

City of Bowie
Amended Citizen Participation Plan
Consolidated Plan Fiscal Year 2019-2023
(HUD FY2018 – 2022)

The City of Bowie



CARES Act Amendment
Amended Citizen Participation Plan
Consolidated Plan for Community Development

Fiscal Year 2019-2023
(HUD FY2018 – 2022)

Community Development Block Grant Program
U.S. Department of Housing and Urban
Development



City of Bowie
Amended Citizen Participation Plan
Consolidated Plan Fiscal Year 2019-2023
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Introduction

As an *Entitlement Community*, The City of Bowie is eligible to participate in the Federal Community Development Block Grant (CDBG) Program, administered by the Department of Housing and Urban Development (HUD). To receive CDBG grant funds, the Consolidated Plan for Community Development (a five-year planning document) must be developed. This document details the City's Community Needs Assessments, Five-Year Strategic Plan, and an Annual Action Plan. The Consolidated Plan must be developed in accordance with an adopted **Citizen Participation Plan**.

In accordance with the federal regulations relative to citizen participation for Community Planning and Development Programs and applicable waivers made available to those requirements through the CARES Act as set forth in the memorandum from U. S. Department of Housing and Urban Development (HUD), dated April 9, 2020, the City of Bowie is making available to the public for review and comment an amendment to the 2019 Annual Action Plan. Also pursuant to waivers provided by HUD, the City of Bowie is amending its Citizen Participation Plan by revising the public comment period for amendments in response to state and national emergencies from 30 calendar days to 5 calendar days.

Pursuant to the requirements of 24 CFR 91.105 and 24 CFR Part 5.158 the City of Bowie hereby issues the following plan to provide for and encourage residents to participate in the development of the City of Bowie's Consolidated Plan, Annual Action Plan, any substantial changes to the Consolidated Plan or Annual Action Plan, and the Consolidated Annual Performance and Evaluation Reports (CAPER). Adopted by the City Council on February 20, 2018, and amended on June 1, 2020, this plan amends and supersedes the City's existing Citizen Participation Plan, and is in compliance with Section 104(a)(3) of the Housing and Community Development Act of 1974.

The **City of Bowie's Citizen Participation Plan** provides guidance for public input and participation in the development and implementation process of the Consolidated Plan, the Annual Action Plan, the Consolidated Annual Performance Evaluation Report (CAPER), and any necessary amendments to the Plan. The City of Bowie embraces the premise that residents affected by programs and activities funded through the CDBG program have opinions and expertise that enhance the planning process. To this end, the City encourages and solicits input in defining housing, community development, and public service needs for the benefit of low and moderate-income families who reside in Bowie. Agencies and individuals representing the needs of the elderly, homeless persons, and persons with special needs will be consulted in planning housing and community development goals. All City residents, community organizations, local businesses, and service providers are encouraged to participate in the development of the Consolidated Plan.

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The primary goals of the **Citizen Participation Plan** are:

- To solicit viewpoints and concerns from the general public, as well as from specific groups and constituencies interested in or affected by the Consolidated Plan;
- To invite participation by anyone who is interested in helping identify needs and developing strategies to address those needs;

To gather data that accurately describes and quantifies housing and community development needs and to suggest workable solutions.

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The City of Bowie's Citizen Participation Plan includes the following components:

Participation

The City will continue to provide for, and encourage, citizen participation from all sectors of the community. Emphasis will be placed on participation by persons living below the federal poverty guideline(s), residents with low-and moderate-incomes who live in blighted areas, as well as other areas where Federal funds may be used. The participation of minority and non-English speaking residents, and persons with mobility, visual, speech, or hearing impairments, will also be encouraged.

Community input will be gathered through a variety of methods, including:

- Community Needs Assessment Survey
- Community meetings, focus groups, information sessions and public hearings
- Social media, email and incoming postal mail

Community participation opportunities will be disseminated through the following channels:

- Bowie Blade
 - Bowie Gazette
 - Bowie Spotlight (Official Newsletter of the City of Bowie)
 - City of Bowie Alert System
 - City of Bowie Cable Television
 - City of Bowie Website
 - Distribution of letters/flyers
 - Email
 - Postal Mail
 - Social Media (Facebook & Twitter)
-

Public Access to Information

The City will provide information and records relating to the City of Bowie's Community Development Block Grant Entitlement to citizens, agencies, and all other interested parties in a reasonable and timely manner. Relevant / applicable information may include: the amount of available funds, proposed and approved uses of funds, program requirements, anti-displacement policy, and benefit of proposed CDBG activities for very-low and low-income persons.

CDBG regulations, along with a reasonable number of copies of the Draft and Approved Consolidated Plans, substantial amendments, Annual Action Plans, and CAPERS will be available via the City's website (www.cityofbowie.org), at the Bowie Public Libraries, the Bowie Senior Center, and at Bowie City Hall.

Public Hearings

The City will conduct public hearings throughout the development and implementation process of the Consolidated Plan, to obtain citizen input for proposed activities and program performance. Several public hearings will be held (with two weeks prior notice), at times and locations that will be convenient to potential and actual beneficiaries, as determined by federal regulations. Also, accommodation will be made, if necessary, for persons with disabilities and non-English speaking residents.

Emergencies and Other Urgent Situations

The City of Bowie has the ability, pursuant to any waivers made available by HUD, to alter any of the requirements of this Citizen Participation Plan in the event of an emergency or other urgent situation.

Covid-19 Pandemic Public Hearing Citizen Participation Policy

Due to the COVID-19 pandemic, information on public participation in City Council meetings can be found at <https://www.cityofbowie.org/CivicAlerts.aspx?AID=2300>: All City CDBG documents are posted on the City's website: www.cityofbowie.org under Community Information.

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The first public hearing will be held on January 8, 2018, to solicit initial input and public comment. This forum will give citizens and organization representatives an opportunity to identify needs in their community. Other hearings will be held from February - May 2018, to solicit public comment on the draft Consolidated Plan.

Public Comment

The City will allow a thirty-day public comment period on the Consolidated Plan, the Annual Action Plan, substantial amendments to either, and the CAPER, prior to the final submission to HUD. In addition, the City will receive public comments throughout the development of these documents. Written and oral comments received from citizens will be summarized and attached to the relevant document. The City will respond to written comments and complaints within fifteen working days and the response will be attached. Complaints will be referred to the City Manager for response. The City Manager will determine the necessary actions to address the complaint. Comments, written or oral, will be considered in the preparation of any substantial amendments of the Consolidated Plan. A summary of these comments will be attached to the amendment. Upon adoption, the City of Bowie will make the amendment public and notify HUD that the amendment has been made.

Comments on the Consolidated Plan will be solicited for a minimum of thirty days after each public hearing, and prior to submission to HUD. Written comments may be submitted to:

City of Bowie
Office of Grant Development & Administration
Public Comments
15901 Excalibur Rd.
Bowie, MD 20716

Comments may also be emailed to: cobcares@cityofbowie.org

Substantial Amendments

HUD has established the criteria to determine what constitutes a substantial change in the approved Consolidated Plan. Citizens will be provided reasonable notice of such amendments and provided the opportunity to comment on the proposed amendment.

The City shall amend the approved Consolidated Plan whenever a substantial change in planned or actual activities is determined. An amendment will be required for:

1. A change in allocation priorities:
 - a. Based on a new, urgent, or crucial identified need which requires funds to be reallocated from one program area to another
 - b. The reallocation of funds from any program covered by the Consolidated Plan (including program income) to an activity not previously described in the Action Plan.
 - c. An activity is canceled and funds previously allocated to this activity are reassigned to another identified activity or program area.

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2. A change in the purpose, location, or activity.
3. More than a 50 percent increase in funding from the original grant amount.

Public Notice

The City of Bowie will publish notices of public hearings and comment periods, summaries of the Consolidated Plan, amendments to the Consolidated Plan, the Annual Action Plan, and the CAPER to allow for public access and participation. Notices will be published in the Bowie Blade, weekly publication, for a minimum of two weeks prior to hearings. All notices will list the locations where copies of the entire document may be obtained, and where public comments and complaints may be submitted. Public notice will also be given on the City of Bowie's website at www.cityofbowie.org.

Technical Assistance

Upon request, the City's Director Office of Grant Development & Administration will provide contact information on local and State government agencies that offer technical assistance in project development.

Adoption of the Citizen Participation Plan

The Bowie City Council will adopt the Amended **Citizen Participation Plan** at the Public Hearing on June 1, 2020. The City of Bowie will make the **Citizen Participation Plan** available for public comment for a period of five (5) days prior to this hearing, and will comply with its requirements throughout the implementation of the Consolidated Plan.

Appendix A – Community Needs Assessment Survey

- Survey Flyer
- Survey Press release
- Survey Instrument

Community Needs Assessment Survey

The City of Bowie is surveying City residents, neighborhood groups, businesses, developers, and public and private sector entities to assess community needs in the areas of housing, homelessness, and community development. Results will be used in an assessment of community development needs applied to the FY 2019 - 2023 Consolidated Plan for the U.S. Department of Housing and Urban Development's Entitlement Communities.

The link to the survey will be posted on various sites in January 2018. Completing and submitting this survey is vital to the planning process. Results from the survey, along with an assessment of demographic data, will be used to identify and select community development projects for the next five years.

Community input will ensure that funds are used in the most productive ways. Past projects have included infrastructure reconstruction improvements in Old Town Bowie and rehab projects for homes of senior citizens.

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For Immediate Release:
January 7, 2018

Contact: Kay Starr, 301-809-3009

City of Bowie Administers Community Needs Survey

The City of Bowie is administering a survey to City residents, neighborhood groups, businesses, developers, and public and private sector service providers to assess community needs in the areas of housing, homelessness, and community development. Survey results will be used in an assessment of community development needs applied to the FY 2019-23 Consolidated Plan.

* The Consolidated Plan is a requirement to receive Community Development Block Grant funds from the U.S. Department of Housing and Urban Development.

The link to the survey will be posted in January 2018 ensuring that all Bowie residents, including those living in apartments or senior facilities, businesses, service providers, neighborhood and community groups have access to the survey.

Completing and submitting the survey in a timely manner is vital to the planning process. Results from this survey, along with an assessment of demographic data, will be used to identify and select community development projects for the next five years. Community input will ensure that funds are used in the most productive ways. Past projects have included energy efficient home repairs for Senior Citizens living in Bowie, and infrastructure reconstruction and improvements in Old Town Bowie.

The City requests that recipients complete the survey and mail it back to City Hall by February 15, 2018. For more information, contact Jesse Buggs, Director, Office of Grant Development & Administration, at City Hall, 301-809-3094 or 301-809-5013 (TTY).

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City of Bowie "Community Needs" Survey

Good Afternoon:

The City of Bowie is a designated Entitlement Community by the U.S. Department of Housing and Urban Development and is eligible for direct Community Development Block Grant (CDBG) funding. The City must develop a five-year plan through input and recommendations from residents, neighborhood groups, businesses, developers, and public and private sector service providers.

Please complete the "Community Needs" survey, which identifies housing, community, and economic development needs within the City of Bowie. It is your input that will guide our planning process and produce the programs and projects that benefit our community in the most productive ways.

Please completed and submit the survey by February 15, 2018.

Thank you for your contribution.

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Appendix B -
Public Hearing Documents

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Dear Citizens:

You are invited to a Public Hearing regarding the “Substantial Amendment to the 2019-2023 (HUD FY2018-2022) Consolidated Plan, FY2020 (HUD FY19) Annual Action Plan, and the Citizen Participation Plan for the HUD CDBG-CV (CARES ACT) Funding This hearing will be held on June 1, 2020 at 8:00pm. The “Substantial Amendment to the 2019-2023 (HUD FY2018-2022) Consolidated Plan, FY2020 (HUD FY19) Annual Action Plan, and the Citizen Participation Plan for the HUD CDBG-CV (CARES ACT) Funding is required by the U.S. Department of Housing and Urban Development for all Entitlement Communities receiving HUD funding under the CARES Act.

The 2019-2023 Consolidated Plan for Community Development is a process through which a community, with citizen participation, assesses its needs in the areas of housing, homelessness and community development. The Plan also establishes a Five-year Action Strategy and an Action Plan for addressing those needs on an annual basis.

The Plan is also the means to meet federal funding requirements for the Community Development Block Grant (CDBG) program. The City of Bowie is a HUD Entitlement Community and as such must develop funding priorities that address at least one of three National Objectives: CDBG projects must, benefit low-moderate income persons, eliminate slums and blight, or fulfill an urgent need. This program allows communities to carry out a wide range of community development activities directed toward revitalizing neighborhoods, economic development, and providing improved community facilities and services.

At the Public Hearing, you will have an opportunity to receive information and comment on the Citizen Participation Plan.

Date: June 1, 2020

Time: 8: 00 pm

Location:

This virtual/online meeting can be accessed/attended live at: www.cityofbowie.org/viewmeetings. The virtual/online meeting is consistent with federal, state, and local emergency declarations regarding the **COVID-19 crisis**. All City CDBG documents are posted on the City’s website: <https://www.cityofbowie.org/Archive.aspx?AMID=45>

Survey Questions

General Questions

How were you first made aware of the survey?

- Bowie Alert
- Bowie TV
- Bowie Blade
- Facebook
- Twitter
- Community Outreach Meeting
- Flyer
- Information Session
- County Council Meeting
- Mailing
- City of Bowie website and other

Are you a resident of the City of Bowie?

- Yes
- No

Do you live or work in the City of Bowie?

- Live
- Work
- Both

Which of the following best describes your age range?

- 21 and Under
- 22 to 34
- 35 to 44
- 45 to 54
- 55 to 64
- 65 and Over
- Decline

Which of the following best describes your current employment status?

- Full-time employment
- Part-time employment
- Full-time Student
- Part-time Student
- Self-employed
- Home Provider
- Volunteer
- Retired
- Unemployed
- Other

Which of the following best describes your sector of business/employer?

- Retail
- Non-profit Service Provider
- Government Agency
- Corporation
- Banking Institution
- Healthcare/Medical Provider
- Automotive Industry
- Nonprofit Service Provider
- Other

Which things do you think need improving in your local area?

- Public transport
 - Activities for teenagers
 - Affordable decent housing
 - Road and pavement repairs
 - Parks and open spaces
 - Level of pollution
 - Access to nature
 - Level of crime
 - Shopping facilities
 - Cultural facilities
 - Community relations
 - Community activities
 - Health services
 - The level of traffic congestion
 - Clean streets
 - Wage levels and local cost of living
 - Facilities for young people
 - Job prospects
 - Other
-

Housing Needs

Which of the following best describes your current housing type?

- Condo
- Townhome
- Apartment
- Single family home
- Senior living facility

Which housing need is most important to your family?

- Affordable Ownership Housing (condos, townhouses, single family)
- Affordable Rental Housing
- Emergency Assistance (emergency repairs, prevention of utility cutoff)
- Homeownership Assistance (down payment, low-interest loans)
- Homeownership Retention (foreclosure prevention)
- Major Home Improvement Assistance (structural, electrical, plumbing)
- Minor Home Improvement Assistance
- Rental Housing Repair
- Energy Conservation/Efficiency Education

Retail/ Economic Development

Which selection(s) best describes your most used method of shopping?

- Local Retailer
- Ordering Online/Shipped Directly to Home Address
- Order Online/Shipped to Store Location
- Home Delivery Service
- Outlet Shopping

Do you conduct your household clothing shopping in Bowie?

- Yes
- No (if response is no, respondent is automatically sent to the follow-up questions listed below)

In what city/location do you conduct most of your household's clothing shopping? (Please select the city that is closest to your shopping location if the city name is not listed below).

- Annapolis
- Baltimore
- Clinton
- Crofton
- Gambrills
- Washington, DC
- Other

What is most important in your retail shopping experience?

- Convenience
- Proximity to Home
- Store Location
- Quality of Selection/Merchandise
- Quantity of Selection/Merchandise
- Quantity of Stores in one location
- Variety of Stores
- Customer Traffic (crowds)
- Parking Availability
- Appropriate Outdoor Lighting

What would enhance your retail clothing shopping experience in Bowie?

- Better Selection
- Better Quality
- Larger Quantity
- Boutique Shops
- Chain/Department Stores
- Selection for Various Sizes
- Selection for Various Age Groups

Do you conduct your household grocery shopping in Bowie?

- Yes
- No (if response is no, respondent is automatically sent to the follow-up questions listed below)

In what city/location do you conduct most of your household's grocery shopping? (Please select the city that is closest to your shopping location if the city name is not listed below).

- Annapolis
- Baltimore
- Clinton
- Crofton
- Gambrills
- Washington, DC
- Meal Delivery Service
- Other

What is most important in your household grocery shopping experience?

- Proximity to Home
- Store Location
- Pricing
- Quality of Produce
- Quality of Meats
- Organic Selection
- Customer Traffic (crowds)
- Parking Availability
- Appropriate Outdoor Lighting

What services do you most frequently use? (Select all that apply).

- Automotive Repair
- Dining/Restaurants
- Dry Cleaning
- Electronic Services/Repair
- Personal Grooming Services
- Spa/Massage Services
- Childcare Services

Are those services conducted in Bowie?

- Yes
- No (if response is no, respondent is automatically sent to the follow-up questions listed below)

If no, please select items that represent why you seek services outside of the City of Bowie?

- More Service Providers
- High Level of Customer Service
- Better Quality of Service
- Better Pricing Options
- Better Atmosphere

Employment

Do you feel there are job opportunities in Bowie?

- Yes
- No

If you do not work in Bowie, what factors hinder(ed) you from finding employment in the City?

- Low Wages/Salaries
- Lack of Industry/Field of Study
- Accessibility to Transportation
- Lack of Response to my resume from employers
- Employer Discrimination
- Available Hours/Shift
- Low level of Job Prospect in Field of Study/Industry
- Not Applicable (N/A)

If available, which programs would you participate in?

- Job Skills Preparation/Training
- Skills Based Training
- Resume/CV Development Class
- Internship Opportunities
- GED Preparation
- Transportation Assistance
- Business Startup Training

Community Services

Check all of the following that have happened to you in the past year.

- Evicted from your home
- Utilities shut off,
- Primary wage earner no longer in the home
- Home needed major repairs
- Needed legal help
- Needed rental/mortgage assistance
- Lost transportation
- Job loss or hours reduced
- Lost rental, homeowner, health or car insurance

Local Governance Questions

How do you involve yourself and/or your family in the decisions that affect the City of Bowie?

- By attending City Council Meetings/Hearings
- By participating as a member of an Independent Advisory Group or Panel
- By providing direct feedback via e-mail or Social Media
- By speaking directly to my Councilman/woman
- By attending community meetings
- By completing and submitting on-line surveys
- By completing surveys submitted by mail
- I'm not involved

Revitalization

Do you think there is a need for revitalization in Bowie?

- Yes
- No

Community Facility Improvements

Which community facilities does your family use most often?

- Community Centers
- Libraries
- Parks and Recreation Facilities
- Senior Center Youth Centers

Infrastructure/Public Improvements

How long is your daily commute to work? (Please consider the amount of time spent commuting both to and from work).

Do you use public transportation to travel to work?

- Yes
- No

Safety and Policing

I know what to do in the event of a major emergency (natural disaster) in the City?

- Yes
- No

Do you feel that the City of Bowie is affected by the same amount of crime as other similar sized cities in Prince George's County? [Lead in question to Police Department survey](#)

- Yes
- No

Comments or Suggestions:
