

Citizen Participation Requirements for Federal Programs, Plans, and Reports

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How to ask a question

Webinar questions:

- Click “Ask a Question” to submit a question to the team
- You may ask questions anonymously, but if you want your name, organization, or region associated with your question, you will need to type it in the “Your Name” box.
- The team will read questions out loud throughout the presentation
- All questions will be saved and recorded as part of the public record.

The screenshot shows a mobile interface for a live event Q&A session. At the top, there are icons for chat, settings, and information. Below that, the title "Live event Q&A" is displayed with a close button. There are two tabs: "Featured" and "My questions". The main area shows a list of questions from other users, each with a profile picture, a question text, and a response area. At the bottom, there is a form to ask a question. The form includes a name field labeled "Your name (optional)", a text input field for the question, and a checkbox for "Post as anonymous". A red box highlights the bottom section of the form.



Agenda

- State Citizen Participation Requirements
- Analysis of Impediments to Fair Housing
- Citizen Participation Requirements for Local Governments Receiving CDBG Funds
- Additional Requirements
- Comments and Questions



Background

The State of California, Department of Housing and Community Development (HCD) has updated the Citizen Participation Requirements for Federal Programs, Plans, and Reports.

Purpose:

- Guide California's Department of Housing and Community Development (Department) and to jurisdictions who intend to apply for and administer federal funds from the United States Department of Housing and Urban Development (HUD).
- Encourage citizen participation by low and moderate income persons, minorities, non-English speaking persons as well as persons with disabilities for all of the Community Planning and Development (CPD) programs; including Community Development Block Grant (CDBG), Home Investment Partnership Program (HOME), Emergency Solutions Grant (ESG), the National Housing Trust Fund (NHTF), and Housing Opportunities for Persons with AIDS (HOPWA) funding.
- Encourage participation for other HUD funding, such as disaster recovery and neighborhood stabilization, when the Federal Register notice for that funding identifies either 24 CFR 91 as the governing citizen participation standard or identified any of the previously listed CPD programs as the standard for public participation.



State Citizen Participation Requirements (24 CFR 91.115)

- **Consolidated Plan and Annual Action Plan Information Required in Proposed Plans**
- **Notice and Availability of Plans**
- **Public Hearing on Plans**
- **Public Hearing Notice**
- **Location of Public Hearing**
- **Public Hearings During Disaster**
- **Non-English-Speaking Needs**
- **Comments on the Plans**



State Citizen Participation Requirements Continued...

- **Amendments to the Consolidated Plan and Annual Action Plans**
 - Criteria for Amendment to the Plans
 - Notice and Availability of Amendments to the Plans
 - Comments on the Amendments
 - Public Hearings and Adopting Amendments
- **Consolidated Annual Performance Evaluation Reports (CAPER)**
 - Notice and Availability of the CAPER
 - Comments on the CAPER
 - CAPER Public Hearings



Analysis of Impediments to Fair Housing

- **Document Considerations**
 - Department will consult the several groups/agencies to solicit their input on statewide fair housing issues
- **Document Review and Comment**
 - Draft AI will be available for public review for a 30-day period
- **Public Hearing**
 - Department will hold at least one publicly noticed public hearing to solicit comments on the draft AI, prior to publishing the final AI
- **Public Hearing Notice**
 - Provide notification of the public hearing concerning the draft AI at least 14 calendar days prior to the public hearing
- **Location of Public Hearings**
 - Sacramento; The Department will consider requests for alternative locations
 - Public hearings also may be held as virtual meetings similar to this one



Analysis of Impediments to Fair Housing Continued..

- **Non-English-Speaking Needs**

- Department will make every effort to accommodate the needs of non-English-speaking residents at all public hearings to ensure meaningful access for non-English-speaking persons.

- **Records Access**

- Department will maintain complete and accurate records relating to the AI for the preceding five years.

- **Written Comments and Complaints**

- A complaint regarding the AI covered by this Citizen Participation Plan must be submitted in writing to the Department's Director. Department will appropriately respond to all complaints regarding the AI. Specifically, the Department will provide a written response within 15 working days



Citizen Participation Requirements for Local Governments Receiving CDBG Funds (24 CFR 91.115(e))

Ensure that units of general local government receiving CDBG funds meet the requirements for citizen participation by:

- Public Participation Targeting
- Reasonable and Timely Access
- Public Hearings During Disaster
- Public Information Requirements
- Technical Assistance for Low- and Moderate-Income Groups
- Public Hearing Requirements
- Grant Amendments
- Complaints



Additional Requirements

- **Availability to the Public**

- The ConPlan, AP, any amendments, and the CAPER are available upon request to the public and any interested party. They are also on www.hcd.ca.gov

- **Records Access**

- Department will maintain complete and accurate records relating to the ConPlan and the Department's use of assistance under the programs covered by the plan for the preceding five years.

- **Complaints**

- The Department will provide a written response via electronic mail within 15 working days, where practical, to every written citizen complaint regarding the ConPlan, amendments, and performance reports.

Comments and Questions





Thank you!

Thank you for your participation. Your feedback helps us in our efforts to bring change in our communities and neighborhoods across the State, and furthers our mission of a California for All.

For more information, or to send a comment or question, please email consolidatedplan@hcd.ca.gov.