

Notices will specify the date, time, place and purpose of the meeting as well as contact information.

### **Substantial Amendment to the Consolidated or Annual Action Plan**

Substantial changes shall constitute the following:

- a) A change in the allocation priorities or goals identified in the CON; or
- ~~b) Project budgetary alterations of \$50,000 or more for Public Service projects and more than \$100,000 for Public Infrastructure, Public Facility, or Housing Projects; or~~
- c) Changes from one activity to another where the new activity has not been approved by the Board of County Commissioners.

All other changes to activities will be considered minor and informal programmatic amendments and will be noted in the program file. Examples may include, but are not limited to, change orders, project close-outs and transfers or re-programming of funds to approved projects in the same program year or to accommodate an unanticipated change in an existing project that does not trigger a substantial change.

If the CON or AAP is approved and it subsequently becomes necessary to substantially change the CPP, ACCD will follow the steps as outlined in the Public Comment Period and Public Hearing Section of this CPP.

### **Substantial Amendment to the Citizen Participation Plan**

Substantial change shall constitute the following:

- A change in the definition of a Substantial Amendment for the CON or AAP; or
- A change in the required Public Comment Periods or Public Hearings; or
- A change to the County's policies or procedures regarding citizen participation, to such an extent that it can no longer reasonably be construed as meeting the original intent approved by the BOCC and HUD.

All other changes to the CPP will be considered minor and informal amendments. Examples may include, but are not limited to, updates to contact information, the modes of outreach utilized, County policies referenced in this CPP that are amended, clarifications of terms used in the document and applicable CFR's referenced in the CPP that are amended and do not substantially change the information included in the CPP.

### **Complaints and Grievances**

It is the policy of the ACCD to take reasonable steps to address concerns expressed by citizens and to respond to any formal complaints or grievances in a timely manner.

- a) Citizens should bring any concerns they may have regarding the CDBG, HOME, ESG or NSP program, plans, policies or projects to ACCD.
- b) Unresolved issues, complaints, or grievances may be formally submitted to ACCD adhering to the following guidelines:
  1. The letter/email must be signed, dated, and indicate if the correspondent is representing his/her personal concerns or those of a larger group, in which case, the name and description of the group must be stated;