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Citizen Participation Plan

for the

City of Charlottesville

and the

**Thomas Jefferson
HOME Consortium**



Adopted by:

The City Council of the City of Charlottesville
on **___, 2026**

and the

The Commissioners of the Thomas Jefferson
Planning District Commission on **___, 2026**

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Commitment to Accessibility

The City of Charlottesville (“City”) and the Thomas Jefferson Planning District Commission (“TJPD”) value the participation of all members of our community in the shared work of governance.

Members of the public seeking assistance or special arrangements so they can participate in public meetings, or their caregivers, are encouraged to contact the City’s ADA Coordinator at (434) 970-3182 or to submit a request via email to ada@charlottesville.gov.

The City of Charlottesville requests that you provide at least 48-hours notice so that appropriate arrangements can be made.

Learn more at: <https://www.charlottesville.gov/153/Accessibility>

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I. Introduction

The City of Charlottesville (“City”) and the Thomas Jefferson Planning District Commission (“TJPDC”) value the participation of all members of our community in the shared work of governance. With this goal in mind, the City has developed this Citizen Participation Plan as a guiding framework that fosters and encourages citizens to participate in the development and review of strategic plans that drive our community development activities, with a special emphasis on those populations that are at the heart of this work.¹



The participation and engagement of the people of Charlottesville in the development and evaluation of these plans is an essential element for ensuring that these activities deliver the maximum beneficial impacts for our community.

A. Background

The City of Charlottesville is an active ‘participating jurisdiction’ (or “PJ”) in the Community Development Block Grant (“CDBG”) & HOME Investment Partnerships (“HOME”) programs offered by the U.S. Department of Housing and Urban Development (“HUD”) and in that role is the periodic recipient of federal funds to support important community development, affordable housing and planning activities as identified by HUD’s Office of Community Planning & Development (“CPD”). Through these programs, the city is the recipient of periodic allocations of federal funds. The City is dedicated to serving as wise stewards of such funds as our participation in these programs makes available to us and, as such, the City has worked closely over the years with our colleagues at the Thomas Jefferson Planning District

The Citizen Participation Plan is an important pathway through which the Charlottesville community can exercise their voice and influence decisions that directly affect their neighborhoods and their quality of life.

¹ To this end, the City of Charlottesville has voluntarily committed itself to the goal of having the majority of benefits from our CDBG and HOME programs impact the lives of low- and moderate-income (“LMI”) making 60% or less than the city’s Median Family Income (“MFI”), as defined annually by HUD. Learn more about HUD’s income limits at <https://www.huduser.gov/portal/datasets/il.html>

Commission (“TJPDC”), many community-benefit nonprofit groups and our partners at HUD to support impactful community development and affordable housing activities on behalf of the people of Charlottesville.



The City participates in the CDBG program as the sole PJ and, as such, serves as both the HUD-designated Lead Agency and Managing Body for CDBG-funded activities within city limits. The City participates in the HOME program through a long-standing collaborative partnership between the City, TJPDC and the housing development teams of the counties of Albemarle, Fluvanna, Greene, Luisa and Nelson.²

In support of this regional partnership, the Thomas Jefferson HOME Consortium (“Consortium”), TJPDC serves as the HOME program’s Managing Body and the City serves as the Lead Agency, a role through which the City provides the Consortium with valuable financial and other programmatic supports. As the Lead Agency for the HOME program, for example, the City contributes through the work of the Charlottesville Affordable Housing Fund (“CAHF”) 100% of the funds used to satisfy HUD’s local match requirement for the use of HOME funds on behalf of the members of the Consortium, thereby freeing up more of these limited funds to support affordable housing activities within their communities and strengthening the region’s efforts to expand the supply of affordable housing.

B. The Citizen Participation Plan

As a participant in HUD-funded programs like CDBG and HOME, the City and TJPDC are called on to develop a guiding framework that provides for and encourages citizens to participate in the development and review of the plans that drive this work, including:

- A forward-looking 5-Year Consolidated Plan (“Cons Plan”) that identifies important community needs and sets ambitious goals to be worked towards over the subsequent five (5) years
- An Annual Action Plan (“AAP”) for each program year that describes activities designed to achieve the goals outlined in the Consolidated Plans
- Substantial and minor amendments to the Consolidated Plan, as needed, and
- The annual Consolidated Annual Performance Evaluation Report (“CAPER”)

² <https://tjpd.org/our-work/thomas-jefferson-regional-home-consortium/>

C. Goals & Objectives

The City of Charlottesville has developed this Citizen Participation Plan to serve as an inclusive framework to promote community-wide dialogue that will identify community development and affordable housing priorities and guide the wise use of funding received through HUD's Community Planning and Development ("CPD") programs by, among other things:



- Carefully and strategically prioritizing the deployment of resources to support communities and individuals with the greatest needs
- Encouraging the engagement of communities often underrepresented in these conversations, including persons of low- and moderate-income ("LMI"), minorities, persons with disabilities and persons for whom limited-English language abilities may provide a barrier to full participation in this work
- Fostering a spirit of cooperation, accessibility and welcoming for all and reducing barriers that impede access
- Consultation with a wide range of public and private agencies, with a special emphasis on connecting to groups that may have been previously unengaged with this work

City residents are also encouraged to explore additional ways of engaging in the work covered by the CPP, including by, among other things:

- Volunteering to work with any of the area's many local nonprofits, including those that participate in the city's CDBG and/or HOME programs
- Volunteering to serve on the city's CDBG/HOME Taskforce³
- Speaking before Council, whether as part of Community Matters at City Council meetings or in response to a specific item presented to Council at a public hearing⁴

³ Interested adult residents of the City of Charlottesville can learn more about the work of the Taskforce online at <https://boards.charlottesville.gov/admin/board/6709>

⁴ Members of the public can learn more about how to speak before City Council by visiting the city's City Council webpage at <https://www.charlottesville.gov/692/Request-to-Speak>

II. Fostering Opportunities for Civic Engagement

The City of Charlottesville and TJPDC seek to provide meaningful opportunities for citizen participation during the community development process and throughout the planning, implementation and assessment of the CDBG & HOME activities undertaken by the City and our community partners.⁵ With this goal in mind, we will seek out and learn from:



- Citizen feedback regarding city and/or regional community development and housing needs, staff recommended priorities, proposed program/project changes or amendments and program performance as detailed within the CAPER and other relevant documents
- The participation of citizens in the development, review and formulation of funding recommendations to City leadership through the work of the all-volunteer CDBG/HOME Taskforce and designation of subcommittees as needed (*in accordance with Sections 2-417 and 2-418 of Article XIII of Chapter 2 of the Charlottesville City Code, 1990, as amended*)
- Discussion and feedback from citizens regarding funding recommendations as presented in public hearings before the City Council and the Commissioners of the Thomas Jefferson Planning District Commission
- Discussion and feedback on drafts of proposed strategic plans, including the 5-Year Consolidated Plans and related 1-Year Annual Action Plans, and
- Discussion and feedback from the public on the CPP and any other HUD-required plans, such as the *Assessment of Fair Housing* (“AFH”), including feedback on the analysis of Fair Housing data, assessment of Fair Housing issues and contributing factors, and the identification of Fair Housing priorities and goals

A. Local & Regional Partnerships

The City of Charlottesville also seeks to encourage the participation of local and regional institutions, Continuums of Care, and other organizations (including businesses, developers, nonprofit organizations, philanthropic organizations, and community-based and faith-based organizations) in the process of developing and implementing strategic plans for the CDBG and HOME programs.

⁵ Other organizations include but are not limited to: businesses, developers, non-profit organizations, philanthropic organizations and community and faith-based organizations including resident advisory boards, resident councils, resident management corporations, and other low-income residents in targeted revitalization areas.

B. Public Hearings

The City of Charlottesville is committed to providing ample opportunities for civic engagement in the development of strategic plans for its HUD-funded programs. At a minimum, public hearings will be held at key stages of the consolidated planning process to obtain public input regarding community needs, proposed use of funds, proposed strategies and actions for the 5-Year Consolidated Plan and the subsequent Annual Action Plans.⁶



- **Time and Location.** Public hearings related to HUD-funded programs will be held in conjunction with City Council open meetings⁷. Regular meetings of City Council are typically held on the 1st and 3rd Mondays of every month (except holidays) and begin at 4:00pm, unless otherwise stated in public notice. Public hearings for HUD-funded programs typically occur during the regular business meeting portion of Council sessions, starting at 6:30pm, and can typically be found under the Action Items section of published City Council agendas.
- **Accessibility to Persons with Disabilities.** Council chambers within City Hall are accessible to citizens with conditions that may pose barriers to access. Reasonable accommodations can be made available for individuals seeking assistance or special arrangements so they can participate in public meetings. Individuals seeking assistance or special arrangements so they can participate in public meetings, or their caregivers, are encouraged to contact the ADA Coordinator at (434) 970-3182 or to submit a request via email to ada@charlottesville.gov.
- **Language Access/Translation Services.** Assistance with translation of key documents may be made available upon request to program staff listed below. With advance notice, City and TJPDC staff will accommodate the needs of non-native speakers of English within the community by providing translation services at public hearings.
- **Exceptions to Public Notice/Hearings Requirements.** The requirements to hold a public comment period and/or public hearing, and the duration of such comment period, may at times be modified or shortened in situations where HUD specifically authorizes such modifications.

⁶ Federal regulations require PJ's like the City of Charlottesville to "provide for at least one public hearing during the development of the consolidated plan" (at 24 CFR 91.105(b)(3)). The City and TJPDC, however, will consider it good policy to provide multiple public hearings for key plans, preferably in multiple forums (such as before City Council and the TJPDC Board of Commissioners, for example).

⁷ City Council meetings may at times be held at an alternate location to be specified in the public hearing notice(s). Information about City Council hearings, including dates, times and agendas, can be found online at <https://www.charlottesville.gov/677/City-Council>

C. Public Comment Periods

Staff will make available for public comment drafts of strategic plans, such as the 5-Year Consolidated Plan and supporting 1-Year Annual Action Plans, and the CAPER evaluation report, among others, to provide the public with an opportunity to review and provide feedback on these reports before they are submitted to HUD.⁸

- **Posting of Drafts for Public Review.** Draft copies of proposed Consolidated Plans and Annual Actions Plans, as well as the CAPER, are made available during periods of public comment on the TJPDC website at <https://tjpd.org/our-work/thomas-jefferson-regional-home-consortium/>. Such drafts will be advertised on the City's CDBG & HOME webpage,⁹ with links to the TJPDC page above, and printed copies are also freely available upon request by contacting program staff. (Staff contact information shall also be posted in the public notices.)
- **Press Releases.** Drafts posted to the TJPDC website are advertised by the City: on Column.us through the local paper of record, the Daily Progress; on the City's CDBG & HOME webpage; and via Press Release by the City's Communications and Public Engagement. Public notices are also provided by TJPDC to the papers of record for each of the Consortium member counties and on the TJPDC webpage for the HOME Consortium.¹⁰

D. Notice of Public Meetings

As required by Virginia code § 2.2-3707, advance public notice of not less than three (3) working days must be provided before public hearings are held and prior to the start of the public comment period for any Consolidated and/or Annual Action Plans to be considered by Council, as well as for the public hearing to present the results of the annual CAPER review.

- In the spirit of fostering meaningful civic engagement and as a matter of good public policy, program staff will strive to provide public notice of no less than fourteen (14) days where possible
- Notice of each public hearing shall be published at least once in a newspaper of general circulation in the community prior to the hearing (Note that the date of publication is day 'zero')
- The hearing notice shall also be conspicuously posted in one or more public locations at least seventy-two (72) hours prior to the actual hearing; this may also be accomplished by posting to the City and/or TJPDC's websites

⁸ The city shall "provide citizens with a reasonable opportunity to comment on the original citizen participation plan and on substantial amendments to the citizen participation plan, and [will] make the citizen participation plan public" (at 24 CFR 91.105(a)(3)).

⁹ <https://www.charlottesville.gov/678/CDBG-HOME-Programs>

¹⁰ <https://tjpd.org/our-work/thomas-jefferson-regional-home-consortium/>

- At a minimum, public notices shall: contain the date, time and place of the hearing; identify topics to be discussed; offer reasonable accommodations for persons with disabilities; and include an invitation to submit written comments and where to direct such comments.

Additionally, public hearings held at specific times in the process require specific information to be listed in the public notice. Public notices posted at the time of application should contain information about the amount of CDBG and/or HOME funds available, the types of activities eligible for funding and information about the proposed activities and the amount of funds anticipated to be made available.

III. The Community Planning Process

A. The 5-Year Consolidated Plan

The Consolidated Plan is a forward-looking analysis of the region's affordable housing and community development needs and a significant opportunity for civic engagement in the formulation of data-driven, place-based objectives that will guide the work of the CDBG and HOME programs for the next five years. The consolidated planning process serves as the framework for a community-wide dialogue to identify housing and community development priorities that align and focus funding from the CPD formula block grant programs.

The City is required to hold at least one public hearing during the development of the Consolidated Plan. A draft of the Consolidated Plan will be made available for a period of public comment of not less than thirty (30) days and shall be posted annually on the TJPDC website for the HOME Consortium.¹¹ The draft Consolidated Plan shall also be presented to the public at open public hearings before the City's Planning Commission, City Council and the TJPDC Board of Commissioners. Printed copies of the draft Plan shall be made available by written request to program staff listed below. All feedback and public comments received shall be considered impartially and shall be incorporated into the Consolidated Plan prior to its submittal to HUD for their statutory review.

- **Needs Assessment.** In the development of the Consolidated Plan and the associated Annual Action Plans, the city will make reasonable efforts to solicit and incorporate the views of citizens regarding city-wide community development and housing needs, staff recommended priorities, proposed changes to CDBG and/or HOME-funded activities, and/or amendments and program performance as detailed within the CAPER and other relevant

¹¹ <https://tjpd.org/our-work/thomas-jefferson-regional-home-consortium/>

information. Such needs assessment will also seek to better understand the language needs represented by non-native speakers of English within the community.

B. The 1-Year Annual Action Plans

The 5-Year Consolidated Plan is implemented through a series of consecutive 1-Year Annual Action Plans designed to provide a concise summary of the actions, activities, and the specific federal and non-federal resources that will be used each year to address the priority needs and specific goals identified by the Consolidated Plan. Public review of and comment on draft Annual Action Plans will follow the same procedures as established above for the Consolidated Plan.

C. The Notice of Funding Availability & Requests for Proposals

The City will publish on at least an annual basis a Notice of Funding Availability (“NOFA”) so as to provide public notice of important funding opportunities to community organizations, developers, and other stakeholders related to the availability of funds to support eligible community development and/or affordable housing activities. The NOFA will be advertised through a formal press release by the City’s Office of Communications and Public Engagement and will be available throughout the year online at the City’s public website for the Office of Budget & Grants Management.¹² Printed copies of the NOFA shall be made available by written request to program staff listed below.¹³

D. CDBG/HOME Taskforce

The CDBG/HOME Taskforce (“Taskforce”), composed of volunteers representing neighborhoods and groups from across the City, serves as a vital part of citizen engagement in the work of the CDBG & HOME programs. Through the work of the taskforce, citizens from across the City serve as an advisory committee tasked with reviewing applications for CDBG and/or HOME funding in the areas of housing, economic development, public facilities and infrastructure and public services to support activities that will make progress towards the goals and objectives established in the city’s Consolidated Plan. The volunteer members of the taskforce then develop a slate of funding recommendations for consideration to City Council, consistent with federal regulations, HUD guidance and priorities for these programs as established by Council during open public hearings.

¹² <https://charlottesville.org/169/Budget-Grants-Management> and/or <https://charlottesville.org/1941/Grants>

¹³ A printable PDF of the Fiscal Year 2027 NOFA is available online at <https://www.charlottesville.gov/DocumentCenter/View/14566/FY-2027-NOFA-PDF?bidId=>

To this end, the Taskforce will hold periodic open public meetings throughout the year in the execution of their responsibilities, as established by City Council and noticed in advance through the City's public Agendas and Meetings calendar¹⁴, among others.

E. Substantial and Minor Amendments

Circumstances may arise during the course of a program year that require amendments to the established Consolidated Plan and/or subsequent Annual Action Plans or to specific activities implemented to achieve the goals established by the plans. HUD regulations, at 24 CFR 91.105(c)¹⁵, define criteria for when an amendment to an established plan will be consider either 'minor' or 'substantial'.

- **Substantial Amendments.** The City shall consider as substantial amendments any changes to the Annual Action Plan that are required by HUD to have one or more public hearings, a formal notice of a public comment period and local approval by City Council and that include:
 - Change(s) to the Citizen Participation Plan¹⁶
 - Change(s) in the use of CDBG and/or HOME funds, such as through: a change in its allocation priorities or a change in the method of distribution of funds; by reassigning funds from one eligible activity to another; or when unspent funds within these programs are allocated to support a new activity not covered by the Annual Action Plan in effect at the time¹⁷
 - Cancellation of any activity or activities listed in the Consolidated Plan and/or subsequent Annual Action Plans; or
 - Change(s) in the purpose, scope, program category¹⁸ and/or beneficiaries of an activity listed in the Annual Action Plan or any change that results in a reduction greater than fifty percent (50%) of a Consolidated Plan Goal
- **Minor Amendments.** Proposed amendments to the Consolidated Plan and/or subsequent Annual Action Plans that do not meet the criteria for a substantial amendment listed above shall be considered by the City as 'minor' amendments. While minor amendments do not

¹⁴ <https://www.charlottesville.gov/1077/Agendas-Minutes>

¹⁵ See also regulations at 24 CFR 91.105(c) and 91.505(b)

¹⁶ Proposed changes to the CPP will be publicly advertised for comment at least fifteen (15) days prior to the adoption or amendment of the CPP by the City Council to allow time for public comment. The proposed revisions will become effective immediately upon approval by City Council.

¹⁷ New activities not established under the typical Annual Action Plan process are sometimes referred to as 'special purpose' or 'off-cycle' activities are subject to the same HUD requirements as any other approved HUD-funded activity; once approved locally by City Council, these special purpose activities are added to the Annual Action Plan then in effect

¹⁸ Specifically, changes to whether the activity in question is classified as: economic development; affordable housing; public facilities and infrastructure; public services; or administration and planning.

necessarily require City Council review and approval or public hearings, the City will consider holding public hearings where time permits.

Any change in the amount of federal funding allocated to either or both the CDBG & HOME programs after the draft Consolidated Plan is published and the resulting effect on the distribution of funds will not be considered a substantial amendment.

F. The CAPER

Localities participating in HUD-funded programs like CDBG and HOME report on accomplishments and progress toward Consolidated Plan goals and through the Consolidated Annual Performance and Evaluation Report (“CAPER”). The CAPER process provides an important opportunity for civic engagement through an analysis of the effectiveness of CDBG and HOME activities conducted in the previous program year as a tool for identifying changes and course-corrections that may be needed to meet the goals and objectives established through the Consolidated Plan.

The draft CAPER shall be made available for public comment for a period of not less than fifteen (15) days and shall be posted annually on the TJPDC website for the HOME Consortium.¹⁹ The draft CAPER shall also be presented to the public at open public hearings before City Council and the TJPDC Board of Commissioners. Printed copies of the draft CAPER shall be made available by written request to program staff listed below. All feedback and public comments received shall be considered impartially and shall be incorporated into the CAPER prior to its submittal to HUD for their statutory review.

V. Additional Considerations

A. Applicability

The processes covered by this CPP shall apply only to funds specifically allocated by HUD for the CDBG and HOME programs and/or to other funds specifically allocated by City Council to support these programs, such as funds that may be appropriated by Council from the Charlottesville Affordable Housing Fund (“CAHF”) to satisfy HUD’s local match’ requirements for participation in the HOME program.²⁰

¹⁹ <https://tjpd.org/our-work/thomas-jefferson-regional-home-consortium/>

²⁰ <https://www.charlottesville.gov/1837/Charlottesville-Affordable-Housing-Fund->

B. Authorities

No portion of this Plan shall be construed as to restrict the responsibility and authority of the elected officials of the City in the development, implementation, performance review and execution of any aspect of the CDBG and/or HOME program, except wherein proscribed by superseding statute or regulation.

C. Access to Records & Availability of Data

The City and TJPDC will provide members of the public, public agencies and other interested parties with reasonable and timely access to CDBG & HOME program information, in accordance with HUD regulations and Virginia public records law.²¹ The City shall make reasonable effort to assure that CDBG/HOME program information is available to all citizens, especially those of low and moderate incomes or Limited English Proficiency in a language that is accessible to them. Certain information regarding these programs will be afforded widespread access periodically throughout the year by city staff during open public hearings and associated staff memos and reports, available on the City's 'Agendas & Minutes' webpage,²² among other locations on www.charlottesville.gov. Other key information about these programs is available to members of the public through HUD's official website²³ and/or through the HUD Exchange website.²⁴

The City and TJPDC will also, as soon as feasible after the start of the public participation process, make HUD-provided data and any other supplemental information the jurisdiction plans to incorporate into its consolidated plan available to its residents, public agencies, and other interested parties, typically by cross-referencing to the data on HUD's website.

City and TJPDC staff will also affirmatively protect the identity of individuals receiving HUD-funded services by withholding personally identifiable information to the maximum degree allowable by law.²⁵

²¹ The city will "provide residents of the community, public agencies, and other interested parties with reasonable and timely access to information and records relating to the jurisdiction's consolidated plan and use of assistance under the programs covered by this part during the preceding 5 years" (at 24 CFR 91.105(h)).

²² <https://www.charlottesville.gov/1077/Agendas-Minutes>

²³ <https://www.hud.gov/>

²⁴ <https://www.hudexchange.info/>

²⁵ In no case shall the City disclose any information concerning the financial status of any program participant(s) which may be required to document program eligibility or benefits. Furthermore, the City shall not disclose any information which may be deemed of a confidential nature, except where required by law.

D. Comments, Concerns & Complaints

Public hearings and the formal process for public comments, as described herein, are designed to facilitate public participation in all phases of the community development process. Members of the public are encouraged to submit their views and proposals on all aspects of community development and housing at these public hearings. Members of the public may, at any time, also submit written comments or concerns to the City.

Any citizen or citizen's group desiring to comment or object to any aspect of the CDBG/HOME programs should submit such comments or objections in writing to the Office of Budget & Grants Management using the contact information provided herein, or as indicated on the City website if listed personnel/roles change.

The City will consider the comments or views of citizens, whether received in writing or orally at the public hearings, in the preparation of relevant strategic plans and reviews. A summary of any comments or views received as well as a summary of any comments or views not accepted and the reasons why will be attached to the final strategic plan and/or CAPER. Should a member of the public, after a reasonable period, believe that their comment or complaint has not been properly addressed or considered by the relevant program staff, the aggrieved party may appeal his/her case to the Director of Budget & Grants Management.

The Grants Analyst and/or TJPDC staff shall make every effort to provide written responses to citizen proposals or concerns within fifteen (15) working days of the receipt of such comments or concerns where practicable. Should the City be unable to sufficiently resolve an objection or complaint, it may be forwarded by the aggrieved party to HUD. Records of all comments, objections and/or concerns by citizens regarding the City's CDBG and/or HOME s and subsequent action taken in response to those comments shall be maintained on file at the Office of Budget & Grants Management and shall be made available for public review upon request.

E. Freedom of Information Requests

Requests for information related to the CDBG & HOME programs can be submitted through the city's Office of the City Attorney in-person, via U.S. mail and/or online at <https://www.charlottesville.gov/774/Submit-a-FOIA-Request>.

F. Minimizing Displacement

The City and its partners at TJPDC do not anticipate any displacement effects from activities funded through the CDBG and/or HOME programs but are nonetheless committed to minimizing any such impacts should they occur, in accordance with HUD requirements.²⁶

IV. Technical Assistance

A. Requests for Technical Assistance

The City of Charlottesville and the Thomas Jefferson Planning District Commission value the participation of all members of our community in the shared work of governance. We are motivated in this work by the belief that widespread public engagement in the development, evaluation, and execution of these plans and their supporting programs and activities²⁷ is an essential element of ensuring they deliver deep and meaningful beneficial benefits for our community.

To support meaningful engagement by members of the public in the planning, implementation and assessment of the CDBG and/or HOME programs, and to foster public understanding of CDBG and HOME program requirements and associated HUD regulations, program staff are available to provide technical assistance to members of the public upon request, with a special emphasis on supporting persons of low- and moderate-income (“LMI”) in the development of requests for funding assistance under any of the programs covered by the Consolidated Plan. This technical assistance is meant to provide prospective applicants, interested citizens, elected officials and other members of the public with general information regarding the CDBG/HOME programs and their rules, regulations, procedures and/or requirements.

To learn more about these programs and how to request technical assistance, members of the public are encouraged to visit <https://www.charlottesville.gov/678/CDBG-HOME-Programs> and/or <https://tjpd.org/our-work/thomas-jefferson-regional-home-consortium/>.

²⁶ Procedures and policies for minimizing/mitigating displacement caused by HUD-funded activities can be found in HUD Handbook 1378, “Tenant Assistance, Relocation and Real Property Acquisition,” available online at <https://www.hud.gov/hudclips/handbooks/cpd>, and the implementing regulations for the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (42 U.S.C. 4601 et seq.) (Uniform Act), available online at <https://www.ecfr.gov/current/title-49/subtitle-A/part-24>.

²⁷ As used herein, and in accordance with HUD usage, ‘programs’ refers in general to HUD-funded programs like CDBG and HOME, whereas ‘activity’ and ‘activities’ refers to specific funded works designed to meet the goals of these programs.

B. Staff Contacts

The City's HUD-funded programs are coordinated by the staff of the Office of Budget & Grants Management, in partnership with TJPDC for the HOME program. Members of the public can learn more about the city's CDBG, HOME and other grants programs by contacting:

The Office of Budget & Grants Management ²⁸	• Anthony Warn, Grants Analyst e: warna@charlottesville.gov w: 434-906-2582 • Taylor Harvey-Ryan, Grants Program Manager e: harvevrvant@charlottesville.gov w: 434-365-8071 • Krisy Hammill, Director e: hammillk@charlottesville.gov
The Thomas Jefferson Planning District Commission ²⁹	• Laurie Jean Talun, Housing Program Manager e: ljalun@tjpd.org w: (434) 422-4080
The U.S. Department of Housing and Urban Development ³⁰	• Virginia Field Office 400 N 8th Street, Suite 300 Richmond, VA 23219 p: (800) 842-2610

Within the Office of Budget & Grants Management, the Grants Analyst serves as the primary staff contact for coordinating citizen participation throughout the community development process and the implementation of all citizen participation activities and functions for the CDBG & HOME programs, except those which may be specifically delegated to other parties by this Plan. The specific duties and responsibilities of the Grants Coordinator shall include but not necessarily be limited to: disseminating program/project information; facilitating the citizen participation process; serving as a point of contact for program/project related inquiries; monitoring the citizen participation process; and proposing such amendments to the CPP as may become necessary.

²⁸ <https://www.charlottesville.gov/678/CDBG-HOME-Programs>

²⁹ <https://tjpd.org/our-work/thomas-jefferson-regional-home-consortium/>

³⁰ <https://www.hud.gov/states/virginia>