

LANCASTER COUNTY
CONSOLIDATED HOUSING AND
COMMUNITY DEVELOPMENT PROGRAM

Citizen Participation Plan



Lancaster County Redevelopment Authority
150 North Queen Street, Suite 110
Lancaster, PA 17603-3562
(717) 394-0793
www.lchra.com

10/17/2005

CITIZEN PARTICIPATION PLAN

TABLE OF CONTENTS

- 1. Introduction..... 1
- 2. Statement of Intent3
- 3. The Consolidated Housing & Community Development Program 6
- 4. The Citizen Participation Plan.....11
- 5. Organization14
- 6. Municipal Consultation Process.....30
- 7. Planning Process32
- 8. Citizens’ Rights and Privileges 45
- 9. Anti-Displacement Policy49
- 10. Substantial Change Policy.....50

CHAPTER 1 INTRODUCTION

A. Background

In 1974, Congress passed the Housing and Community Development Act. This Act created the Community Development Block Grant (CDBG) Program that provides an annual grant entitlement to Lancaster County.

Emergency Shelter Grant (ESG) program funds first became available to Lancaster County under the Stewart B. McKinney Homeless Assistance Act of 1987.

The County also receives another grant entitlement under the HOME Investment Partnerships (HOME) Program that was authorized by the Cranston-Gonzalez National Affordable Housing Act of 1990. 1992 marked the first year of HOME Program funding for Lancaster County.

In 1995, the United States Department of Housing and Urban Development (HUD) which administers these programs adopted its Consolidated Planning initiative to consolidate or coordinate the three programs listed above into one uniform application process. Within certain broad limitations and in accordance with applicable Federal regulations, Lancaster County continues to retain decision-making authority over how and where the CDBG, ESG, and HOME funds are utilized.

B. Primary National Objectives

The primary national objective of the Housing and Community Development Act of 1974, as amended, is:

“ . . . the development of viable urban communities, by providing decent housing and suitable living environments and expanding economic opportunities, principally for persons of low and moderate income.”

ESG funds may be used for the rehabilitation and/or conversion of buildings for use as emergency shelters for the homeless; or for the payment of certain operating costs and social services expenses of emergency shelters; or for homelessness prevention activities.

The primary national objective of the HOME Program is to provide affordable housing opportunities for lower income families. HOME funds may be used for the rehabilitation, conversion, or new construction of single-family or multi-family housing.

C. Public Involvement in Decision-making

In order to determine how Lancaster County may best utilize CDBG, ESG, and HOME funds, it is the County's desire to involve the people affected by the projects and activities proposed for funding. Citizens and municipal officials are asked to advise the County by assisting in the planning and evaluation of the County's Consolidated Plan and Annual Action Plans.

CHAPTER 2 STATEMENT OF INTENT

A. Introduction

The Lancaster County Commissioners have designated the Redevelopment Authority of the County of Lancaster (Redevelopment Authority) as the agency responsible for the implementation of the County's Consolidated Housing and Community Development Program (the CHCD Program), including the Annual Action Plans, and for operating the following citizen participation process. The Lancaster County Commissioners and the Redevelopment Authority recognize and support the importance of informed, effective, and meaningful citizen participation to a successful Program benefiting all Lancaster County residents.

B. Plan Objectives

The Redevelopment Authority seeks the cooperation of Lancaster County residents and local municipalities to ensure that the goals and objectives of the County's Consolidated Plan are successfully attained. The following Citizen Participation Plan has been developed with input from citizens as well as the staff of the Redevelopment Authority. The objectives of Lancaster County's Citizen Participation Plan are:

1. To provide an approach for citizen involvement that is conducted in an open manner, with freedom of access for all interested persons.
2. To provide for and encourage citizens to participate in the planning, development, and evaluation of the County's CHCD Program, the activities of each Annual Action Plan and any substantial amendments to either the CHCD Program or the Annual Action Plans.
3. To provide for and encourage the involvement of the following groups of people whenever possible, in the decision-making process:
 - low and moderate income persons,
 - residents of areas where a significant number of community development activities are proposed or are being undertaken,
 - residents of predominantly low and moderate income neighborhoods or communities,

- people with disabilities,
 - the elderly,
 - the business community,
 - local municipal officials, and
 - members of civic or community groups.
4. Lancaster County will provide information about Consolidated Plan activities to the County Housing Authority. (Because there is no public housing outside the City of Lancaster, which receives its own entitlements, this plan makes no specific provisions for the participation of residents of public housing developments.)
 5. To provide elected public officials of Lancaster County government with current information about the concerns of citizens and local municipal officials regarding local community problems, plans, and projects, and their relative priorities.
 6. To provide an opportunity for Lancaster County residents to become involved in preparing, undertaking, and evaluating housing, community and economic development activities contained in the Annual Action Plans.
 7. To ensure the opportunity for participation and involvement in the County's CHCD Program by all citizens of Lancaster County regardless of sex, race, ethnicity, creed, age, religion, disability, language, or economic status.

C. Lead Agency

The Lancaster County Commissioners have appointed the Redevelopment Authority as the local agency responsible for planning and implementing the CHCD Program and this Citizen Participation Plan.

CHAPTER 3 THE CONSOLIDATED HOUSING & COMMUNITY DEVELOPMENT (CHCD) PROGRAM

A. Average Entitlement

During each year, approximately \$3,500,000 to \$4,000,000 in CDBG Funds, approximately \$1,000,000 in HOME Funds, and approximately \$134,000 in ESG Funds will be made available to Lancaster County for the operation of its CHCD Program. These funds must benefit the residents of Lancaster County, outside the City of Lancaster. The City of Lancaster receives a direct entitlement from HUD to address the needs of low income areas in the city.

B. Activities

1. Eligible

Under the CDBG and HOME Programs, Lancaster County can determine the priority needs from a list of eligible activities. However, an activity must not only be eligible, it must also be fundable. In simple terms, an eligible activity can be described as what is permitted to be done within program guidelines.

2. Fundable

Activities must be eligible, but equally important is that the eligible activities must:

1. Principally benefit low and moderate income families and persons; or
2. Aid in the prevention or elimination of slums and/or blighted conditions.

Again, in simple terms, fundable refers to the beneficiaries of eligible activities. All proposed activities must also be appropriate to meet the needs and objectives of Lancaster County's CHCD Program. In order to ensure that all activities and projects funded through the CHCD Program are designed to address those needs and objectives, each proposed activity is subjected to a lengthy administrative and citizen project review process as described in the following sections.

C. Community Development Block Grant Program

Activities funded through Lancaster County's CDBG Program must be directed toward the following specific national objectives established by Congress.

1. The elimination of slums and blight, the prevention of blighting influences and of deterioration of property and neighborhood and community facilities of importance to the welfare of the community, principally for persons of low and moderate income;
2. The elimination of conditions that is detrimental to the health, safety, and public welfare through code enforcement, demolition, interim rehabilitation assistance, and related activities;
3. The conservation and expansion of the nation's housing stock in order to provide a decent home and a suitable living environment for all persons, but principally for those of low and moderate income;
4. The expansion and improvement of the quantity and quality of community services, principally for persons of low and moderate income, which are essential for sound community development and for the development of viable urban communities;
5. A more rational utilization of land and other natural resources and the better arrangement of residential, commercial, industrial, recreational, and other needed activity centers;
6. The reduction of the isolation of distinct income groups within communities and geographical areas and the promotion of an increase in the diversity and vitality of neighborhoods through the spatial de-concentration of housing opportunities for persons of lower income and the revitalization of deteriorating or deteriorated neighborhoods to attract persons of higher income;
7. The restoration and preservation of properties of special value for historic, architectural, or aesthetic reasons;
8. The alleviation of physical and economic distress through the stimulation of private investment in community revitalization in areas with population out migration, or a stagnating or declining tax base; and
9. The conservation of the nation's scarce energy resources, improvement of energy efficiency, and the provision of alternative and renewable energy sources of supply.

D. HOME Investment Partnerships Program

Congress has established a national goal that every American family be able to afford a decent home in a suitable environment. The primary objective of the national housing policy is to reaffirm the national commitment to decent, safe, and sanitary

housing for every American by strengthening a nationwide partnership of public and private institutions.

Activities funded through Lancaster County's HOME Program are to be directed toward the following specific Congressional objectives:

1. To help families not owning a home to save for a down payment for the purchase of a home;
2. To retain wherever feasible, as housing affordable to low-income families, those dwelling units produced for such purpose with Federal assistance;
3. To extend and strengthen partnerships among all levels of government and the private sector, including for-profit and non-profit organizations, in the production and operation of housing affordable to low-income and moderate-income families;
4. To expand and improve Federal rental assistance for very low-income families; and
5. To increase the supply of supportive housing which combines structural features and services needed to enable persons with special needs to live in dignity and independence.

E. Emergency Shelter Grant Program

The specific Congressional and Lancaster County objectives of the Emergency Shelter Grant Program are as follows:

1. To use public resources and programs in a more coordinated manner to meet the critically urgent needs of the homeless of the Nation; and
2. To provide funds for programs to assist the homeless, with special emphasis on elderly persons, persons with disabilities, families with children, Native Americans, and veterans.

All proposed activities must also be appropriate to meet the needs and objectives of Lancaster County's CHCD Program. In order to ensure that all activities and projects funded through the CHCD Program are designed to address those needs and objectives, each proposed activity is subjected to a lengthy administrative and citizen project review process as described in the following sections.

CHAPTER 4 THE CITIZEN PARTICIPATION PLAN

A. Citizen Involvement

The following narrative details how Lancaster County, through the Redevelopment Authority, will:

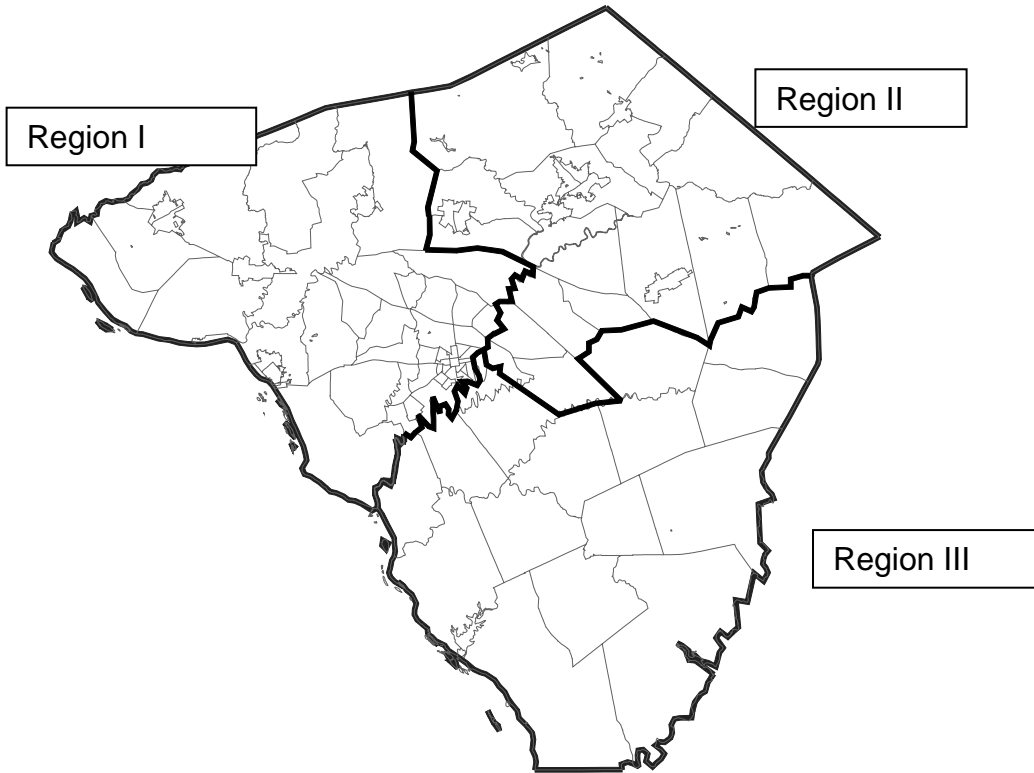
- operate its CHCD Program,
- conduct the project review and selection process for the Consolidated Plan and each Annual Action Plan, and
- manage citizen involvement throughout the process.

B. Regions

In order for the County's CHCD Program to most effectively meet the needs of Lancaster County and to better facilitate the operation of the Program among the fifty-nine (59) municipalities that comprise Lancaster County, the County will be divided into regions each year. Regions are used as a basis for planning and assessing the CHCD Program, and organizing and coordinating citizen participation in the Program. The regions will vary in number from one to three regions depending on the number and location of applications each year. The staff of the Authority will determine the number and geographic division of regions after applications are received each year in order to evenly divide the number and type of applications. In general, the following criteria will be used in establishing the Regions:

1. All Regional lines will be drawn along census tract boundaries established by the Bureau of the Census;
2. Municipalities will be grouped in a manner that encourages the development of plans and projects of benefit to more than a single municipality; and
3. Municipalities will be grouped in such a way that the characteristics of each municipality in a Region are similar and that each group of municipalities share common needs and community development objectives.

**LANCASTER COUNTY, PENNSYLVANIA
EXAMPLE OF POSSIBLE
HOUSING & COMMUNITY DEVELOPMENT REGIONS**



CHAPTER 5 ORGANIZATION

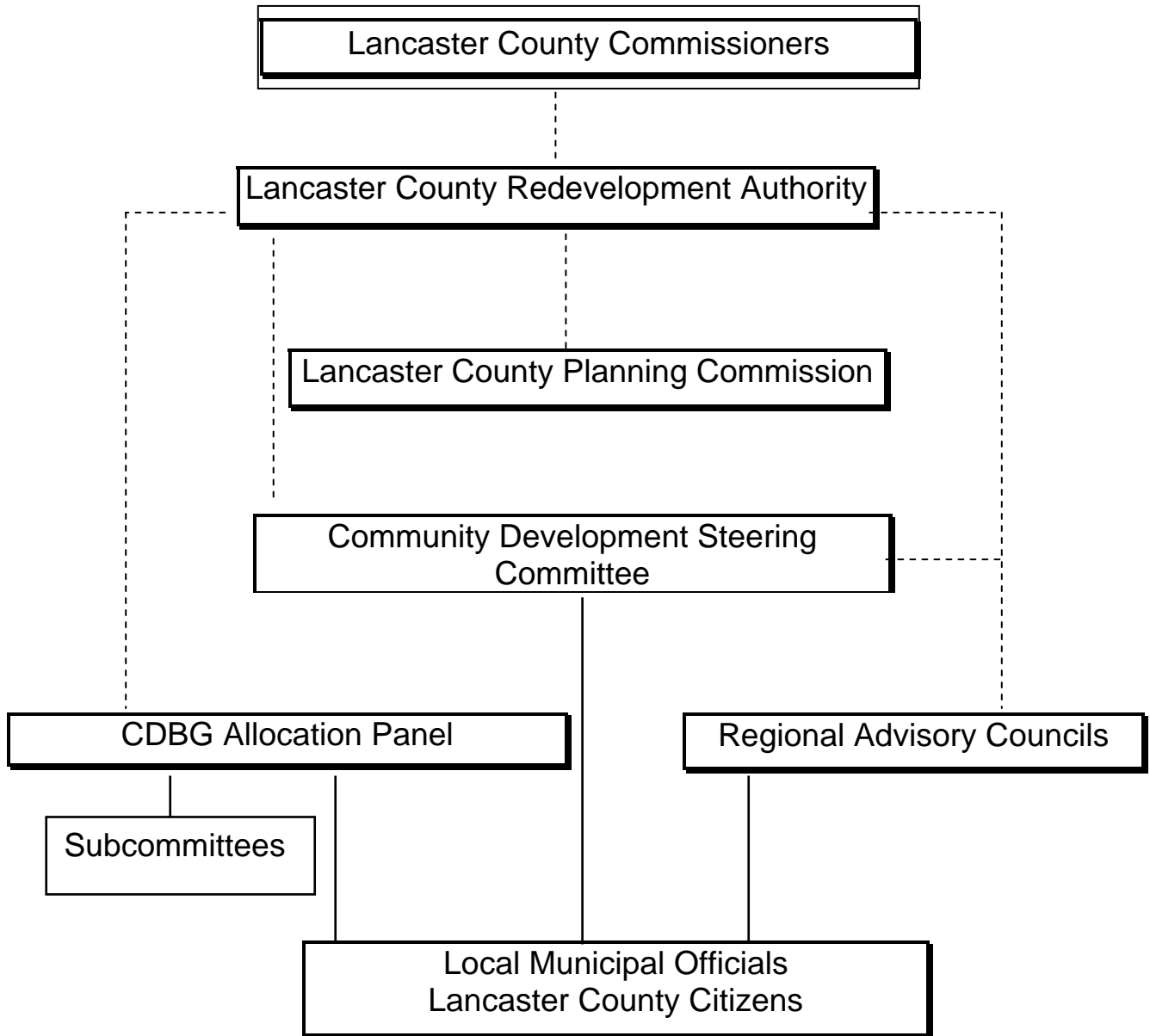
A. Key Players

There are eight key players in the Citizen Participation process of Lancaster County's CHCD Program. They are as follows:

- Lancaster County Commissioners;
- Redevelopment Authority;
- Lancaster County Planning Commission;
- Lancaster Interagency Council for the Homeless;
- Regional Advisory Councils;
- Community Development Steering Committee;
- CDBG Subcommittees; and
- CDBG Allocation Panel.

An organizational chart for these components and their relationship to each other is depicted below. The following narrative identifies each entity and explains their role in the County's CHCD Program and in the citizen participation process.

CITIZEN PARTICIPATION PROCESS ORGANIZATION



- Lines of Representation
- - - - Lines of Communication/Reporting

- 1. Lancaster County Commissioners** - The Lancaster County Commissioners have the primary authority and responsibility for overseeing all activities undertaken by the CHCD Program for Lancaster County. The Commissioners have the final and full authority for approving and making any decisions on the Consolidated Plan, the specific projects to be included in each Annual Action Plan, and any other issues related to the CHCD Program.

The Commissioners' authority for approving the Consolidated Plan and the Annual Action Plan will be exercised in consideration of all recommendations provided by the Board and staff of the Redevelopment. These recommendations will include the proposals, suggested funding allocations, and special conditions of the Community Development Steering Committee, the CDBG Allocation Panel, and the Regional Advisory Councils.

- 2. Redevelopment Authority of the County of Lancaster** - The Redevelopment Authority is the local public agency designated by the Lancaster County Commissioners to serve as the County's agent for conducting all activities necessary for the planning, administration, management, and evaluation of the CHCD Program. The activities of the Redevelopment Authority and the specific recommendations made by the staff, based on the suggested funding allocations of various citizen advisory panels, are subject to the approval of the five-member Board of the Redevelopment Authority.

The Redevelopment Authority staff's functions and responsibilities include the following:

1. Responsible to the Lancaster County Commissioners for the development of policy recommendations concerning the CHCD Program.
2. Responsible for the development of long-range and short-range goals and objectives for the County's Consolidated Plan.
3. Responsible for the determination of the housing and community development needs of the County's local municipalities and service providers. As part of this process, Redevelopment Authority staff:
 - consults with local participating municipalities;
 - serves as a member of the Lancaster Interagency Council for the Homeless;
 - serves on County planning task forces charged with the responsibility of assisting the County Planning Commission to prepare county-wide housing and economic development plans; and

- serves on the Community Needs Committee of the United Way of Lancaster County.
4. Responsible for the design, development, and implementation of procedures and systems as required by Federal regulations to effectively perform housing and community development planning, management, and evaluation functions for Lancaster County.
 5. Responsible for the initiation, coordination, monitoring, and evaluation of CHCD Program activities.
 6. Responsible for the operation and coordination of the citizen participation process, including all public relations activities with:
 - local municipal officials,
 - service providers,
 - interest groups,
 - citizens, and
 - the media.
 7. Responsible for providing technical and administrative assistance in matters relating to the performance of the Authority's specific housing and community development planning functions and responsibilities to:
 - the Lancaster County Commissioners,
 - the Board of the Redevelopment Authority,
 - local municipalities,
 - service providers,
 - the Community Development Steering Committee,
 - the CDBG Allocation Panel and its subcommittees, and
 - the Regional Advisory Councils.
 8. Responsible for the administrative review of all Funding Request Application forms to determine the eligibility and fundability of proposed activities.
 9. Responsible for the design, development, and preparation of the Consolidated Plan and the Annual Action Plans for Lancaster County.

The Redevelopment Authority is responsible for disseminating information to municipalities, municipal authorities, organizations, service providers, and interested citizens at the time it begins planning for each fiscal year's Annual Action Plan. This step is described in further detail later in this document. This information includes:

- the total amount of CDBG, HOME, and ESG Funds and program income available to Lancaster County for housing and community development activities,
- how to submit proposals requesting these funds,
- the range of activities that may be undertaken with these funds,
- the process to be followed in preparing and finalizing the Annual Action Plan,
- a timetable of important events and meetings, and
- information regarding Federal regulations and other important program requirements which affect the CHCD Program.

The Redevelopment Authority is also responsible for conducting public hearings required for the CHCD Program. The Redevelopment Authority will conduct at least two types of public meetings, at two different stages of the planning process, prior to submitting the Annual Action Plan. One public hearing will be held annually to obtain the views and proposals of citizens on any revisions that should be made to the Consolidated Plan, and to review past performance of housing and community development activities. The second hearing will be held to obtain citizen views and comments on the proposed Annual Action Plan.

In addition to these two public hearings, each participating municipality or organization which intends to submit a potential physical improvement project to be funded is required to conduct a local public hearing prior to submitting the proposal to the Redevelopment Authority. Municipalities are encouraged to hold one public hearing at which all potential activities for the community can be presented for comment. This public hearing also provides an additional opportunity for citizens to discuss needs in the community that may be addressed with CDBG, HOME, or ESG funding which are not presently included in the County's Consolidated Plan.

3. Lancaster County Planning Commission - The Lancaster County Planning Commission has the following specific responsibilities with regard to the CHCD Program:

- Responsible for ensuring that the County's Consolidated Plan is consistent with other County planning documents including, but not limited to, the Policy Plan, the Growth Management Plan, and the Housing Plan.

- Responsible for reviewing, evaluating, and endorsing all water and sewer project proposals, determined to be eligible and fundable under the CDBG Program, to ensure they conform to Lancaster County's adopted long-range Policy Plan and Growth Management Plan. This step shall occur prior to the projects being reviewed by the Regional Advisory Councils and the Community Development Steering Committee. This includes consulting with the Lancaster County Agricultural Preserve Board to ensure that these projects also conform to Lancaster County's adopted agricultural preservation goals.

4. Lancaster Interagency Council for the Homeless - The Interagency Council for the Homeless participates in the development of the Consolidated Plan and Annual Action Plans in two ways:

1. The Council reviews and comments on the sections of the Consolidated Plan related to homeless issues. The Council may also recommend revisions to the Consolidated Plan during the five-year period covered by each plan.
2. The Council also reviews and recommends funding allocations of the proposed Emergency Shelter Grant activities that may be included in the County's Annual Action Plans.

5. Regional Advisory Councils - The Regional Advisory Councils will be formed each year to represent each designated Region. Each Regional Advisory Council will review and comment on all proposed community development activities sponsored by local municipalities, municipal authorities, civic groups, or interested citizens within their respective regions that have been determined to be eligible and fundable. This project review process results in a regional plan which includes a preliminary priority listing of eligible activities, recommendations regarding specific community development activities that should be undertaken in the year ahead, and preliminary funding level recommendations for these proposed activities.

The specific functions of the Regional Advisory Councils related to the Annual Action Plan are as follows:

- Interview the project sponsor of proposed activities located only in their respective region. Evaluate written and oral follow-up information on activities from project sponsors requested by Regional Advisory Council members. Follow-up interviews with project sponsors may also be scheduled, if necessary.
- Conduct extensive discussions regarding each proposed activity. Deliberate and rank, by priority, each proposed activity that directly serves or benefits only the citizens of a region. (Human service programs are not reviewed or

ranked by the Regional Advisory Councils.) Each Council completes the activity priority ranking process before it makes funding level recommendations for each activity. This is done in order to ensure that rankings are more reflective of actual need priorities and that activities are not given lower priorities because of the amount of funds requested by the activity sponsors. All Regional Advisory Councils use a standardized ranking procedure.

- Make preliminary funding level recommendations for all activities in their respective region. (These recommendations will be reviewed, modified, and finalized by the county-wide Community Development Steering Committee.)
- Prepare a summary report detailing the activities that each Council has, and has not, recommended for funding. Rationales must be provided to Redevelopment Authority staff explaining why certain activities may not have been recommended for funding. This preliminary regional list of activity priorities and funding level recommendations is forwarded to the Community Development Steering Committee for additional review and discussion.

The staff of the Redevelopment Authority will develop a pre-screening form to meet a minimum threshold. The evaluation criteria uses factors such as low and moderate income benefit, community impact, type of activity proposed and bonus factors. If the application meets the minimum threshold, it will then be permitted to be reviewed by the Regional Advisory Council.

Regional Advisory Councils consists of private citizens and municipal officials of each municipality in the Region. Two citizen representatives will represent each municipality on the RAC: the Redevelopment Authority usually appoints one, and the other representative appointed by the municipality.

The Redevelopment Authority utilizes several resources to obtain citizen representatives for the Councils. The Redevelopment Authority requests the assistance of community service agencies, such as the Community Action Program, the Urban League of Lancaster County and the Spanish American Civic Association, to recruit low and moderate income and minority representatives from throughout the County. In addition, current members of the Councils are requested to refer names of individuals who would consider serving on Councils. A notice is placed on the Redevelopment Authority's web site in order to solicit citizens to volunteer as representatives. Redevelopment Authority staff may approach representatives of faith-based institutions in low and moderate income areas to determine income-eligible candidates

From those citizens who volunteer or are referred to the Redevelopment Authority by the community service agencies, individuals are selected and asked to serve

on the basis of their interests in the community and how well they reflect the various socio-economic levels of the respective Regions. In the event a sufficient number of citizen representatives do not volunteer for certain municipalities, the local municipal government will be asked to recommend and/or appoint income eligible citizen representatives to the Council, with Redevelopment Authority approval.

The various local municipalities have the authority to appoint or reappoint municipal representatives to the Regional Advisory Councils. In some cases, the current citizen representative is drafted by the municipality to serve as the municipal representative with the Redevelopment Authority then becoming responsible for recruiting another volunteer who is willing and able to serve on the Regional Advisory Council.

In selecting the citizen representatives, the following criteria are used:

- family income,
- race and ethnicity,
- geographic distribution, and
- age.

The population and economic data provided by the latest available census are used as a measure of representation.

Lancaster County and the Redevelopment Authority encourage the participation of all of the County's citizens in the citizen participation process used to develop the Consolidated Plan and the Annual Action Plans. Efforts will be made to appoint and involve residents that:

- receive housing assistance,
- reside in predominantly low and moderate income neighborhoods,
- are people with disabilities,
- are members of racial and ethnic minority groups, and
- are non-English speaking residents.

The exact number of low and moderate income, minority persons, the elderly and persons with disabilities serving on the Councils will depend upon the number of

citizen representatives who volunteer and/or are referred to the Redevelopment Authority.

The staff of the Redevelopment Authority will conduct an orientation meeting for all new Regional Advisory Council members prior to the beginning of the process. New members will be given an overview of the functions and process of the Regional Advisory Council as well as history on projects that were funded previously and are returning for additional phases.

The Redevelopment Authority encourages full representation for all municipalities and diversity in citizen volunteers. The Regional Advisory Councils work best when their membership is at full capacity and when the members on the Councils are comprised of many different persons with a wide variety of backgrounds, education, occupations, and viewpoints.

All meetings held by the Councils are conducted in an open manner, with freedom of access for all interested persons. A list of the Regional Advisory Council meetings will be posted on the Redevelopment Authority's website at www.lchra.com. A majority of meetings are held in the evening to allow maximum participation by the public. The meetings are held in such a manner that affected residents and other persons wishing to comment on specific activities being discussed by the Councils are given an opportunity either prior to, or after, official discussions are concluded, but prior to any action by the Council.

- 6. Community Development Steering Committee** - The Steering Committee is comprised of a maximum of twenty-five (25) individuals plus staff of the Redevelopment Authority. Six (6) of the seats on the Steering Committee are reserved for the three (3) Chairs of the Regional Advisory Councils and three municipal representatives (one from each Region).

The remaining seats are held by citizen representatives, who represent their respective Regional Advisory Councils, other at-large citizens, preferably low and moderate income persons and/or minorities from each Region, and professionals from such areas as the business community, the educational community, social service agencies, and labor and civic leaders. The Redevelopment Authority appoints all of the individuals to fill these seats. These persons may or may not have prior experience with the Regional Advisory Council process. An effort is made by the Redevelopment Authority to attain a relatively even level of representation from all regions on the Community Development Steering Committee.

The Community Development Steering Committee will serve as the principal advisory committee for the County's CHCD Program. The County will submit the Consolidated Plan to the Committee for review and comment prior to final

adoption of the Plan by the County Commissioners. The County will consult with the Committee during the planning of the Annual Action Plan to determine if any revisions or amendments need to be made to the Consolidated Plan.

The Steering Committee's other primary responsibility is to review and discuss all activities which have first been reviewed by the Regional Advisory Councils that may be included in each Annual Action Plan. This occurs at the same time that the county-wide activities (those benefiting more than one region) are reviewed and evaluated. Most of the visual presentation materials displayed to the Regional Advisory Councils are retained by the Redevelopment Authority staff and made available to the Steering Committee. Regional Advisory Council packets are also made available to all Steering Committee members for their initial review prior to starting the review of the regional activities.

Each set of preliminary regional activity priority and funding level recommendations are reviewed. The members of the Steering Committee discuss each regional activity at length.

Representatives of each Regional Advisory Council who served on the Council are responsible for giving summary presentations on each activity and the project sponsor interview with the respective Regional Advisory Council. Redevelopment Authority staff serves to facilitate and moderate the process and to correct any inaccurate information contained in these "mini-presentations." Steering Committee members who represent a municipality with a current application will recuse themselves from participating in the discussion or voting on their municipality's project.

When the presentations, discussions, and deliberations of the Committee members are completed, the Steering Committee ranks all county-wide and regional activities together in one final unified activity priority ranking list. Funding levels are then awarded to these activities based on the composite priorities beginning with the highest priority activity. Thus, the final activity priorities to be included in the Annual Action Plan are determined on a county-wide basis.

The Committee will also meet, as needed, during the program year to discuss issues that may affect the CHCD Program. The Steering Committee will be used as an advisory body for CHCD Program policies developed during the course of the year. The Committee will be consulted by the Redevelopment Authority to recommend needed revisions to the County's Citizen Participation Plan, and other matters related to the administration and performance of the CHCD Program.

Another committee will be formed each year to provide funding recommendations to the Redevelopment Authority Staff and County Commissioners on activities concerning Economic Development. Economic Development applicants will submit a different application and will be evaluated by a separate, appointed

committee comprised of 5-10 professionals in the field of small business such as Economic Development Corporation, Chamber of Commerce, SCORE, Small Business Administration (SBA), etc.

- 7. CDBG Allocation Panel** - The United Way's Community Needs Committee compiles the county-wide human services needs that should be addressed by the CHCD Program. The work completed by the Community Needs Committee will be used by the CDBG Allocation Panel during its deliberations.

A Notice of Funding Availability for County CDBG public (or social) services funds will be issued in December of each year. Applications are due in early February.

The Redevelopment Authority will reserve 15% of the County's CDBG funds for public services in the Annual Action Plan completed in the Fall. Once the CDBG Allocation Panel makes final recommendations in the Spring, an amendment to the Annual Action Plan will be prepared specifically listing the allocations to public service programs. This amendment will follow all requirements outlined in this Plan.

The CDBG Allocation Panel operates separately from the Community Development Steering Committee and the Regional Advisory Councils. It has been established to facilitate the activity/program evaluation and decision making process related to the statutory limitation that a maximum of 15% of Lancaster County's CDBG entitlement may be budgeted to human service activities or programs.

The CDBG Allocation Panel will have approximately ten to fifteen at-large members from throughout Lancaster County. It consists of individuals from each Region, educators, human service professionals, and other individuals with special knowledge, experience, or interest in the human service delivery field. The Redevelopment Authority appoints all of the individuals to fill these seats. These persons may or may not have prior experience with the Regional Advisory Council process. An effort is made by the Redevelopment Authority to attain a relatively even level of representation on the CDBG Allocation Panel between the regions. If more than 20 applications are received, the Redevelopment Authority reserves the right to form an additional subcommittee such that no one subcommittee is asked to read more than 20 applications.

The CDBG Allocation Panel is responsible for reviewing all human service proposals requesting County CDBG funds. It conducts project sponsor interviews for each activity/program and discusses each proposal at length. In addition to this report, the Panel uses a standardized evaluation format that incorporates the primary human service needs in the County and other evaluation criteria approved by the Lancaster County Commissioners to rank each activity/program by priority.

Funding levels are then recommended to the Lancaster County Commissioners for each activity/program based on these priority rankings.

During the program year, the Panel may be asked to meet with the staff of the Redevelopment Authority to discuss public service issues that may affect the CHCD Program.

CHAPTER 6 MUNICIPAL CONSULTATION PROCESS

A. Prioritization

As part of the development of the Consolidated Plan, Redevelopment Authority staff visits and consults with participating municipalities. The main purpose of this consultation process is to more accurately determine or identify local municipal needs on a community-wide basis without regard to specific funding sources. Priority for visits and in-person consultations are based on the following criteria:

1. Municipalities in which many CDBG, HOME and ESG-funded activities have taken place during the most recent previous five-year period.
2. Municipalities where fewer CDBG, HOME and ESG-funded activities have taken place but which have significant concentrations of low and moderate income persons.
3. Municipalities making a specific request or invitation for the Redevelopment Authority staff to visit. Usually, these municipalities are interested in submitting a Funding Request Application for funding under the next Annual Action Plan.

Based on the above priorities, the Redevelopment Authority will visit those municipalities having census-designated areas (block groups) with the highest percentages of low and moderate income persons in Lancaster County in the top quartile of all census block groups, excluding the City of Lancaster.

B. During The Visit

During the visit, local municipalities will be encouraged to focus housing and community development activities first in concentrated neighborhoods or areas of the municipalities that have the largest populations of low and moderate income persons.

During the visits, Redevelopment Authority staff will meet with local municipal elected and appointed officials, members of related municipal commissions and authorities, and any professional staff members employed by the municipality. A joint site tour of each municipality by Authority staff and local officials and staff will be part of the visit.

C. Results of Process

As a result of the municipal consultation process, the Redevelopment Authority will determine information about the characteristics of the municipality and the specific

smaller communities or neighborhoods which comprise the municipality. A preliminary five-year list of priority activities will be developed along with a rationale for the local prioritization of needs. It is from this list of potential housing and community development needs that specific activities are developed as applications for proposed activities to be included in Annual Action Plans. Unless the proposed activity addresses an emergency health and safety need, it must appear on the five-year priority list to be included in the Annual Action Plan. Municipalities may request an amendment to the priority needs and activities in the Consolidated Plan.

CHAPTER 7 PLANNING PROCESS

A. The Consolidated Plan and Annual Action Plans

1. Public Hearing for the Consolidated Plan & Annual Action Plans

Each Consolidated Plan covers a five-year time period and reflects a study and determination of needs and priorities for Lancaster County, excluding the City of Lancaster. (The City of Lancaster prepares its own Consolidated Plan for its jurisdiction.)

The first step in this process is accomplished by reviewing the following data:

- population statistics for the County,
- economic status of the County,
- goals and objectives contained in Lancaster County's Comprehensive Policy Plan and associated Annual Action Plan components,
- Lancaster County Growth Management Plan,
- Lancaster County's Housing Plan,
- local municipal comprehensive and land use plans,
- current Pennsylvania Act 537 Sewage Facilities Plans, and
- municipal Water Supply and Facilities Plans.

In order to determine long range goals and objectives for their respective organizations, the Redevelopment Authority staff also consults with the following local non-profit organizations:

- the Lancaster Interagency Council for the Homeless,
- the United Way's Community Needs Committee,
- the Community Action Program,
- the Urban League of Lancaster County, and
- the Spanish American Civic Association.

Those goals, objectives and strategies, which may be addressed through the County's CHCD Program, are reviewed and evaluated for possible inclusion in the Consolidated Plan.

Non-profit housing development corporations and other local housing development entities such as the Lancaster Housing Opportunities Partnership are consulted specifically to identify housing goals, objectives and strategies that may be included in the Consolidated Plan.

Copies of the draft Consolidated Plan are forwarded to:

- local municipalities with census block groups in the top quartile of low and moderate income census block groups in the County (excluding the City of Lancaster),
- the organizations mentioned above,
- local public libraries, and
- adjoining entitlement communities including the City of Lancaster and the following counties; Berks, Chester, Dauphin, Lebanon and York.

In addition to the dissemination of copies of the Consolidated Plan, at least two public hearings are conducted throughout the process to receive citizen input on the needs, goals, objectives and strategies to be included in the Consolidated Plan. One hearing is held during the development of each Annual Action Plan, after Lancaster County has received Funding Request Applications. This hearing is held to determine the needs to be addressed by the County's CHCD Program. In those years following the adoption of the five-year Consolidated Plan, this hearing is held to determine if any revisions or amendments need to be made to the Consolidated Plan.

The second hearing is held to present the final draft of the Consolidated Plan (once every five years, unless amendments have been recommended) and the Annual Action Plan. This hearing is held during the required thirty-day public comment period and prior to receiving the Lancaster County Commissioners' approval of Consolidated Plan and/or Annual Action Plan.

B. Multi-Year Application Process

Beginning in 2007, the Redevelopment Authority will introduce a two-year application process for CDBG-funded physical improvements and economic development activities. The purpose of this change is to encourage applicants to undertake long term strategic planning, assist larger projects that are currently phased due to funding constraints, encourage continuity of funding levels, and conserve administrative efforts and costs.

Using this system, funded projects will be allocated larger amounts for a two-year period. Funding will continue to be contingent upon the County's adequate allocation of entitlement funds from HUD.

Each year the Redevelopment Authority will allocate x \$ to the Local Option Contingency fund to cover urgent and unexpected needs that may arise in the second year of funding.

CDBG-funded housing projects and human service projects, as well as HOME and ESG-funded projects, will continue to follow the annual cycle.

C. Notice of Funding Availability

Below is a step-by-step description of the process used to plan each subsequent fiscal year Annual Action Plan.

In preparation for odd numbered fiscal years (beginning in 2007), the Redevelopment Authority will distribute a Notice of Funding Availability (NOFA) in early Spring of the year prior (even numbered years) to the following individuals and organizations:

- Municipal Secretaries,
- Municipal Planning Commissions,
- Municipal Sewer and Water Authorities,
- County officials,
- civic groups,
- social service agencies, and
- interested citizens.

The information contained in the NOFA will include the following:

- (1) A brief description of the CHCD Program, its goals and objectives, eligible and ineligible activities, and the amount of funds the County expects to receive for the next two fiscal year programs;
- (2) A timetable showing key dates that will occur during the planning process for the fiscal year program; and
- (3) Instructions for consulting with the Redevelopment Authority and for obtaining the appropriate copies of the Funding Request Application.

D. Consultation with Redevelopment Authority Staff

Those municipalities and non-profit organizations proposing to request CDBG, HOME, or ESG funds are required to consult with the staff of the Redevelopment Authority to determine if the proposed activity is eligible and fundable under the appropriate funding source regulations. If the Redevelopment Authority staff makes a favorable preliminary determination, then the organization is sent the following information:

- specific local citizen participation and notification requirements,

- a sample press release to be used to announce the required local public hearing on the proposed activities, and
- the appropriate funding requests.

E. Project Sponsor Public Hearing

Any organization intending to request CDBG funds must conduct a public hearing. The purpose of the public hearing is to provide an opportunity for the general public to comment upon the proposals. The public hearing is also intended to allow the public to indicate other needs in the community which could possibly be addressed through the Community Development Program. These hearings are to be held prior to submitting funding requests to the Redevelopment Authority for consideration. These public hearings are in addition to the public hearing held by the Redevelopment Authority.

F. Technical Assistance Program

From May through June, in even numbered years, the Redevelopment Authority will provide technical assistance to those groups or individuals demonstrating a need for help in completing the Funding Request forms. This may also include assistance with planning, undertaking, and completing an income survey in the proposed service area to qualify a proposed activity as fundable. If determined to be necessary, the Redevelopment Authority will conduct a workshop on how to prepare funding requests. This decision will be based on the number of potential applicants for CDBG, HOME, or ESG funds that are unfamiliar with the process.

G. Deadline for Submission of Completed Funding Requests

All municipalities, civic organizations, county agencies, and social service agencies requesting CDBG, and/or HOME funds must submit the completed Funding Request forms to the Redevelopment Authority office by a specified date and time in June of even numbered years.

H. Needs and Objectives Hearing

The Redevelopment Authority conducts a public hearing in the end of July before the citizen participation activity review process begins. The following information is presented during the public hearing:

- A description of the funding requests submitted,

- The local municipal needs and objectives determined by the most recently completed visits of the municipal consultation process, and
- A review of program performance during the most recent year.

This public hearing also provides a final opportunity for the general public to submit alternative housing and community development needs and objectives that could be addressed by the CHCD Program.

I. Training Workshop

The Redevelopment Authority may conduct a workshop for new members of the Regional Advisory Councils, the Community Development Steering Committee and the CDBG Allocation Panel to instruct and prepare them for the project review process. The issues that may be discussed at the workshop include:

- (1) The Congressional goals and objectives of the CDBG, HOME, and ESG Programs;
- (2) The purpose of citizen participation in the CHCD Program;
- (3) A review of the specific responsibilities of the Regional Advisory Councils, the CDBG Allocation Panel and the Community Development Steering Committee, and their relationship to each other;
- (4) A review of the Funding Request forms to be completed by project sponsors;
- (5) A review of the timetable of events; and
- (6) Other presentations found to be appropriate for the CHCD Program such as a review of County plans and policies.

The Redevelopment Authority, in lieu of the training workshop, may choose to conduct separate training workshops for members of the citizen advisory committees at the orientation meetings of each Council or Committee.

J. Review of Proposed Activities

The official review process of all proposed activities begins when the Redevelopment Authority staff reviews all Funding Request Applications submitted to determine their eligibility and fundability under the CDBG, HOME, and/or ESG program regulations.

The proposals are also reviewed to determine compliance with Lancaster County's local policies and to determine that they address the County's needs and objectives as identified in the five-year Consolidated Plan. The Redevelopment Authority completes a basic engineering review of the municipal infrastructure improvement and community facility activities to ascertain the feasibility of the activities to resolve the documented problems and to verify the reasonableness of the construction cost estimates.

During this time, the Lancaster County Planning Commission reviews the proposed water and sewer activities to determine their conformance with Lancaster County's adopted long-range Comprehensive Policy Plan and Growth Management Plan. This includes consulting with the Lancaster County Agricultural Preserve Board to ensure that these activities are also in conformance with Lancaster County's adopted agricultural preservation planning goals.

Redevelopment Authority staff evaluation of the proposed activities along with the Planning Commission's comments and concerns are combined and placed on a "Staff Comments" narrative. This narrative is then distributed to the sponsors of the proposed activities and to the Community Development Steering Committee, the CDBG Allocation Panel, and the Regional Advisory Councils.

K. Regional Advisory Council Review Process

Each of the Regional Advisory Councils meet to review those activities located within the Region. Please refer to earlier sections of this Plan for a more detailed discussion of the process used by the Councils.

L. Community Development Steering Committee Review Process

In even numbered years, the Community Development Steering Committee interviews project sponsors of all county-wide benefit activities with the exception of human service and economic development projects. The Committee also reviews and discusses the Regional Advisory Council recommendations and hears presentation summaries on regional activities. All regional and county-wide activities are ranked on one priority list. The Community Development Steering Committee begins meeting after the Regional Advisory Councils have completed their work.

Please refer to earlier sections of this Plan for a more detailed discussion of the process used by the Councils.

M. Redevelopment Authority Review of CDBG, HOME and ESG Housing Assistance Activities

As the Regional Advisory Councils and Steering Committees meet, the Redevelopment Authority staff completes a review of CDBG, ESG, and HOME housing development, rehabilitation, and other assistance application received and develops annual funding level recommendations for those activities. Funding decisions for ESG funds are based on the input received during the meetings and discussions of the Lancaster Interagency Council for the Homeless. The Redevelopment Authority may opt to reserve HOME funds for broad HOME-eligible

activities and projects pending receipt of specific proposals from developers. As such, the project-specific application process for HOME funds is open throughout the program year.

N. Proposed Consolidated Plan and/or Annual Action Plan is Finalized and Disseminated

At this point, the Redevelopment Authority takes its in-house recommendations and the recommendations of the Regional Advisory Councils, the Community Development Steering Committee and the CDBG Allocation Panel and develops a proposed Annual Action Plan to be presented to the Lancaster County Commissioners. In those years when a new Consolidated Plan is developed, or an existing Consolidated Plan is revised, the Redevelopment Authority staff also finalizes these documents to present to the Board for endorsement.

O. Public Review and Comment

After the development of the proposed Consolidated Plan and/or Annual Action Plan is completed, the Redevelopment Authority publishes a legal notice in the Lancaster newspapers announcing the following:

- the availability of the proposed Consolidated Plan and/or Annual Action Plan,
- the locations where the documents will be available for inspection, and
- the scheduling details for the required public hearing.

Copies of the proposed Consolidated Plan and/or Annual Action Plan are sent to the following locations:

- Lancaster County Library, located in the City of Lancaster, and to local public libraries within the Lancaster County Library System located in communities in which specific housing, emergency shelter, infrastructure or community facility improvement activities are proposed for completion during the next fiscal year as part of the proposed Annual Action Plan.
- the Municipal Managers/Secretaries in all municipalities in which specific housing, emergency shelter, infrastructure or community facility improvement activities are proposed for completion during the next two fiscal years as part of the proposed Annual Action Plan.
- the Community Action Program of Lancaster County, Inc. (Lancaster County's largest county-wide provider of services to low and moderate income persons),
- the Lancaster County Urban League,

- the Spanish American Civic Association,
- the Lancaster County Board of Commissioners,
- the Lancaster County Planning Commission, and
- the City of Lancaster.

Written copies of the proposed Consolidated Plan and/or Annual Action Plan will be made available to other interested agencies, groups, or citizens upon specific oral or written request. The plan will also be posted on the Redevelopment Authority's website (www.lchra.com).

In addition to the legal notice, a retail or display advertisement will be placed in the Lancaster Newspapers ten days in advance of the scheduled public hearing discussed below.

Any comments received as a result of this notification process will be summarized and forwarded to the Lancaster County Commissioners.

P. Public Hearing

The Board of the Redevelopment Authority, prior to endorsing the recommendations of the Redevelopment Authority staff, conducts the second required public hearing in late October to provide a final opportunity for the public to comment on the Consolidated Plan or the activities to receive funding in the Annual Action Plan. This public hearing occurs in the middle of the required thirty-day public comment period, which concludes just before the Lancaster County Commissioners approve the final Consolidated Plan and/or Annual Action Plan in mid- November. Comments received during this public hearing are summarized and forwarded to the Lancaster County Commissioners for review along with the Consolidated Plan and/or Annual Action Plan. A notice announcing the date, time, and place of the public hearing is published at least ten days prior to the public hearing. This notice opens the formal public comment period. The notice is also forwarded to all applicants for CDBG, HOME, and ESG funds.

Q. Redevelopment Authority Board Reviews

At the October meeting of the Board of the Redevelopment Authority, the Board is requested to endorse the proposed Consolidated Plan and/or Annual Action Plan. At this time the Board may exercise its authority to revise any staff recommendation it deems necessary or appropriate. The Board's final recommendations are then

forwarded to the County Commissioners, noting the specific reasons for any revisions that may have been made.

R. Plan Approval

The County Commissioners, at the next regularly scheduled meeting held after the end of the thirty-day comment period, give final approval to the County's final Consolidated Plan and/or Annual Action Plan. Once again, the Commissioners have the right to revise the recommendations of the Board of the Redevelopment Authority to any extent they deem appropriate.

S. Plan Submission

Following the approval of the Consolidated Plan and/or Annual Action Plan by the County Commissioners, the Redevelopment Authority submits the documents to the HUD for its acceptance.

The fiscal year CHCD Program begins January 1.

T. Human Services Allocation Process Begins

A Notice of Funding Availability (NOFA) for County CDBG human services funds will be issued annually in December. Applications are due in February. Funding decisions would be made in late April.

Once the final recommendations are made in the Spring, an amendment to the Annual Action Plan will be prepared specifically listing the allocations to human service programs. This substantial change/amendment will follow all requirements outlined in this Plan.

CHAPTER 8 CITIZEN'S RIGHTS & PRIVILEGES

A. Introduction

This section provides an explanation of the rights and privileges of the citizens of Lancaster County with regard to the CHCD Program, including the Consolidated Plan, the Annual Action Plans, and the Consolidated Annual Performance and Evaluation Reports. This section also describes any action taken by the Redevelopment Authority on proposals, views, and/or complaints made by private citizens, non-profit corporations, community agencies, or local municipalities.

1. **Public Input** - Citizens have the right to submit views and proposals regarding the CHCD Program. This includes submission of views:
 - (a) Directly to the Redevelopment Authority during the early stages of the planning process.
 - (b) To the Regional Advisory Council (with advance notice to the Redevelopment Authority) representing the Region in which the citizen resides.
 - (c) At neighborhood and other meetings scheduled by the Redevelopment Authority or local municipalities.
 - (d) At formal meetings of the local municipality's governing body.
 - (e) At formal public hearings held by local municipalities and non-profits related to submitting applications for CDBG, HOME, or ESG funding, and hearings held by the Redevelopment Authority or the County of Lancaster.

2. **Complaints** - Citizens have the right to submit complaints to the Redevelopment Authority at any time during the program year, if the complaint is in reference to a plan or activity related to the CHCD Program. The Redevelopment Authority will make every reasonable effort to respond in writing to all complaints or grievances within fifteen (15) working days.

3. **Request Documents** - Citizens may review, upon request, documents relevant to the CHCD Program at the Redevelopment Authority office during normal working hours. The Redevelopment Authority reserves the right to require that any request for information be placed in writing. The documents to be made available for citizen review include the following:
 - (a) Consolidated Plans, Annual Action Plans, letters of approval from the Department of Housing and Urban Development (HUD), grant agreements, the Citizen Participation Plan, Consolidated Annual Performance and Evaluation Reports, activity files (but not client files/information covered by confidentiality or privacy laws), and other reports required by HUD in relation to the CHCD Program;

- (b) Copies of the federal regulations and HUD transmittals, memorandums and notices governing the CDBG, HOME, and ESG programs; and
 - (c) Documents regarding other program requirements, such as contracting procedures, environmental policies, fair housing and equal opportunity requirements, and relocation provisions.
- 4. Objections to HUD's Acceptance of the Plans** - Citizens wishing to object to the acceptance of Lancaster County's Consolidated Plan and Annual Action Plans by HUD may make their objections known to the HUD State Office. All objections should be addressed to the U.S. Department of Housing and Urban Development, Pennsylvania State Office, The Wanamaker Building, 100 Penn Square East, Philadelphia, PA 19107-3380.
- 5. Public Notice** - Citizens must be given adequate notice of all public hearings concerning the CHCD Program. In order to meet this requirement, the Redevelopment Authority, ten (10) days before each public hearing, publishes a notice in the non-legal section of newspapers of general circulation. The Redevelopment Authority makes reasonable efforts to provide the notices, in the form of press releases, to neighborhood newspapers and as public service announcements on radio and television.
- (a) General Circulation Newspapers - Intelligencer Journal, Lancaster New Era, Sunday News.
 - (b) Local Newspapers - Columbia Press, Elizabethtown Chronicle, Lititz Record Express, Ephrata Review, Sun Ledger.
 - (c) Television and Radio Stations - WGAL-TV, WLYH-TV, WPMT, WITF-TV; WSBA-AM, WARM-103-FM, WLAN-AM, WLPA-AM, WNCE-FM, WITF-FM, WIOV-FM, WROZ-FM, WDAC-FM
 - (d) Internet web site: www.lchra.com
- 6. Accessibility of Meetings** - All public hearings conducted by the County and the Redevelopment Authority shall be held in locations that can accommodate the disabled.
- 7. Translator** - In the event it is determined that a significant number of non-English speaking residents or persons that are hearing impaired can be reasonably expected to participate in a public hearing, the Redevelopment Authority will provide a translator or interpreter, if possible. If it is not possible to provide a translator at the public hearing, a meeting will be arranged with a translator in

attendance, to address concerns noted by non-English speaking residents or persons with hearing impairments.

CHAPTER 9 ANTI-DISPLACEMENT POLICY

A. Replacement Housing - In accordance with 24 CFR 570.606, Lancaster County will replace all occupied and/or vacant occupiable low and moderate income dwelling units demolished or converted to a use other than low and moderate income housing as a direct result of any activity assisted with CDBG, HOME, or ESG funds. All replacement housing will be provided within three (3) years of the commencement of the federally assisted activity. Before obligating or expending funds for such an activity, Lancaster County will make public and submit to the Philadelphia area office of the United States Department of Housing and Urban Development a specific plan for the provision of necessary replacement housing.

Relocation Assistance - Lancaster County will also provide relocation assistance to each low and moderate income household displaced by such activities, also in accordance with 24 CFR 570.606. For each assisted activity, Lancaster County will take specific steps to minimize the potential displacement of persons from their homes.

B. Avoidance of Displacement - In general, it is the policy of Lancaster County to avoid the permanent displacement of residents. It is acknowledged that certain housing rehabilitation activities may require the temporary displacement of residents to complete the rehabilitation work.

C. Copy of Plan - A copy of the County's Anti-Displacement Policy and Relocation Assistance Plan is maintained for public review in the offices of the Redevelopment Authority, 150 North Queen Street, Suite 110, Lancaster, PA 17603-3562.

CHAPTER 10 SUBSTANTIAL CHANGE POLICY

A. Introduction

The CHCD Program Regulations issued January 5, 1995, and effective February 5, 1995, require Lancaster County to develop a policy statement. This policy statement establishes the criteria the County will use to determine what constitutes a substantial change in the content of the Consolidated Plan, Annual Action Plan or in the purpose, scope, location or beneficiaries of an activity funded under its CDBG, HOME, and/or ESG programs. A substantial change will be defined as follows:

1. The addition, deletion or significant revision to existing goals, objectives or strategies included in the Consolidated Plan or Annual Action Plan.
2. The addition or deletion of an activity included in an Annual Action Plan.
3. A change in the national objective which an activity is designed to address. Example: An activity was originally designed to principally benefit low and moderate income persons, however, the activity will be redesigned to eliminate a slum or blighted condition.
4. A change in the intended beneficiaries of an activity or program. Example: An activity that was originally designed to provide services to senior citizens, exclusively, has been amended to benefit the entire community including children, youth and adults.
5. A change in the physical location of an activity that would have an impact on those affected by the activity. Example: Changing the location of a proposed community park from one neighborhood to another neighborhood or deciding to reconstruct a street other than the one proposed in the funding request submitted by the subgrantee.
6. A change in the scope of the proposed activity from the purpose outlined in the funding request submitted by the subgrantee or subrecipient. Example: Deciding to add an additional block to a proposed street reconstruction activity or extending a sanitary sewer system beyond the service area defined in the funding request submitted by the subgrantee.
7. The appropriation of additional CDBG, HOME, or ESG funds to cover cost overruns or an expansion of the scope of the activity which is consistent with the activity as proposed in the funding request submitted by the subgrantee as follows:

- (a) An activity receiving an appropriation of \$25,000 to \$150,000 would be required to follow the procedures outlined below if it were to receive an additional appropriation of greater than 50% of the original appropriation.
- (b) An activity receiving an appropriation greater than \$150,000 would be required to follow the procedures outlined below if it were to receive an additional appropriation of greater than 25% of the original appropriation.
- (c) An activity receiving an appropriation of less than \$25,000 would be required to follow the procedures outlined below if it were to receive an additional appropriation greater than the original appropriation.

B. Procedures

The procedure outlined below must be followed if a CDBG, HOME, or ESG-funded activity is substantially changed as outlined above.

Public Notice - Prior to approving a substantial change to an activity funded through the County's CDBG, HOME, or ESG programs in any given fiscal year, the Redevelopment Authority of the County of Lancaster will publish a notice of the proposed change. This public notice will be placed in the Legal Notice section of the Lancaster Intelligencer Journal and Lancaster New Era at least ten (10) days prior to the date action will be taken to approve the change. The proposed change will also be published as part of the agenda of the Redevelopment Authority Board meeting which is published in the Lancaster Sunday News Local Government Agenda section on the Sunday prior to the Board meeting.

All comments received will be evaluated and, if appropriate, modifications will be made to the change prior to approval.

C. Amendments - An amended Consolidated Plan and/or Annual Action Plan will be available to the public at the office of the Redevelopment Authority of the County of Lancaster, 150 North Queen Street, Suite 110, Lancaster, PA 17603-3562. A letter transmitting the approved changes will be submitted to HUD.

D. Questions - Any questions concerning this Citizen Participation Plan should be directed to the Redevelopment Authority of the County of Lancaster, 150 North Queen Street, Suite 110, Lancaster, PA 17603-3562 (717) 394-0793, fax (717) 394-7635 and e-mail at www.lchra.com.

This plan may be amended from time to time at the discretion of the Redevelopment Authority or the County of Lancaster. Amendments to the plan will be made available to the public in accordance with public notice procedures outlined in this Plan.

10/17/2005