Consolidated Planning Process. The Department of Planning, as the lead agency for the Consolidated Plan, designates the Community Development Division with responsibility for the citizen participation process.

This Citizen Participation Plan encourages citizens to participate in the Consolidated Planning process from the beginning. It outlines the procedures for community approval of the Consolidated Plan, for addressing concerns and complaints, and for making amendments to the plan after approval.

Citizen Participation Opportunities

The Community Development Division urges citizens to voice their concerns and share their ideas concerning CDBG, HOME, and ESG program funds. It welcomes comments and suggestions regarding the Citizen Participation Plan, the Consolidated Plan (including the Annual Action Plan), and the Consolidated Annual Performance and Evaluation Report (CAPER).

To encourage citizen participation, the Community Development Division will undertake the following activities each year:

1. Hold *at least* two public hearings at different times during the program year to garner citizen comments on the needs, strategies, actions, projects, and performance. Depending upon need and staffing resources, the Community Development Division may choose to offer additional hearings and other citizen forums.
2. Offer public comment periods for the draft versions of the *Anchorage Housing and Community Development Consolidated Plan*, each Annual Action Plan, and each CAPER.
3. Consult with various groups to review needs, strategies, actions, projects, and performance, including the HAND Commission, the Federation of Community Councils, and the Anchorage Homeless Services Forum.
4. Distribute review copies of the draft *Anchorage Housing and Community Development Consolidated Plan*, each Annual Action Plan, and each CAPER to the HAND Commission, the Federation of Community Councils, Public Housing Agencies, social service agencies, City residents, and other groups.
5. Provide the public with ample notice of citizen participation opportunities.

The next part of the Citizen Participation plan describes each of these citizen participation activities in more detail.

1. Public Hearings and Meetings

The Community Development Division will hold *at least* two public hearings per year to obtain public comments on needs, strategies, actions, projects, and performance. If a need exists and resources permit, the Community Development Division will include other public meetings in addition to the hearings. The Community Development Division will make every effort to schedule a public meeting at times and locations convenient to residents, particularly low- and moderate-income persons.

The HAND Commission provides advice to CDD on public meeting agendas. CDD may ask HAND Commission members to facilitate one or more public meetings. It will also work with the Community Councils to get the involvement of the residents they serve at hearings and other public meetings. It will ask these organizations to provide meeting space and meeting announcements. To encourage the participation of public housing residents, the Community Development Division will try to hold at least one public meeting in a public housing community or in a place convenient to one or more public housing communities.

Public Hearing #1—Annual Action Plan: Proposed Needs, Strategies, and Projects

The Community Development Division, as advised by the HAND Commission, will hold the first public hearing by September of each year. CDD will always hold the hearing before the public comment period begins before the *Anchorage Housing and Community Development Consolidated Plan* (including each Annual Action Plan) is due to the U.S. Department of Housing and Urban Development (HUD).

The public hearing will contain a discussion of the following items:

- The amount of assistance the Municipality expects to receive in the coming program year for the CDBG, HOME, and ESG programs, including program income.
- The range of activities that the Municipality may undertake, including the estimated amount that will benefit low- and moderate-income persons.
- The priority needs in the Consolidated Plan.
- The 5-year strategies in the Consolidated Plan designed to address those needs.
- A discussion of the programs and activities necessary in the upcoming program year to carry out those strategies.

Public Hearing #2—CAPER: Performance

The Community Development Division, as guided by the HAND Commission, will hold the second public hearing by March of each year. CDD will never hold these meetings later than 1 week before the CAPER is due to HUD.

The public hearing will contain a discussion of the following items:

- The amount of assistance the Municipality received for the CDBG, HOME, and ESG programs (including program income) during the previous program year.
- The priority needs in the Consolidated Plan.
- The 5-year strategies in the Consolidated Plan designed to address those needs.
- The progress made carrying out the activities and projects in the previous year's Annual Action Plan.

The Community Development Division will hold hearings covered by this Citizen Participation Plan at times and locations convenient to potential and actual beneficiaries, and with accommodation for persons with disabilities. The Community Development Division will also hold hearings at times and locations where proposed activities are concentrated. The Municipal Assembly may hold additional public hearings to approve Plans and Plan amendments, appropriate grants, and allocate and award grant funds.

2. Public Comment Period

To provide Anchorage's residents with maximum feasible input into the Citizen Participation Plan, Consolidated Plan (including the Annual Action Plan) and CAPER, the Community Development Division provides the following public comment periods:

- Citizens may comment on the draft Citizen Participation Plan and its substantial amendment(s) for 30 days from the publication date.
- Citizens may comment on the draft Consolidated Plan (including each draft Annual Action Plan) and any draft substantial amendment(s) to these documents for 30 days from the publication date.

- Citizens may comment on the draft Consolidated Annual Performance and Evaluation Report for 15 days from the publication date.

To make comments on these documents, citizens may:

- Call the Citizen Participation Coordinator at the Community Development Division at (907) 343-4881.
- Write to “Citizen Comments”, P.O. Box 196650, Anchorage, Alaska, 99519-6650.
- Attend the public meetings and hearings described above. The participation of all citizens, including minorities and non-English speaking persons, persons with disabilities and residents of public and assisted housing developments is particularly encouraged.

The Community Development Division will include a summary of citizen comments regarding each document and a summary of any comments not accepted (and the reasons why CDD did not accept them). Public comments are considered to be any oral or written testimony provided at any public hearings, or any written testimony provided during the citizen comment period.

3. Consultation Activities

Two existing groups will serve in an advisory role in the citizen participation process: the Housing and Neighborhood Development (HAND) Commission and the Anchorage Homeless Services Forum. The Community Development Division will also consult with the Federation of Community Councils, Community Councils, and social service agencies. Additionally, it will consult with the Alaska Housing Finance Authority and the Cook Inlet Housing Authority regarding public housing needs, comprehensive grant program activities, local drug elimination, neighborhood improvement programs, and resident programs and services.

These groups will provide comments on the draft Consolidated Plan and draft Annual Action Plans, including needs and proposed strategies, actions, and projects. The Community Development Division will also consult with adjacent units of local government concerning non-housing community development needs.

4. Distribution of Draft Documents

The Community Development Division will make copies of the draft Citizen Participation Plan, the Consolidated Plan (including the Annual Action Plan) and the CAPER available at the following locations:

- The Community Development Division of the Planning Department
- Public Libraries
- The Alaska Housing Finance Corporation
- The Cook Inlet Housing Authority

- Anchorage Neighborhood Housing Services

The Community Development Division will make the Consolidated Plan, Annual Action Plans, and CAPERs available in both print and electronic versions as requested. It will also make these documents available in a format accessible to persons with disabilities upon request. Please see the narrative below on Outreach to Persons with Disabilities and Non-English Speaking People for more information.

5. Notification of Public Participation Opportunities

The Community Development Division will provide citizens with reasonable opportunities for comment on the Citizen Participation Plan, the Consolidated Plan (including the Annual Action Plan) and the CAPER. The Community Development Division will place a public notice concerning the availability of these documents in the public notice section of The Anchorage Daily News, and The Alaska Star at least 2 weeks before the public comment period begins.

The public hearing notice will request that persons with disabilities and persons in need of transportation assistance notify the Community Development Division so that it may make appropriate arrangements. When the Community Development Division expects a significant number of non-English speaking residents to attend, a translator may be available upon request, if one is available. Contact the Citizen Participation Coordinator in the Community Development Division at (907)343-4881 with any requests for assistance, including transportation, translators, or accommodations for persons with disabilities.

The Division may also provide notice in a variety of additional ways, including:

- Large display advertisement in general circulation newspapers.
- Electronic notification via e-mail and/or facsimile.
- Direct mailing.
- Posting of notices on bulletin boards, public counters, and flyers in public agencies and community facilities.
- Posting on the Community Development Divisions' Web site.

6. Obtaining Citizen Comments

The Community Development Division will summarize oral comments from public hearings and any written comments it receives concerning the Consolidated Plan Annual Action Plan, or CAPER. Each document will contain a summary of any comments received concerning that document in an Appendix. Anchorage residents may obtain copies of the full version of written or public hearing comments by contacting the Citizen Participation Coordinator Citizens at the Community Development Division.

Outreach to Persons with Disabilities and Non-English Speaking People

To provide full access to programs under the Consolidated Plan for non-English speaking persons, the Community Development Division will undertake the following actions:

- Communicate with organizations serving various ethnic groups to insure adequate involvement with this community.
- Disseminate program materials and public hearing notices to nonprofit organizations serving the Municipality's culturally diverse population.
- Publish notices of public hearings, information availability, and citizen meetings for the proposed Consolidated Plan (and any substantial amendments) in non-English publications available within the Anchorage community.
- Provide interpreters (if available) at public hearings when the Community Development Division expects a significant number of non-English speaking residents to attend.

To provide full access to programs under the Consolidated Plan for persons with disabilities, the Community Development Division will undertake one or more of the following actions:

- Select only sites for public hearings that are accessible for persons with physical disabilities.
- Conduct some public meetings on the public access channel of cable television to allow greater participation.
- Provide a verbal summary or recorded summary of the Consolidated Plan to persons with visual impairments.
- Provide sign-language interpreters (if available) or written translation at public hearings when the Community Development Division expects a significant number of people with hearing loss or deaf people to attend.
- Conduct outreach to community organizations that represent persons with disabilities as part of the Consolidated Plan process.

Non-English speaking residents, persons with a hearing impairment, sight-impaired and blind individuals, and other persons with physical disabilities and special needs may call, write, or send an E-mail to the Citizen Participation Coordinator at the Community Development Division, 632 West 6th Avenue; (907) 343-4881; DealKA@ci.anchorage.ak.us. and TTY/TDD (907) 343-4468.

Citizen Participation Plan Coordinator

The Municipality's Consolidated Plan Coordinator works with the Division's Citizen Participation Coordinator, who coordinates citizen participation and consultation. The coordinator's responsibilities include the following activities:

- Organizing public hearings and forums, scheduling meetings with neighborhood and civic groups.
- Recording and responding to all written comments and complaints.
- Ensuring distribution of citizen comments and complaints to the appropriate City staff.
- Ensuring compliance with the Citizen Participation Plan and all applicable Federal regulations regarding citizen participation.

Public Information and Access to Records

Citizens, public agencies, and other interested parties may review information and records relating to the Consolidated Plan. The Municipality will provide public access to information about the HUD programs under its Consolidated Plan, including the following documents that the Community Development Division maintains on file:

- Federal Laws: Summary of the Housing and Community Development Act of 1977; Title I of the Housing and Community Development Act of 1974, as amended: the National Affordable Housing Act (as amended).
- Federal Regulations: CDBG, HOME and ESG Program regulations; related issuances and provisions (i.e. Uniform Relocation Assistance).
- Consolidated Plans, Annual Action Plans, and Consolidated Annual Performance and Evaluation Reports.
- Information about the Municipality's CDBG, HOME, and ESG programs.
- Anchorage's Citizen Participation Plan for 2003–2007.
- Anchorage's Anti-displacement and Relocation Plan for 2003–2007.
- Community Development Division's HUD information: grant agreements; audit records; evaluation reports; approval letters; related correspondence.
- Community Development Division's public meeting records: public meetings, informal meetings with civic and neighborhood groups, and related notifications pertaining to programs under the Consolidated Plan.

Individuals may access many of these documents at no cost by the Internet at the Municipality of Anchorage's website (www.muni.org/cdbg/cdbg.cfm), at the Community Development Division office in City Hall, Municipal libraries, or by contacting CDD staff.

To locate records and arrange space for viewing, the Community Development Division requests written notice a minimum of 2 days before review. Review of records that are at least 2 years old will require a 5-day notice. Requests for multiple copies of the same documents may be subject to a per-page copying charge that will not exceed the copying charge to the Municipality.

Technical Assistance

Upon request, the Community Development Division may provide technical assistance to neighborhood groups, nonprofit organizations, and other organizations representative of low- and moderate-income people that wish to develop proposals for funding assistance under any programs covered by the Consolidated Plan. CDD will determine the level and type of technical assistance on a case-by-case basis.

Additionally, CDD staff will work with organizations funded under the Annual Action Plan to ensure that funds are being spent for their intended purpose and within the rules and regulations of the Federal government.

Complaints

Municipal procurement codes govern the submission of complaints regarding the competitive award of funding. Residents should file such complaints with the Municipal Purchasing Department according to procedures described in procurement documents.

Citizens should submit all other complaints to the Community Development Division, which will provide a substantive written response to every written citizen complaint related to the Citizen Participation Plan, the Consolidated Plan (including the Annual Action Plan), Substantial Amendments to the Consolidated Plan, and the CAPER within 15 working days. To lodge a formal complaint, write to “Complaints,” care of:

James Boehm
Anchorage Planning Department
Community Development Division
632 West 6th Avenue, Suite 230
Anchorage, Alaska 99519–6650

If desired, residents may submit substantive complaints regarding Consolidated Plan activities that do not involve competitive funding awards directly to:

- Executive Director, Office of Planning, Development and Public Works, 4700 South Bragaw Street Anchorage, AK 99507.
- Director, Office of Community Planning and Development, U.S. Community Development Division of Housing and Urban Development, 949 East 36 Avenue, Suite 401, Anchorage, AK 99508-4399.

Such substantive complaints must address the following issues (specified in HUD regulations):

- The Municipality’s description of needs and objectives in its Consolidated Plan is plainly inconsistent with available facts and data.
- The Municipality’s proposed activities are plainly inappropriate to meeting the needs and objectives identified by the Municipality.

- The Municipality's application does not comply with HUD requirements regulating programs under the Consolidated Plan or other applicable laws.
- The Municipality's application proposes activities that are otherwise ineligible as specified in applicable HUD regulations.

The Community Development Division will attach a summary of citizen comments and complaints and a summary of any comments not accepted (and the reasons why the Community Development Division did not accept them) to the final Consolidated Plan Annual Action Plan, CAPER, or Substantial Amendment.

Amendments to the Consolidated Plan

Consolidated Plan regulations (§91.505) indicate that the *Anchorage Housing and Community Development Plan* can be changed in two ways after the Consolidated Plan is adopted by the Municipality and approved by HUD. The process used depends upon whether the change will be an *amendment*, which is non-substantive, or a *substantial amendment*.

Criteria for Non-Substantial Amendments

According to the Consolidated Plan, Anchorage must amend its approved Consolidated Plan whenever it makes one of the following decisions:

- To change allocation priorities or change the method of distributing funds.
- To carry out an activity, using CDBG, HOME or ESG funds (including program income), not previously described in the Annual Action Plan.
- To change the purpose, scope, location, or beneficiaries of an activity previously approved in an Annual Action Plan.

The Community Development Division will make the amendment public and will notify HUD about the amendment. CDD will ensure that all amendments are contained in the CAPER submitted to HUD after the end of the program year. CDD reserves the right to make non-substantive changes to the Consolidated Plan without opening a public comment period.

Criteria for Substantial Amendment

Consolidated Plan regulations consider certain amendments to be substantial amendments that require a public comment period and additional citizen participation. The Community Development Division defines a *substantial amendment* as:

- Changes in the use of CDBG funds from one eligible activity to another (§91.05(c)(1)). Budget increases or decreases, by themselves, do not constitute a substantial amendment.
- Any new project not previously included in the Consolidated Plan.

- Any substantial reduction of funds for an approved activity where the original objective can no longer be met.
- A change in project location if the project moves outside of previously identified geographical boundaries.
- The target population benefiting from an activity or project changes from the previously identified target population.
- An increase in the amount budgeted for a project by 50 percent or \$100,000, whichever is greater.

Please note that a minor change in location is not a substantial change, if the purpose, scope and intended beneficiaries remain essentially the same. Also, if capital dollars are simply used for a different portion of the project (e.g. rehabilitation rather than acquisition), this does not constitute a substantial change.

If the Community Development Division should need to make a substantial amendment to its approved Consolidated Annual Plan, it will follow the same public participation process for Substantial Amendments as it does for draft Annual Action Plans. This process includes providing a 30-day citizen comment period, holding a public hearing, and consulting with several organizations. For substantial amendments, the Homeless Services Forum will only be consulted if the proposed amendment concerns a project serving homeless persons or those at high risk of becoming homeless.

In finalizing the substantial amendment, the Community Development Division will consider any written or verbal citizen comments received at the public hearing. It will attach a summary of these comments (including a summary of any comments not accepted and the reasons it did not accept them) to the substantial amendment. Contact information for sending comments is provided above in this section of the Citizen Participation Plan.

Part Two: Community Involvement in the 2003- 2007 Consolidated Plan

The Community Development Division views the Consolidated Plan as an opportunity to invest its CDBG, HOME, and ESG resources. It urges citizens to voice their concerns and share their ideas concerning community development, affordable housing, and homelessness. It encourages all residents, especially those living in low- and moderate-income neighborhoods, to participate in the planning process

The Consolidated Plan process brings government agencies, community organizations, service providers, and city residents together to address the larger picture in which housing and community development programs operate. CDD encourages agencies, businesses, and community groups to share their comments on needs, strategies, and proposed projects.

Summary of Citizen Participation

The Community Development Division developed the *Anchorage Housing and Community Development Consolidated Plan for 2003-2007* using substantial citizen participation and consultation. The process offered numerous opportunities for public input, comment, and review:

- Town meetings to garner citizen comments on the housing, public housing, non-housing community development, and homeless needs.
- A housing and community development needs survey for residents to communicate their comments on housing, public housing, non-housing community development, and homeless needs.
- Working groups that examined housing, public housing, non-housing community development, and homeless needs, including goals and potential strategies.
- Review by the Housing and Neighborhood Development (HAND) Commission of the needs, priorities, and 5-year strategies in *the Anchorage Housing and Community Development Consolidated Plan for 2003-2007* as well as the proposed projects and activities in the Municipality's 2003 Annual Action Plan.
- Consultation with several groups such as the Federation of Community Councils and the Homeless Services Forum, regarding the needs, priorities, and 5-year strategies in *the Anchorage Housing and Community Development Consolidated Plan for 2003 - 2007* as well as the proposed projects and activities in the Municipality's 2003 Annual Action Plan.
- A 30-day public comment period where residents could obtain and review the draft copy.
- Distribution of the draft Consolidated Plan.

- A public hearing to garner citizen comments on the needs, priorities, and 5-year strategies in *the Anchorage Housing and Community Development Consolidated Plan for 2003-2007* as well as the proposed projects and activities in the Municipality's 2003 Annual Action Plan.

The narrative below describes each of these opportunities in detail.

Citizen Participation and Consultation Opportunities

The Community Development Division engaged in comprehensive outreach to Municipality residents, organizations, and businesses regarding the needs and strategies in the Consolidated Plan.

Town Meetings

To garner the opinion of Anchorage's residents on community needs, CDD held seven town meetings in neighborhood facilities throughout the community at times and locations convenient to the public, particularly actual and potential beneficiaries of program activities. Beginning in the fall of 2001, it held the following meetings:

- November 8, 2001 in the Mountain View Recreation Center from 6:00 p.m. to 8:00 p.m.
- November 13, 2001 in the Spenard Recreation Center from 7:00 p.m. to 9:00 p.m.
- November 15, 2001 in the Fairview Recreation Center from 7:00 p.m. to 9:00 p.m.
- April 24, 2002 in the Cafeteria at Muldoon Elementary School from 6:00 p.m. to 7:30 p.m.
- April 25, 2002 in the Multi-Purpose Room at Fairview Elementary School from 6:00 p.m. to 7:30 p.m.
- May 13, 2002 at Bean's Café from 6:00 p.m. to 7:30 p.m.
- May 16, 2002 at the Anchorage Senior Center from 6:00 p.m. to 7:30 p.m.

At each meeting, a Community Development Division staff member received comments on affordable housing, public housing, homelessness, and non-housing community development needs. The Appendices contain the notes from each of the town meetings.

Housing and Community Development Survey

CDD also encouraged public comments through a survey that it distributed at each town meeting, at other community meetings, and to several organizations via E-mail. For the purposed of this Consolidated Plan, CDD accepted surveys from November 2001 to August 31, 2002. The Appendices contain the survey and the full summary of survey results. Later sections in the Consolidated Plan use survey results as appropriate.

Working Groups

In May through July 2002, the Community Development Division held several working groups to discuss the needs of community residents. Participants from the public, private, and nonprofit sectors examined issues related to affordable housing, public housing, homelessness, and non-housing community development.

CDD sent invitations to participate in the working groups to Community Councils, public housing authorities, neighborhood groups, social service agencies, advocacy groups, and local businesses. The subjects and times of the working groups included:

- Affordable Housing Working Groups: Beginning June 3, 2002 through June 24 once weekly in City Hall.
- Public Housing Working Groups: June 5, 2002 and June 19, 2002 in City Hall.
- Homelessness Working Groups: beginning June 4, 2002 through July 17, 2002 once weekly in City Hall.
- Community Development Working Groups: beginning June 6, 2002 through June 27, 2002 once weekly in City Hall.

The Appendices contain the notes and bullet points from these working groups.

HAND Commission Review

Members of the Housing and Neighborhood Development (HAND) Commission advised the Community Development Division on the needs, priorities, and 5-year strategies in the Consolidated Plan. The Commission also advised CDD on proposed projects and actions in the 2003 Annual Action Plan.

As the Community Development Division's official advisory group, the HAND Commission provides opinions regarding CDD's programs and policies, particularly regarding CDBG, HOME, and ESG. Therefore, the HAND Commission discussed needs, strategies, and projects at almost all of their monthly meetings. In addition, CDD presented the first draft of the Consolidated Plan to the Commission about 2 months before it was due to HUD to allow members an opportunity for more substantive review and comment.

Consultation and Review by Community Organizations

As part of its research on the needs of low-income residents—and the development of strategies to address these needs—the Community Development Division consulted with public, private, and nonprofit organizations in the city that provide housing and community development resources, programs, and services.

During the public comment period, the Community Development Division consulted with the Federation of Community Councils, the Homeless Services Forum, Public Housing Authorities, and social service agencies. CDD also provided the draft of the *Anchorage*

Housing and Community Development Consolidated Plan for 2003-2007 and the draft 2003 Annual Action Plan to these organizations.

Public Comment Period

The Community Development Division held a 30-day public comment period beginning September 9, 2002. During this comment period, it encouraged City residents to provide their verbal or written comments about the Consolidated Plan's proposed 5-year funding goals for housing, homelessness, economic development, and community development needs—and its strategies, activities, and projects.

Distribution of Draft Consolidated Plan

To provide an easy way for citizens to comment during the public comment period, the Community Development Division put the *Anchorage Housing and Community Development Consolidated Plan for 2003-2007* on its Website. It also distributed copies of the draft plan to local libraries and other organizations. Finally, it provided copies to anyone who called or wrote. The plan is also available on CD-ROM, by E-mail, and in hard copy from CDD.

Public Hearing

During the public comment period, CDD also encouraged city residents to attend a public hearing held by the Municipal Assembly in September and October, 2002 in the Anchorage Assembly Hall located in The Loussac Library at 3600 Denali Street, Anchorage, AK. The Division placed a public notice in The Anchorage Daily News.

The Appendices contain the public notice, as well as a summary of public comments and the Municipality's response. These responses include comments made at the public hearing and the Municipality's response to comments not incorporated into the final Consolidated Plan and 2003 Annual Action Plan.

Citizen Comments

The Community Development Division will summarize oral comments from public hearings and any written comments it receives concerning the Consolidated Plan Annual Action Plan, or CAPER. Each document will contain a summary of any comments received concerning that document in an Appendix. Anchorage residents may obtain copies of the full version of written or public hearing comments by contacting the Citizen Participation Coordinator Citizens at the Community Development Division.

Part Three: Anti-displacement and Relocation Plan

The Municipality's Citizen Participation Plan must include an Anti-displacement and Relocation Plan that describes how it will help persons who must be temporarily relocated or permanently displaced due to the use of CDBG, HOME or ESG funds. This plan takes effect whenever the Community Development Division funds projects that involve the following:

- Property acquisition.
- Potential displacement of people from their homes and the need to relocate people (either permanently or temporarily).
- The demolition or conversion of low- and moderate-income dwelling units.

Background

Two acts apply whenever any of the above issues are present: the Uniform Relocation Assistance and Real Property Policies Act of 1970 (URA) and Section 104(d) of the Housing and Community Development Act of 1974. Each of these acts places different obligations on the Municipality.

The URA governs the processes and procedures which the Municipality and the Community Development Division must follow to minimize the burden placed on low- and moderate-income tenants, property owners, and business owners who must move (either temporarily or permanently) as the result of a project funded in whole or in part by the CDBG and HOME programs.

The URA applies to:

- Displacement that results from acquisition, demolition, or rehabilitation for HUD-assisted projects carried out by public agencies, nonprofit organizations, private developers, or others.
- Real property acquisition for HUD-assisted projects (whether publicly or privately undertaken).
- Creation of a permanent easement or right of way for HUD-assisted projects (whether publicly or privately undertaken).
- Work on private property during the construction of a HUD-assisted project even if the activity is temporary.

What is *Displacement*?

Displacement occurs when a person **moves** as a **direct result** of Federally assisted acquisition, demolition, conversion, or rehabilitation activities, because he or she is:

- Required to move, or
- Not offered a decent, safe, sanitary and affordable unit in the project, or
- Treated “unreasonably” as part of a permanent or temporary move.

A person may also be considered displaced if the necessary notices are not given or provided in a timely manner and the person moves for any reason.

What is a *Displaced Person*?

The term *displaced person* means any person that moves from real property or moves his or her personal property from real property permanently as a direct result of one or more of the following activities:

- Acquisition of, or written notice of intent to acquire, or initiation of negotiations to acquire, such real property, in whole or in part, for a project.
- Rehabilitation or demolition of such real property for a project.
- Rehabilitation, demolition, or acquisition (or written notice of intent) of all or a part of other real property on which the person conducts a business or farm operation, for a project.

Anchorage offers advisory and financial assistance to eligible tenants (or homeowners) who meet the above definition.

Persons Not Eligible for Assistance

A person is not eligible for relocation assistance under the provisions of the URA if any of the following occurs:

- The person was evicted for serious or repeated violation of the terms and conditions of the lease or occupancy agreement, violation of applicable Federal, State, or local law, or other good cause. However, if the person was evicted only to avoid the application of URA, then that person is considered displaced and is eligible for assistance.
- The person has no legal right to occupy the property under State or local law.
- The Municipality determines that the person occupied the property to obtain relocation assistance and the HUD Field Office concurs in that determination.
- The person is a tenant-occupant that moved into the property after a certain date, specified in the applicable program regulation, and, before leasing and occupying the property, Anchorage or its subgrantee provided the tenant-occupant written notice of

the application for assistance, the project's impact on the person, and the fact that he or she would not qualify as a “displaced person” because of the project.

- The person is a tenant-occupant of a substandard dwelling that is acquired or a tenant-occupant of a dwelling unit to which emergency repairs are undertaken and the HUD field office concurs that:
 - Such repairs or acquisition will benefit the tenant;
 - Bringing the unit up to a safe, decent, and sanitary condition is not feasible;
 - The tenant’s new rent and average estimated monthly utility costs will not exceed the greater of: the old rent/utility costs or 30 percent of gross household income; and
 - The project will not impose any unreasonable change in the character or use of the property.
- The person is an owner-occupant of the property who moves because of an arm’s length acquisition.
- Anchorage or its subgrantee notifies the person that they will not displace him or her for the project.
- The person retains the right of use and occupancy of the real property for life following the acquisition.
- Anchorage determines that the person is not displaced as a direct result of the acquisition, rehabilitation, or demolition for the project and the HUD field office concurs in the determination.

Minimizing Displacement

As a general philosophy, Anchorage will take reasonable steps to minimize displacement occurring as a result of its CDBG and HOME activities. This means that Community Development Division will:

- Consider if displacement will occur as part of funding decisions and project feasibility determinations.
- Assure, whenever possible that occupants of buildings to be rehabilitated are offered an opportunity to return.
- Plan substantial rehabilitation projects in “stages” to minimize displacement.
- Meet all HUD notification requirements so that affected persons do not move because they have not been informed about project plans and their rights.

Anti-Displacement Policy:

Anchorage's policy is to minimize, to the greatest extent feasible, the displacement, whether permanently or temporarily, of persons (families, individuals, businesses, nonprofit organizations, or farms) from projects funded with CDBG or HOME involving single- or multifamily rehabilitation, acquisition, commercial rehabilitation, demolition, economic development, or capital improvement activities.

Projects that Anchorage deems beneficial but that may cause displacement may be recommended and approved for funding only if Anchorage or its subgrantee demonstrates that such displacement is necessary and vital to the project and that they take efforts to reduce the number of persons displaced. Further, they must clearly demonstrate that the goals and anticipated accomplishments of a project outweigh the adverse effects of displacement imposed on persons who must relocate.

Displacement Assistance

Consistent with the goals and objectives of the CDBG, HOME and ESG programs, Anchorage will take all reasonable steps necessary to minimize displacement of persons, even temporarily. If displacement occurs, the City will provide relocation assistance to all persons directly, involuntarily, and permanently displaced according to HUD regulations.

If Anchorage temporarily displaces a low- or moderate-income household, that household becomes eligible for certain relocation payments. The assistance applies to those persons residing in the residence at the time the application is processed and is based on the following procedures:

- If the structure and its occupants are determined eligible for temporary relocation assistance, the owner-occupants and tenants are eligible for the actual reasonable cost (based on fair market rent) of temporary lodging facilities until the structure is determined habitable by Anchorage's housing inspector.
- Anchorage must approve housing and the Lessor and Lessee must sign a rent agreement before move-in. Housing must be comparable functionally to the displacement dwelling and decent, safe, and sanitary. This does not mean that the housing must be in comparable size. The term "functionally equivalent" means that it performs the same function, has the same principal features present, and can contribute to a comparable style of living. Approved lodging accommodations include apartments and houses. Anchorage does not reimburse "rental expenses" for living with a friend or family member.
- Either Anchorage will provide the owner-occupants and tenants a direct payment of \$500.00 for moving expenses (to and from temporary housing) and storage costs, or Anchorage will arrange moving and storage of furniture with a moving company. If Anchorage makes a direct payment, complete documentation and receipts are necessary to process claims when storage costs exceed the amount assumed by the direct payment.
- Damage deposits, utility hookups, telephone hookups and insurance costs are not eligible for reimbursement.

The Municipality may pay the cost of relocation assistance from Federal funds or funds available from other sources.

One -For-One Replacement Dwelling Units

Anchorage will generally avoid awarding funds for activities resulting in displacement. However, should Anchorage fund an activity, specific documentation is required to show the replacement of all occupied and vacant dwelling units demolished or converted to another use. Anchorage will assure that relocation assistance is provided as described in 24 CFR 570.606(b)(2).

Before obligating or expending funds that will directly result in such demolition or conversion, Anchorage will make public and submit to the HUD field office the following information in writing:

- A description of the proposed assisted activity.
- The general location on a map and approximate number of dwelling units by size (number of bedrooms) that will be demolished or converted to a use other than as low- and moderate-income units.
- A time schedule for the commencement and completion of the demolition or conversion.
- The general location on a map and approximate number of dwelling units by size (number of bedrooms) that will be provided as replacement units.
- The source of funding and a time schedule for the provision of replacement dwelling units.
- The basis for concluding that each replacement dwelling unit will remain a low- and moderate-income unit for at least ten years from the date of initial occupancy.

Consistent with the goals and objectives of the HOME and CDBG programs, Anchorage will take all reasonable steps necessary to minimize displacement of persons from their homes. The Municipality will avoid funding projects that cause displacement of persons or businesses and will avoid funding any project that involves the conversion of low- and moderate-income housing to non-residential purposes.

Decent, Safe and Sanitary Dwelling

The basic definition is found at 49 CFR 24.2(1). The term *decent, safe, and sanitary dwelling* means a dwelling that meets the following standards and any other housing and occupancy codes that are applicable. It will:

- Be structurally sound, weather tight, and in good repair.
- Contain a safe electrical wiring system adequate for lighting and other devices.

- Contain a safe heating system capable of sustaining a healthful temperature for the displaced person.
- Be adequate to accommodate the displaced person. There will be a separate, well lit, ventilated bathroom that provides privacy to the user and contains a toilet, sink, and a bathtub or shower, all in good working order and properly connected to appropriate sources of water and to a sewage drainage system. There should be a kitchen area that contains a fully usable sink, properly connected to hot and cold water and to a sewage drainage system, and adequate space and utility service connections for a stove and refrigerator.
- Contain unobstructed egress to safe, open space at ground level.
- For a mobility-impaired person, be free of any barriers that would preclude reasonable ingress, egress, or use of the dwelling by such person. This requirement will be satisfied if the displaced person elects to relocate to a dwelling that he or she selects and the displaced person determines that he or she has reasonable ingress, egress, and the use of the dwelling.
- Comply with lead-based paint requirements of 24 CFR Part 35.

Real Property Policies

The Municipality and its HOME and CDBG recipients must follow specific guidelines regarding the acquisition and use of real property funded in whole or in part with CDBG and HOME funds.

Use of Real Property

The following standards apply to real property within the recipient's control and acquired or improved, in whole or in part, using CDBG or HOME funds. These standards will apply from the date funds are first spent for the property until 5 years after the project is audited and closed.

- A recipient may not change the use of any such property (including the beneficiaries of such use) from that for which the acquisition or improvement was made unless the recipient gives affected citizens reasonable notice of, and opportunity to comment on, any such proposed change, and either:
 - The use of such property qualifies as meeting a national objective and is not a building for the general conduct of government.
 - The requirements in the paragraph below are met.
- If the recipient determines, after consultation with affected citizens, that it is appropriate to change the use of property to a use that does not qualify under the above paragraph, it may retain or dispose of the property. The Anchorage CDBG or HOME program must be reimbursed in the amount of the current fair market value of the property less any portion attributable to expenditures of non-federal funds for the acquisition of and improvements to the property.

- If the change of use occurs within five years of the project being audited and closed, income from the disposition of the real property will be returned to the Anchorage CDBG or HOME program.
- Following the reimbursement of the federal program pursuant to the above paragraph of this section, the property is no longer subject to any federal requirements.

Real Property Acquisition

All real property acquisition activities described in this section and funded in whole or in part with CDBG and HOME funds and all real property that must be acquired for an activity assisted with Federal funds, regardless of the actual funding source for the acquisition, are subject to the URA (as amended).

What is Real Property Acquisition?

Real property acquisition is any acquisition by purchase, lease, donation, or otherwise, including the acquisition of such interests as rights-of-way and permanent easements.

HUD Handbook 1378 and 49 CFR Part 24 currently contains such regulations. These regulations detail a standard procedure for acquiring property and methods of determining a purchase price and outline other documents that must be provided to Anchorage before disbursement of funds. These regulations further require the applicant to provide relocation payments and assistance to any business or residential occupant of the property whom the acquisition will displace.

Eligible Activities

Anchorage or its sub-grantee may acquire real property for a project using CDBG or HOME funds where the proposed use of the acquired property will be an activity that the Municipality can demonstrate as beneficial to low- and moderate-income persons.

Environmental Review Process (24 CFR Part 58)

HUD requires that all real property acquisition projects be reviewed before the commitment of Federal funds to assess the impact of a project on the environment. Anchorage will undertake this review process. The applicant should be aware, however, that this review process may delay the date by which CDBG and HOME funds may be available and, in case of serious adverse environmental impacts, may effectively stop a project.