

Habitat for Humanity of Greater Charlottesville (HFHGC)

Public Participation Plan for the PRICE Program

I. Purpose

This Public Participation Plan is designed to meet federal statutory and regulatory requirements for public engagement (24 CFR 91.105) while emphasizing efficient use of resources and respect for local governance. This plan will guide the transparent and timely involvement of stakeholders in the development and execution of the PRICE Program, in accordance with PRICE NOFO-Mode-FR-6700-N-99 and applicable Executive Orders.

II. Guiding Principles

HFHGC's guiding principles for this Plan are:

- **Local Decision-Making:** Empower local organizations, area residents, stakeholders, and Southwood residents to provide input in ways that reflect local needs and values.
- **Fiscal Responsibility:** Ensure fiscally responsible use of federal PRICE funding, including cost-effective methods to meet public notice and engagement requirements.
- **Transparency and Accountability:** Ensure clear communication and proper documentation.
- **Convenience:** Provide materials and meetings in formats and locations convenient to all.
- **Responsiveness:** Document, consider, and respond to all substantive comments.

III. Public Participation Activities

1. Initial Engagement & Consultation

- Identify stakeholders (residents, mobile/manufactured home park owners, advocacy groups, housing providers).
- Focus outreach efforts on residents and stakeholders directly affected by proposed PRICE activities, including residents of manufactured housing communities and adjacent neighborhoods.
- Coordinate with local civic, faith-based, and local service organizations to disseminate information efficiently.
- Leverage digital platforms (websites, email lists, social media) to maximize access.

2. Draft Application Availability

- Post the draft PRICE application on HFHGC's website by June 15, 2024 and make it available at HFHGC's Community Engagement Office – 1353

Bitternut Lane, Charlottesville, VA between Monday, June 15, 2024 and July 1, 2024.

- o Collect comments on the proposed application until Monday, July 1, 2024

3. Public Hearing

- o On July 1, 2024 from 4 – 6 pm, hold a public meeting at 397 Hickory Street, Charlottesville, VA to gather community feedback on the PRICE application.
- o Publish a notice in the local newspaper on June 15, 2024 concerning the public meeting and availability of the proposed application.
- o Ensure meetings are open, recorded, and convenient for the most impacted parties.
- o Offer options to review the application and make comments if attendance at the public meeting is not convenient.
- o Allow both verbal and written testimony.

4. Approved PRICE Action Plan, PRICE Progress Reports, and PRICE Action Plan Amendments

- o Post the HUD-approved PRICE Action Plan, PRICE Progress Reports filed with HUD and PRICE Action Plan Amendments, if any, on the HFHGC PRICE webpage.
- o Include on the HFHGC PRICE webpage instructions for stakeholders, residents and other interested parties to make comments or file complaints with HFHGC.

5. Public Comment Procedure/Encouraging Participation: HFHGC staff will encourage participation and feedback from residents and stakeholders.

- o Accept public comments through cost-effective and accessible means: email, online forms, and written mail.
- o Identify the HFHGC Director of Grants/Grant Compliance to manage questions, collect input as a single point of contact for stakeholders.
- o Accept written comments by mail, email, or online form.
- o Provide contact information for a designated person responsible for collecting and compiling feedback.

6. Response to Comments/Complaints

- o The HFHGC Director of Grants/Grant Compliance will review all comments received.
- o The HFHGC Director of Grants/Grant Compliance will ensure that comments are addressed respectfully and pragmatically.

IV. Outreach & Notification Methods

- Utilize existing community distribution channels to reduce redundancy and improve message consistency.
- Use multiple outreach tools: print media, digital platforms, social media, community partner networks, door-to-door flyers (if feasible), and announcements for local events.

V. Accommodations

- Comply with ADA requirements by ensuring that meeting spaces and documents are accessible.

- Provide translation or interpretation services upon request.
- Make reasonable accommodations upon request, including transportation assistance to meetings if needed.

VI. Recordkeeping and Documentation

Maintain records of:

- All public notices and advertisements.
- Meeting attendance logs and summaries.
- Public comments received and corresponding responses.
- Changes made to the PRICE Action Plan based on input.
- Compliance with 24 CFR 91.105 documentation requirements.

VII. Updates and Revisions

The Public Participation Plan may be revised as needed based on project evolution, community feedback, or updated HUD requirements. Any significant amendments will be subject to a new round of public notice and comment.