

## Developing the Plan

When CDBG funds are used for the elimination of slums and blight, **all blighting influences within the designated revitalization area must be addressed by the project.** If the cost of eliminating blight is beyond what was originally anticipated, the Grantee will be required to provide the resources to eliminate the blight as defined in its CDBG Agreement with DHCD.

During the Pre-Contract Activities period, DHCD requires that a Blight Identification and Removal or Remediation Plan be created and adopted by the Grantee. It must be approved by DHCD. The Plan must be scanned in its entirety and as a single document and uploaded into “Reports and Communication” in CAMS. The plan should be tailored to the needs of the project, and therefore DHCD does not provide a model Plan. However, there are a number of items to be considered and several DHCD requirements that must be followed. These requirements are provided immediately below.

## Plan Requirements

The following requirement must be incorporated into the Plan:

1. A clearly defined revitalization area: The Grantee must designate an area through creation of a revitalization area map with clearly defined boundaries where blight removal will be targeted;
2. Blight Identification: An inventory of all blighting influences must be taken. It must identify all blighted structures, parcels and public spaces through an indisputable method such as building addresses, names, tax map information etc. The Grantee must adopt a local standard of what constitutes blight. This standard, including both physical and economic factors, is then applied to all parcels in the revitalization area. The exteriors of those structures that qualify as blighted are eligible for CDBG investment. All blighted properties, however, must be addressed; and
3. Blight Removal or Remediation Plan: An agreement by the Grantee that it will take all necessary measures to ensure complete blight removal by encouraging voluntary compliance by property owners, completing property acquisition with an end use for each property, and when necessary, taking actions allowed under a legally-adopted Redevelopment Plan. Blighting influences can be removed through a number of methods depending on the scope of work defined in the CDBG contract between DHCD and the Grantee.

4. The Plan must describe the process that will be used to track blight identification and removal.

### ***Complaints and Appeals Procedure***

The Plan must incorporate the Program's complaint and appeals procedure. It must include *at least* the following:

All written complaints and appeals *must* be addressed within fifteen (15) days of receipt and resolved within thirty (30) days. A response to all written complaints and appeals must be in writing and must include an explanation of the reason(s) for the decision reached, information on the next step in the appeals process and how many days from receipt of notice the complainant has to appeal any decision.

Appeals should be addressed to the local Chief Administrative Official. Appeals of that decision should be addressed to the local governing body. Final appeals should be addressed, in writing, to DHCD. The appeal should include a copy of all correspondence that has taken place to date. The appeal should identify the problem and the desired solution. DHCD will investigate the complaint and respond, in writing, in a timely manner. All involved parties will be copied.

If the complainant requires assistance in putting his or her complaint in writing, staff will make assistance available. The same is true for appeals.

As a part of the intake process, applicants will be informed if their application is denied, they will be notified, in writing; of this decision and they have fifteen (15) days from receipt of the notice to make a written appeal. The person and address to which a complaint should be addressed must be identified.

### **Revising the Plan**

Because the Plan is an official contract document, all revisions must be reviewed and approved by DHCD and amended by formal action by the local governing body. The revised Plan must be uploaded into "Reports and Communication" in CAMS.