



Attachment 4-2 Sample Housing and Community Development Plan

(MUNICIPALITY NAME) HOUSING AND COMMUNITY DEVELOPMENT PLAN (HCDP) - 20XX

(MUNICIPALITY NAME) Housing and Community Development Plan (HCDP) identifies needs, which currently exist or are anticipated during the next three years. The Plan provides a basis for guiding the (MUNICIPALITY'S) housing and community development objectives and actions. The Housing and Community Development Plan is consistent with the current master plan of the (MUNICIPALITY) and (ADD OTHER TYPES OF PLANS IF APPLICABLE).

This document also outlines the (MUNICIPALITY'S) efforts to include citizen participation in implementing activities funded through the Community Development Block Grant. That information is found in the section below titled "Citizen Participation Plan."

Housing and Community Development Goals and Objectives

The Plan's goals and objectives are identified below and are consistent with the national Housing and Community Development Act of 1974, as amended, and the state's objectives listed in Chapter Cdfa 300 Community Development Block Grant (CDBG) Program Rules (Cdfa 305.01 & 310.01). These goals and objectives are both short and long term. Priority will be given to the needs of low and moderate-income persons, minorities and disadvantaged people.

The (MUNICIPALITY) states that as a matter of policy, involuntary displacement of households from their neighborhoods, by actions of the (MUNICIPALITY) shall be minimized.

Goals and objectives of this plan, both long and short-term, are consistent with following broad national objectives:

National Objective 1: direct benefit to low and moderate income persons or households;

National Objective 2: the prevention or elimination of slums and blight; and

National Objective 3: Elimination of conditions which seriously and immediately threaten the public health and welfare.

Goals and Objectives of this plan also addresses as many of the following state's objectives as appropriate for CDBG grant awards, and priority will be given to projects that have a public benefit, in both the short and long-term as follows:

State Objective 1: Implementing the Housing and Community Development Plan and conforming to the municipality's master plan and ordinances;

State Objective 2: Preserving and promoting existing neighborhoods and community centers;

State Objective 3: Restoring and preserving properties which have historic, cultural, architectural or aesthetic value;

State Objective 4: Solving community problems with long term benefits and innovative solutions;

State Objective 5: Successfully raising funds or securing matching funds and resources from public and private sources; and

State Objective 6: Funding needed projects for which other private or public funding shall not be available.

The (MUNICIPALITY'S) three-year short and long-term goals and objectives are as follows:

Please note that the following goals and objectives are samples ONLY, since each community is unique and will have its own goals and objectives.

SAMPLE LOCAL GOAL 1: Encourage adequate, safe and convenient housing for age and income groups in the community.

Objective 1: Increase and improve housing through renovation and/or rehabilitation of existing structures and through new development. (Short-term goal)

Objective 2: Encourage diversified housing patterns with a wide range of types and prices, including housing for the young, the elderly and the handicapped. (Short-term and Long-term goal)

Objective 3: Housing needs must be determined and an acceptable rural housing rehabilitation strategy should be developed. (Long-term goal)

SAMPLE LOCAL GOAL 2: Encourage a planned and balanced pattern of development in the community.

Objective 1: Promote the retention and expansion of employment opportunities (Short-term and long-term goal)

Objective 2: Encourage the construction of affordable housing (Short-term and long-term goal)

Objective 3: Encourage full occupancy and use of existing commercial and industrial space (Long-term goal)

SAMPLE LOCAL GOAL 3: Encourage the protection, enhancement and renovation of significant historic and architectural resources in the community.

Objective 1: Conduct a survey and inventory of historic structures and site in the community (Short-term goal)

Objective 2: Encourage proper rehabilitation of historic buildings (Short-term and long-term goal)

Federal CDBG grant funds awarded shall be consistent with the national objectives and shall, at a minimum, provide improved housing in accordance with Section 8 standards, public facilities, or employment opportunities primarily to low and moderate income persons or households. Grants shall not benefit moderate income persons to the exclusion of low income persons

Citizen Participation Plan

(MUNICIPALITY) will seek to engage its citizens in implementing housing and community activities funded by the Community Development Block Grant. Its citizen participation efforts will be consistent with the State of New Hampshire's citizen participation plan. Specifically, (MUNICIPALITY) will adhere to the following steps to engage its citizens:

- 1) Publishing a statement of proposed activities for any application proposed to be submitted by (MUNICIPALITY) so that affected citizens have an opportunity to submit comments on the proposed activities.

- 2) Provide adequate notices, specifically to persons of low- and moderate-income as well as the the general public, for all public hearings to discuss proposed or approved CDBG applications. Such notices will include the statement of proposed activities or how to obtain such statement. At least ten days prior to any hearing, the notices will be published in a daily newspaper of general circulation in the municipality; AND posted as a printed legal notice in at least three other public places.
- 3) Hold two or more public hearings on the proposed application at times and locations convenient to potential beneficiaries, accessible to persons with physical disabilities, and that meet the needs of non-English speaking residents, if appropriate, to obtain citizens' views before adoption of resolution or similar action by the local governing body authorizing the submission of the application. At least one public hearing will be held prior to submitting any CDBG application and another during the course of all approved projects.
- 4) Provide at public hearings information concerning the amount of funds available for proposed community development activities and the range of activities within the project.
- 5) Provide at public hearings information concerning the amount of funds that will benefit persons of low- and moderate-income.
- 6) Provide at public hearings information about potential program income and the Program Income Reuse plan, if program income is anticipated.
- 7) Furnish citizens with the plans made to minimize the displacement of persons and to assist persons actually displaced as a result of grant activities, if displacement is anticipated.
- 8) Provide technical assistance to groups representing persons of low- and moderate-income requesting such assistance in developing proposals.
- 9) Provide citizens with reasonable notice of substantial changes proposed in the use of grant funds and providing opportunity for public comment;
- 10) Any modifications or amendments to the project will be made in accordance with the same procedures required in points (1) through (3) above for the preparation and submission of a statement of proposed activities.

Any complaints or grievances received by (MUNICIPALITY) will be addressed through the (MUNICIPALITY'S) CDBG complaint and grievance procedures. These procedures require that citizens receive a response to any complaint within 15 working days of its receipt.

Printed Name of Municipal Official: _____

Title: _____

Signature: _____

Date Adopted: _____