

## **Consolidated Plan Amendment Policy**

***All proposed amendments to the Consolidated Plan will be handled in accordance to procedures outlined below:***

### **Time Period and Notice**

Requests for amendments to the Spokane County Consolidated Plan may be submitted to the Community Services, Housing, and community Development (CSHCD) Department at any time during the program year. To be considered in the annual amendment process, submittals must be received by the last day of February each year. Submittals that are received after the end of February will be considered in the amendment process for the following program year.

CSHCD will publish a notice in the official county newspaper in January of each year to inform the public of the opportunity to submit request for amendments to the Consolidated Plan. All amendment requests will be considered at the advertised March Public Hearing before the Housing and Community Development Advisory Committee (HCDAC). The Spokane County Board of Commissioners (BOCC) will consider the HCDAC recommendation at another public hearing, in accordance with federal law and county requirements. Public notice is provided as described in the CSHCD Citizen Participation Plan.

### **Review and Decision Procedures**

- A. **CSHCD Review and Recommendations** - Each year at the beginning of March CSHCDD will evaluate all the requests for amendments, and will prepare recommendations for the HCDAC at its March Public Hearing. The review and recommendations will consider the problem to be resolved, applicable federal laws and regulations, and where applicable, alternative solutions.
- B. **HCDAC Consideration and Recommendations** - The HCDAC will consider the requests for amendments, and the department recommendations, at the March Public Hearing. The HCDAC through the CSHCD will then make recommendations to the BOCC.
- C. **BOCC Consideration and Decision** - The BOCC will consider the requests for amendments, and the recommendations of the HCDAC and the CSHCD, and will determine 1) which amendments to approve, 2) which amendments should be referred to staff for further work, and 3) which amendments will not be approved. The BOCC will consider the HCDAC's recommendation for amendments to the Consolidated Plan at the same annual public hearing held to consider the Annual Action Plan and substantial amendments to prior years. The BOCC Public Hearing is announced by the clerk of the Board two weeks prior using Spokane County notification processes

- D. **Other Reviews and Notice** - Substantial amendments are subject to public notice and changes to the Consolidated Plan may also require environmental review. If amendments to the Consolidated Plan are requested, they will be advertised with the Annual Action Plan, the list of proposed projects for the program year, and substantial amendments to prior years. CSHCD will notify the US Department of Housing and Urban Development (HUD) of substantial amendments to the Consolidated Plan through resubmission after a thirty-day comment period. If amendments are not substantial HUD will be notified as part of the Annual Action Plan.
- E. **Final Action and Implementation** - Final action on amendments to the Consolidated Plan is reserved for the BOCC. The BOCC's decision shall become effective by resolution, and approval by HUD.

### **Required Information for Amendment Proposals:**

1. Name, address, and phone number of the person(s) or other interested party(ies) who is (are) submitting the request(s) for amendment(s) to the Consolidated Plan.
2. Description of the proposed amendment;
  - Describe your proposal for amending the Plan;
  - Provide suggested new language or new wording that would meet your concerns; and
  - Identify the section or sections of the Consolidated Plan that are affected by the amendment.
3. Describe how the amendment will further the Principles of Consolidated Plan as defined below;
  - **Priority to Lowest-Income** – Ensure the needs of people with the lowest income are given priority consideration.
  - **Basic Support** – Encourage the focus of public service resources on essential basic needs.
  - **Citizen Participation** – Provide opportunities for all public to participate in plan development, implementation and evaluation.
  - **Collaboration** – Encourage public, private, and non-profit sectors collaboration and reduce program duplication.
  - **Emphasize the Potential** – Build upon available community assets, resources, plans and market forces.
  - **Leverage** – Leverage limited resources by promoting partnership between organizations.
  - **Measurable Results** – Produce and evaluate measurable outcomes and results.
  - **Comprehensive** – Engage comprehensive strategies to address the holistic needs of a neighborhood, household or individual.

4. Fully explain the reasons why the change should be made, what quantifiable information was used to reach the conclusion, and for participating towns and cities, what type of citizen participation was used to determine a change was necessary. In addition, describe how the proposed change will:
  - Correct an incorrect or an obvious omission;
  - Correct an inconsistency or improve consistency within the documents; or
  - Address an issue or priority that is not satisfactorily addressed by the Consolidated Plan, or that the Consolidated Plan is silent on.
  - Data or documentation supporting the amendment prior to the next Consolidated Plan needs assessment.
5. Signature(s) of the person(s) who is (are) submitting the proposal for amendment. If an agent is submitting the proposal, the agent must demonstrate that he or she is authorized to submit this application on behalf of the person or organization.

**For additional information**

If you have questions or need assistance, please contact Tim Crowley, Division Manager, Phone: (509) 477-4488, [TCrowley@spokanecounty.org](mailto:TCrowley@spokanecounty.org)