

CITY OF MARYSVILLE

EXECUTIVE SUMMARY FOR ACTION

CITY COUNCIL MEETING DATE: March 27, 2017

AGENDA ITEM: Community Development Block Grant – Program Year 2017 Annual Action Plan and Citizen Participation Plan Amendment	AGENDA SECTION: Public Hearing	
PREPARED BY: Amy Hess, Associate Planner	APPROVED BY:	
ATTACHMENT: 1. Citizen Advisory Committee AAP Recommendation 2. PY2017 Annual Action Plan Executive Summary 3. Citizen Participation Plan Amendment		
	MAYOR	CAO
BUDGET CODE:	AMOUNT:	

DESCRIPTION:

On February 8, 2016, Marysville City Council affirmed the Citizen Advisory Committees (CAC) CDBG Program Year (PY) 2016-2017 funding allocations and directed staff to prepare a PY2016 Annual Action Plan (AAP).

Staff prepared a DRAFT PY2017 AAP that was made available for 30-day public review and comment from February 4, 2017 – March 10, 2017. No public comments related to the AAP or CPP amendment were received. The PY2017 AAP provides specific housing and community development actions in accordance with the adopted 2015-2019 Consolidated Plan. No changes in the approved funding were recommended by the CAC. At this time the City of Marysville has not received its final funding allocation from the U.S. Department of Housing and Urban Development (HUD). The award amounts listed in Exhibit A are contingent upon the level of funding awarded to the City of Marysville and may be increased or decreased depending on the final CDBG allocation.

Additionally, an amendment to the Citizen Participation Plan (CPP) is required in order to incorporate new obligations related to Affirmatively Furthering Fair Housing and citizen participation in the development of an Assessment of Fair Housing (AFH).

The CAC held a public meeting on January 25, 2017, in review of the Draft PY2017 AAP and CPP amendment. On March 7, 2017 the CAC reviewed the Draft PY2017 AAP and CPP amendment and made a recommendation to approve as presented. The full PY2017 AAP can be viewed [here](#).

RECOMMENDED ACTION:

Approve the Program Year 2017 Annual Action Plan and Citizen Participation Plan amendment, as recommended by the Citizen Advisory Committee on March 7, 2017, provide a summary of, and response to any comments received during the public hearing into the Program Year 2017 Annual Action Plan, and direct staff to forward Program Year 2017 Annual Action Plan to the U.S. Department of Housing and Urban Development.

COUNCIL ACTION:



COMMUNITY DEVELOPMENT DEPARTMENT
80 Columbia Avenue ♦ Marysville, WA 98270
(360) 363-8100 ♦ (360) 651-5099 FAX

CDBG - PY2017 Funding Recommendation

The Citizen Advisory Committee (CAC) for Housing and Community Development, having held a public meeting, on January 25, 2017, in review of Program Year (PY) 2017 Community Development Block Grant (CDBG) Annual Action Plan (AAP) and Citizen Participation Plan (CPP) Amendment, in accordance with the City of Marysville 2015 – 2019 Consolidated Plan that was approved by the U.S. Department of Housing and Urban Development (HUD), and having provided notice of 30-day public comment for the DRAFT PY2017 CDBG AAP and CPP Amendment on February 4, 2017, does hereby enter the following findings, conclusions and recommendation for consideration by the Marysville City Council:

FINDINGS:

1. The CDBG program applications for PYs 2016 & 2017 were released on November 17, 2015 with a submittal deadline of December 18, 2015.
2. On January 19, 2016, the CAC recommended three (3) Capital Projects and four (4) Public Service organizations receive CDBG funding for PY2016.
3. On February 8, 2016 Marysville City Council affirmed the CAC recommendation and funding allocation for PY2016 and PY2017 and directed Staff to notify PY2016 and PY2017 subrecipients of the funding recommendation and prepare a PY2017 CDBG AAP.
4. An amendment to the CPP was required in order to incorporate new obligations related to Affirmatively Furthering Fair Housing and citizen participation in the development of an Assessment of Fair Housing (AFH).
5. The DRAFT PY2017 CDBG AAP and CPP Amendment were made available for public review and comment from February 4, 2017 through March 10, 2017.
6. One public comment was received, but was related to the Assessment of Fair Housing Plan that the City will submit to HUD in 2019. The CAC recommends Staff incorporate any additional comments received into the PY2017 AAP or Final CPP, as appropriate.
7. At this time the City of Marysville has not received its final funding allocation from the U.S. Department of Housing and Urban Development (HUD). The award amounts listed in Exhibit A are contingent upon the level of funding awarded to the City of Marysville and may be increased or decreased depending on the final CDBG allocation.
8. The CAC held a public meeting on March 7, 2017 to review the PY2017 CDBG AAP and CPP Amendment and make a recommendation to City Council.

CONCLUSIONS:

At the public meeting, held on March 7, 2017, the CAC recommended Marysville City Council approve the PY2017 CDBG AAP and amend the CPP, as presented.

RECOMMENDATION:

Forwarded to the Marysville City Council as a Recommendation to approve the PY2017 CDBG AAP attached hereto and amend the CPP, this **7th day of March, 2017.**

By: 
Daryn Bundy, CAC Chair *Vice Chair*

EXHIBIT A

Organization	Activity	PY2017 CAC Recommendation
CAPITAL PROJECTS (65% minimum)		
City of Marysville Public Works	Quinn Ave Sidewalk Improvement	\$146,000
Senior Services of Snohomish County	Minor Home Repair	\$81,000
TOTAL (66.80%)		\$227,000

Organization	Activity	PY2017 CAC Recommendation
PUBLIC SERVICES \$51,000 (15% maximum)		
Senior Services of Snohomish County	Meals on Wheels	\$15,000
Catholic Community Services	Volunteer Chore Services	\$5,000
Housing Hope	Beachwood Apartments	\$15,000
Marysville Community Food Bank	Food for Thought Backpack Program	\$15,000
TOTAL (14.49%)		\$50,000

Organization	Activity	PY2017 CAC Recommendation
ADMINISTRATION (20% maximum)		
City of Marysville	Planning and Administration	\$68,000
TOTAL (19.71%)		\$68,000
TOTAL FUNDS ANTICIPATED		\$345,000

Program Year 2017 DRAFT Annual Action Plan

Executive Summary

City of Marysville

Community Development Department

80 Columbia Avenue
Marysville, WA 98270
360.363.8100
marysvillewa.gov



Executive Summary

Each year of the Consolidated Plan, the City is required to develop an Annual Action Plan, which outlines the specific projects and funding allocations for the program year. Funded projects and activities are designed to support the strategies and objectives described in the Strategic Plan.

Evaluation of past performance

There has been great success in assisting underserved populations with household repairs and chores which enables them to retain their independence and remain in their homes. Over 100 individuals benefited from the CDBG funds allocated to the agencies which provide minor home repair and chore services to low-income seniors and disabled persons. The agencies are providing a much needed service and acting in a timely manner.

Another need that has been served by the allocation of CDBG funds has been assistance to homeless and at risk of homelessness individuals and families. For each of the Program Years that have been completed, 70 individuals (20 families) had access to transitional housing as well as supportive services to aid them in moving towards securing permanent housing.

The Marysville Food Bank Backpack program was very successful in providing nutritious meals to low income children throughout the City. With CDBG funds, the program was able to expand from only Elementary schools to all of the middle and high schools within the City, providing nearly 600 meals. Sixteen low income senior and disabled adults were provided with nutritious meals at their homes, alleviating the stress and health issues associated with food insecurity.

The SR528 pedestrian crossing project is on schedule to be completed by early spring. The Comeford Park Pavilion project is slated to begin in spring and be completed by summer. These projects improve access to improved facilities for low-moderate income individuals.

Annual Action Plan Activities

The biennial grant application release was completed in September of 2016. On January 5, 2016 the CAC held a public meeting allowing each applicant to present their proposed projects. The CAC held an additional public meeting on January 19, 2016 in order to evaluate each application in accordance with the scoring criteria outlined in the capital project and public service applications and make a funding recommendation to City Council for both the 2016 and 2017 Program Years.

The following activities were awarded PY2017 funds and are included in the 2017 Annual Action Plan (AAP):

Organization	Activity	PY2017 CAC Recommendation
CAPITAL PROJECTS (65% minimum)		
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2015-2019 Strategic Plan

The five-year strategies and objectives set forth in this Consolidated Plan to help address local priority housing and community development needs are outlined below. The activities allocated PY2017 funds support these strategies and objectives.

Affordable Housing	
Housing Strategy 1 (AHS-1)	Enable homeowners to remain in their homes, primarily benefiting seniors, persons with disabilities, and very low-income persons
Housing Objective 1 (AHO-1)	Provide assistance for improving the safety and accessibility of housing units that benefit seniors and persons with physical or developmental disabilities
Housing Objective 2 (AHO-2)	Assist very low-, low-, and moderate-income homeowners improve the safety of their homes, with priority given to very low-income households
Housing Strategy 2 (AHS-2)	Preserve and increase the affordable housing stock
Housing Objective 3 (AHO-3)	Provide incentives to public, private, and nonprofit partners to retain, maintain, and/or expand the affordable housing stock
Homeless	
Homeless Strategy 1 (HMS-1)	Work to reduce and end homelessness
Homeless Objective 1 (HMO-1)	Assist persons at risk of becoming homeless by providing support for homeless prevention programs
Homeless Objective 2 (HMO-2)	Assist homeless persons in the transition to self-sufficiency by supporting transitional, permanent supportive, and permanent affordable housing and related services, giving priority to families
Homeless Objective 3 (HMO-3)	Support emergency shelters meeting the needs of homeless Marysville families or runaway youth
Homeless Strategy 2 (HMS-2)	Promote production of a local emergency shelter for families
Non-homeless Special Needs	
Special Needs Strategy 1 (SNS-1)	Support an environment that allows special needs populations to safely live with dignity and independence
Special Needs Objective 1 (SNO-1)	Provide support for housing and social services programs that enable special needs populations to safely live with dignity and independence
Community Development	
Community Development Strategy 1 (CDS-1)	Promote a suitable living environment, dignity, self-sufficiency, and economic advancement for low- and moderate-income persons
Community Development Strategy 2 (CDS-2)	Promote living wage job creation and retention that benefits low- and moderate-income individuals
Public Facilities Objective 1 (PFO-1)	Improve the safety and livability of low- and moderate-income neighborhoods by addressing service gaps in public facilities
Public Facilities Objective 2	Eliminate blighting influences and the deterioration of property and

(PFO-2)	facilities in low- and moderate-income areas by providing funds for rehabilitation
Public Facilities Objective 3 (PFO-3)	Increase access to quality public and private facilities in low- and moderate-income areas by providing funds for rehabilitation
Infrastructure Objective 1 (INO-1)	Improve the safety and livability of low- and moderate-income neighborhoods by addressing service gaps in infrastructure
Public Services Objective 1 (PSO-1)	Invest in public services concerned with employment, particularly of low- and moderate-income individuals
Public Services Objective 2 (PSO-2)	Support programs that provide homeless, special needs, and low-income populations with basic needs and access to essential services, such as transportation, health care, childcare, case management, and legal assistance
Economic Development Objective 1 (EDO-1)	Provide support for the establishment, stabilization, and expansion of small businesses (including micro-businesses) that benefit low- and moderate-income individuals

As the City pursues these strategies and objectives over the next year, the affordability of decent rental and owned housing units for Marysville’s low- and moderate-income residents, as well as the availability and accessibility of decent housing for people who are homeless or have special needs, should increase. Continued support for public services should aid in the availability, accessibility, and sustainability of a suitable living environment for low- and moderate-income residents. Additional public facility and infrastructure improvements will add to the availability, accessibility and sustainability of a suitable living environment for low-and moderate income residents.

City of Marysville

Citizen Participation Plan

The City's Role

~~Beginning in fiscal year (FY) 2012, the City of Marysville will receive an annual allocation of Community Development Block Grant (CDBG) funds through the U.S. Department of Housing and Urban Development (HUD). CDBG funds are administered through the City's Community Development Department. In accordance with federal guidelines, CDBG funds are provided to projects that meet a national objective and carry out an eligible activity. The amount available for allocation varies. The allocated CDBG funds for FY 2012 are estimated to be \$217,914.~~

The Citizen Advisory Committee (CAC) for Housing and Community Development serves in an advisory capacity to City staff, the Mayor, and City Council. Based on the anticipated allocation from HUD, and with support from the City's Community Development Department, the CAC evaluates and makes funding recommendations in the form of an Annual Action Plan to the City Council. In addition to making annual funding recommendations, the CAC also evaluates and provides a recommendation to City Council on the Consolidated Plan and substantial amendments, [the Assessment of Fair Housing plan \(AFH\)](#), and reviews program performance reports. Prior to formation of the CAC, these functions were performed by the Planning Commission.

Purpose

The purpose of the Citizen Participation Plan (CPP) is to provide for and encourage citizens to participate in the development of the Consolidated Plan, [the Assessment of Fair Housing plan](#), any substantial amendments to the Consolidated Plan [or revisions to the AFH](#), and the performance and evaluation reporting. The CPP is designed especially to encourage participation by low- and moderate-income persons, particularly those living in slum and blighted areas and in areas where CDBG funds are proposed to be used and by residents of predominantly low- and moderate-income neighborhoods, as defined by the City of Marysville. The CPP encourages the participation of all citizens within the City of Marysville, including racially and ethnically diverse populations and non-English speaking persons, as well as persons with disabilities.

[The City encourages participation with local and regional institutions, including but not limited to, Snohomish County, City of Everett, local Public Housing Authorities, community and faith-based organizations, and local non-profit groups in the development and implementation of the Consolidated Plan as well as the AFH.](#)

The CPP provides citizens with a reasonable opportunity to comment on the citizen participation plan and on substantial amendments to it. The CPP will be made generally available in a format accessible to persons with disabilities, upon request.

Citizen Comments and Amendments to the CPP

Proposed amendments to the CPP will be subject to a public comment period prior to being acted upon by the Community Development Department. Notice will be publicized in the following ways:

- Proposed CPP amendments will be -advertised in the Marysville Globe 30-days prior to being acted upon
- Notice of the proposed CPP amendment will be sent electronically to the mailing list of interested agencies and persons maintained by the Community Development Department

Copies of the proposed CPP amendments, together with a copy of the full text of the existing CPP, will be available to the public on the City of Marysville's web page and in hard copy upon request. The material will be made available in a format accessible to persons with disabilities upon request.

Staff will evaluate comments received and maintain a record of written comments and testimony. The CAC will provide a recommendation to Marysville City Council on the amendments. Such recommendation may be adopted, rejected, or remanded to the CAC for additional work. If remanded for additional work, the revised amendments will be subject to the public comment process outlined above.

Development of the Consolidated Plan and Assessment of Fair Housing Plan

The City of Marysville wishes to ensure the participation of all interested and affected parties in development of ~~both~~ the five-year Consolidated Plan, the AFH, and the annual actions plans which implement it. Before the City of Marysville adopts a consolidated plan, - or annual plan, or AFH, the Community Development Department will make available to citizens, public and nonprofit agencies, units of local government and other interested parties information that includes the amount of assistance the City expects to receive and the range of activities that may be undertaken, including the estimated amount that will benefit persons of low- and moderate-income, and goals and strategies to affirmatively further fair housing. This will be accomplished by:

- Advertising in the Marysville Globe
- Sending electronic notice to the mailing list of interested agencies and persons maintained by the Community Development Department
- Posting notice on the City's web page
- Maintaining the information for public inspection at the Community Development Department
- E-mailing or mailing the information to agencies and individuals upon request
- Explore alternative techniques to encourage citizen participation, including use of focus groups and neighborhood meetings

The information will be made available in a format accessible to persons with disabilities, and non-English speaking residents, upon request.

Publication of the DRAFT Consolidated Plan and Assessment of Fair Housing Plan

The City of Marysville will publish the DRAFT ~~Consolidated Plan~~ plans in a manner that affords citizens, public agencies and other interested parties a reasonable opportunity to examine ~~its~~ their contents and to submit comments. This will be accomplished by:

- Publishing a summary of the proposed ~~Consolidated Plan~~s in the Marysville Globe
- Sending a summary electronically to the mailing list of interested agencies and persons maintained by the Community Development Department
- Making copies of the proposed ~~Consolidated Plan~~s available at:
 - Marysville Public Library
 - City Clerk's office
 - Community Development Department
 - City of Marysville's web page

The ~~summary~~ iesy will describe the contents and purpose of the ~~Consolidated Plan~~s and will include a list of the locations where copies of the entire proposed ~~Consolidated Plan~~s may be examined. In addition, the City of Marysville will provide a reasonable number of free copies of the ~~plans~~ plans to citizens and groups that request it. The plan will be made available in a format accessible to persons with disabilities, and non-English speaking residents, upon request.

The City will make available HUD-provided data, and any other supplemental data the City plans to incorporate into the AFH, as soon as is feasible after the notice of publication is issued.

Public Comment on the DRAFT Consolidated Plan and Assessment of Fair Housing Plan

The City will accept comments from citizens on the proposed ~~Consolidated Plan~~s for a period of not less than 30 days beginning with the date of official publication of the plan ~~summary~~ summaries. The City will consider any comments or views of citizens received in writing, or orally at the public hearings, in preparing the final ~~Consolidated Plan~~s. A summary of these comments or views and a summary of any comments or views not accepted and the reason therefore, will be attached to the final ~~Consolidated Plan~~s.

Amendments to the Consolidated Plan

From time to time it is necessary to amend the Consolidated Plan. Amendments are characterized as either substantial or non-substantial and the City's policies for public participation differ for the two amendment categories.

"Substantial amendment" is defined as any change in the purpose, a major change in the scope of an activity or a change in the beneficiaries, and the addition of a new activity or deletion of an approved activity. In addition, any action that changes the number or identity of the probable beneficiaries of an activity by more than 25% of their originally represented number will usually be considered a substantial change.

Changes in the City's budgeted costs of program planning and administration, which are limited by Federal statute and regulation to certain defined percentages of the HUD grants, are not treated as a substantial amendment.

The City of Marysville will provide citizens with reasonable notice of and an opportunity to comment on substantial amendments. Notice of intent to enact a substantial amendment to the Consolidated Plan will be accomplished by:

- Publishing a summary of the proposed Consolidated Plan amendments in the Marysville Globe
- Sending a summary electronically to the mailing list of interested agencies and persons maintained by the Community Development Department
- Making copies of the proposed Consolidated Plan amendments available at:
 - Marysville Public Library
 - City Clerk's office
 - Community Development Department
 - City of Marysville's web page

The notice will describe the content and purpose of the amendment. The notice will be made available in a format accessible to persons with disabilities, and non-English speaking residents, upon request.

The City will accept comments on the substantial amendment for a period of not less than 30 days beginning with the date of official notice of intent. The City will consider any comments or views of citizens received in writing, or orally at the public hearings, if any, in preparing the substantial amendment of the Consolidated Plan. A summary of these comments or views and a summary of any comments or views not accepted and the reason therefore, will be attached to the substantial amendment of the Consolidated Plan. Substantial amendments will be transmitted to HUD upon adoption by City Council.

Non-substantial amendments are considered by their nature to be routine programmatic actions and do not require public notice. They will become part of the administrative record and will be available for

public inspection on request at the Community Development Department. Non-substantial amendments will be transmitted to HUD at the end of the program year.

Revisions to the Assessment of Fair Housing Plan

From time to time it is necessary to revise the AFH plan. An AFH previously accepted by HUD must be revised and submitted to HUD for review under the following circumstances:

- A material change occurs. A “Material Change” is defined as a change in circumstances in the jurisdiction of a program participant that affects the information on which the AFH is based to the extent that the analysis, the fair housing contributing factors, or the priorities and goals of the AFH no longer reflect actual circumstances. Examples include Presidentially declared disasters, under title IV of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5121 et seq.), in the program participant's area that are of such a nature as to significantly impact the steps a program participant may need to take to affirmatively further fair housing; significant demographic changes; new significant contributing factors in the participant's jurisdiction; and civil rights findings, determinations, settlements (including Voluntary Compliance Agreements), or court orders; or
- Upon HUD's written notification specifying a material change that requires the revision.

A revision may not necessarily require the submission of an entirely new AFH. The revision need only focus on the material change and appropriate adjustments to the analyses, assessment, priorities, or goals. When a revision is required under the above circumstances, such revision shall be submitted within 12 months of the onset of the material change.

The City of Marysville will provide citizens with reasonable notice of and an opportunity to comment on revisions. Notice of intent to revise the AFH Plan will be accomplished by:

- Publishing a summary of the proposed revisions in the Marysville Globe
- Sending a summary electronically to the mailing list of interested agencies and persons maintained by the Community Development Department
- Making copies of the proposed AFH revisions available at:
 - Marysville Public Library
 - City Clerk's office
 - Community Development Department
 - City of Marysville's web page

The notice will describe the content and purpose of the revision, including amended analyses, assessment, priorities, and goals. The notice will be made available in a format accessible to persons with disabilities, and non-English speaking residents, upon request.

The City will accept comments on the revisions for a period of not less than 30 days beginning with the date of official notice of intent. The City will consider any comments or views of citizens received in

writing, or orally at the public hearings, if any, in preparing the revision of the AFH Plan. A summary of these comments or views and a summary of any comments or views not accepted and the reason therefore, will be attached to the revision of the AFH Plan. Revisions will be transmitted to HUD upon adoption by City Council.

Performance and Evaluation Reports

The City is required to prepare an annual performance report for HUD and encourages citizens to review and comment on the report before it is transmitted to HUD. This report is known as the Consolidated Annual Performance and Evaluation Report (CAPER). Annually, the City will publish a notice of intent to submit its performance report by:

- Publishing a summary of the proposed CAPER in the Marysville Globe
- Sending a summary electronically to the mailing list of interested agencies and persons maintained by the Community Development Department
- Making copies of the proposed CAPER available at:
 - Marysville Public Library
 - City Clerk's office
 - Community Development Department
 - City of Marysville's web page

The City will receive comments on the performance report for a period of not less than 15 days prior the date the performance report is submitted to HUD. The City will consider any comments or views of citizens received in writing, or orally at public hearings, if any, in preparing the performance report. A summary of these comments or views shall be attached to the performance report.

Public Hearings

The City will provide for at least two public hearings per year to obtain citizens' views and to respond to proposals and questions, to be conducted at a minimum of two different stages of the program year. Together, the hearings will address housing and community development needs, development of proposed activities, and review of program performance. To obtain the views of citizens on housing and community development needs, including priority non-housing community development needs, at least one of these hearings will be held before the proposed consolidated plan is published for comment.

Public notice of intent to hold the hearings will be accomplished by:

- Publishing notice in the Marysville Globe a minimum of 10-days prior to the hearings
- Sending an electronic copy of the notice to the mailing list of interested agencies and persons maintained by the Community Development Department
- Posting notice on the City of Marysville web page

The notice will contain sufficient information about the subject of the hearing to permit informed comment. The hearings will be held at times and locations convenient to potential and actual

beneficiaries. Normally, the hearing will be held at Marysville City Hall located at 1049 State Avenue, Marysville, WA 98270. The City will make reasonable accommodations for persons with disabilities, upon advance request. The City will also provide interpreters for hearings where a substantial number of non-English speaking residents can reasonably be expected to participate.

CDBG Calendar

CDBG program year runs from July 1st through June 30th each year.

Needs Assessment and Program Planning

September	Grant applications released (biennially)
September	Technical assistance
October	Grant applications due
October	Applicant presentations to the Citizen Advisory Committee (CAC) for Housing and Community Development
November	CAC biennial application review and funding recommendation
December	City Council program year funding recommendation
December	Applicants notified they have been recommended for program year funding
January	CAC review of DRAFT Action/Consolidated Plan
February	Public Notice/DRAFT Action Plan/Consolidated Plan released ¹
February – March	30-day public comment period
March	CAC review and recommendation of Action/Consolidated Plan
April	City Council adoption of the Action/Consolidated Plan (public hearing)
No later than May 15 th	Action Plan or Consolidated Plan submitted to HUD
July 1 st	Program year begins

Program Performance Evaluation

June 30 th	Program year ends
July	Subrecipients annual reports due
September	Public Notice/Prior program year DRAFT CAPER released
September	15-day public comment period
September	City Council review of CAPER (public hearing)
No later than September 30 th	CAPER submitted to HUD

¹ Action Plan is released annually and the Consolidated Plan is released every five years.

Availability to the Public

The Consolidated and AFH Plans as adopted, substantial amendments as-and revisions adopted, the performance report, and all associated policy documents will be available to the public, including in a form accessible to persons with disabilities, upon request. The most recent Consolidated Plan, Assessment of Fair Housing Plan, and performance report will be available on the City of Marysville web page <http://marysvillewa.gov/>. These documents will also be available by contacting the Community Development Department.

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