

# Citizen Participation Plan

## Introduction

In 1994 the US Department of Housing and Urban Development (HUD) consolidated the planning, application, reporting, and citizen participation processes of the Community Development Block Grant (CDBG), Home Investment Partnerships (HOME), the National Housing Trust Fund (HTF), Housing Opportunities for Persons With Aids Program (HOPWA), and the Emergency Shelter Grants (ESG). These funds are known as the Consolidated Planning and Development (CPD) funds. The Utah Department of Workforce Services (DWS) Housing and Community Development Division (HCD) and Office of Homeless Services (OHS) administer these CPD funds for the State of Utah.

In 24 CFR section 91.115, HUD requires a Citizen Participation Plan, which details the processes for each participating entity to ensure HUD's goals for outreach and engagement in identifying needs and allowing residents to provide input on the planning process. This Citizens Participation Plan documents the State of Utah's policies and procedures for citizen participation during the Consolidated Planning Process. The State will follow the standards described in this plan during the development of the Consolidated Plan, Annual Action Plan, and the Consolidated Annual Performance and Evaluation Report documenting progress during each year of the 5-year Consolidated Plan period.

## Encouragement of Citizen Participation

Citizens are to be encouraged to participate in the development of and substantial amendments to the Consolidated Plan and the performance report. These requirements are designed especially to encourage participation by low-and moderate-income persons, particularly those living in slum and blighted areas and in areas where CPD funds are proposed to be used. Appropriate actions will be taken to encourage the participation of all its citizens, including minorities, non-English speaking persons, and persons with disabilities.

Statewide and regional institutions and other organizations that are involved with or affected by the programs or activities covered by the Consolidated Plan (including businesses, developers, community, and faith-based organizations) will be involved, or encouraged to participate, in the process of developing and implementing the Consolidated Plan.

Alternative public involvement techniques that encourage a shared vision of change for the community and the review of program performance, e.g., use of focus groups, use of internet, etc. will be explored. The State will make publicly available the Consolidated and Annual Action Plans on our website: <https://jobs.utah.gov/housing/reports/>. We will also work with regional and statewide partners to conduct engagement, whether this be internet or virtual participation, interviews, focus groups, surveys, or some other form to develop the Consolidated Plan.

## Citizen Participation Plan Preparation

The Citizen Participation Plan will be reviewed and updated prior to the drafting of the 5-year Consolidated Plan, providing members of the public opportunities for comment on the plan. Any amendments to the Citizen Participation Plan outside of the quinquennial review will follow the same citizen engagement process described above.

Citizens will be provided a 30-day period to comment on the Citizen Participation Plan and on substantial amendments to the Citizen Participation Plan. Draft materials will be provided to citizens and units of general local government. The Citizen Participation Plan will be posted to the Department of Workforce Services website: <https://jobs.utah.gov/housing/reports/>. Upon request, the Citizen Participation Plan will be in a format accessible to persons with disabilities or who have limited English proficiency. Further information may be found in the [Accessibility for Persons with Disabilities or Limited English Proficiency](#) section.

## Public Comment & Hearing Procedure

The State of Utah will comply with the Open and Public Meetings Act of the Utah Code of Amendments Chapter 52-4 to notice public hearings and comment periods. Notices will be posted in English and Spanish to the Utah Public Meeting Notice Website: <https://www.utah.gov/pmn/> announcing the comment period and public hearing for the plan. Comments may be submitted to the [DWS Citizen Participation Plan Specialist](#). Notices for public hearings will be posted no less than 7-days prior to the date of the hearing.

The notice for the comment period will include information about the locations where the documents will be available for review and will provide information regarding the date, time, and location of the public hearing. The hearing will be held at a location and time convenient to potential and actual beneficiaries. Requests for accommodations for persons with disabilities and persons with limited English proficiency should contact the [DWS Citizen Participation Plan Specialist](#) at least 24-hours prior to the public hearing for accommodations. Upon request, the hearing will be noticed statewide with electronic access to rural and remote areas available.

Copies of the plans will be published on the Department of Workforce Services Website: <https://jobs.utah.gov/housing/reports/> and the Utah Public Meeting Notice Website: <https://www.utah.gov/pmn/>. Physical copies of the Citizen's Participation Plan, Consolidated Plan, Annual Action Plan and CAPER will be available at the Olene Walker Building 140 E 300 S, Salt Lake City, UT 84111 and a reasonable number of free copies will be provided to residents and groups upon request. Plans and materials will be made accessible in other formats to accommodate persons with Disabilities or Limited English Proficiency upon request.

Components which are required in the agenda/description section of a notice posting for the Consolidated Plan and Annual Action Plan include:

- A description of the content and purpose of the Consolidated Plan;
- A list of the locations where copies of the entire proposed document(s) may be examined;
- Funds expected;
- Activities that may be undertaken; and
- Estimated amount that will benefit LMI persons and plans to minimize displacement of persons and to assist persons displaced.

The State will consider any comments or views of citizens received in writing, or orally at the public hearings, in preparing the final Consolidated Plan. A summary of these comments or views, along with a description why comments or views were accepted or not, shall be attached to the final Consolidated Plan.

## Accessibility for Persons with Disabilities or Limited English Proficiency

Persons with disabilities who need accommodations may request those by contacting the [DWS Citizen Participation Plan Specialist](#). The DWS Customer ADA Officer will review the request and respond within 10 business days.

All public hearing notices will include DWS's auxiliary aids and services tagline that states how interested persons may acquire accommodations to participate in the plan update process:

Auxiliary aids (accommodations) and services are available upon request to individuals with disabilities by calling 385-249-4808. Individuals who are deaf, hard of hearing, or have speech impairments may call Relay Utah by dialing 711. Spanish Relay Utah: 1-888-346-3162.

All public notices related to the Community Planning and Development programs will include the following language to describe language services:

Free language interpretation available. Contact [insert public body contact] at [email] or [phone number] for assistance. We may not be able to accommodate requests made less than 24 hours in advance.

Interpretación gratuita de idiomas disponible. Contáctese con [insert public body contact] al [email] o al [phone number] para obtener ayuda. Es posible que no podamos atender las solicitudes realizadas con menos de 24 horas de antelación.

These accommodations include providing an alternative accessible format of notices, documents, or presentation materials. OHS and HCD will provide interpretation services for persons who have limited English proficiency.

### Citizen participation requirements for local governments

Units of general local government receiving CDBG funds from the State will comply with Citizen Participation requirements. Association of Government representatives will be provided this Citizen Participation Guide and requirements will also be described in the State CDBG Policies and Procedures.

### DWS Citizen Participation Plan Specialist

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Comments and questions about the Citizen Participation Plan, Consolidated Plan, Annual Action Plan, or CAPER may also be sent to [mih@utah.gov](mailto:mih@utah.gov).

# Development of the Consolidated Plan and Annual Action Plan

## Community Development Needs

At least one public hearing on community development needs will be held before the proposed Consolidated Plan is published for comment. A public hearing on Housing and Community Development Needs will be held by the State prior to the development of the new program year Annual Action Plan or Consolidated Plan. This hearing will be held at a time and location convenient to potential and actual beneficiaries and will be available virtually to encourage participation from across the state.

Public hearing notices for the Housing and Community Development Needs will describe the content and purpose of the Consolidated Plan and must include a list of locations where copies of the entire document may be examined. Sufficient information will be published about the subject of the hearing to permit informed comment. The hearing and the comment period for community development needs will follow the process described in the Consolidated Plan and Annual Action Plan Adoption.

## Consolidated Plan and Annual Action Plan Adoption

Before the Consolidated or Annual Action Plan is adopted, the State will make available to citizens, public agencies, and other interested parties information that includes the amount of assistance the State expects to receive and the range of activities that may be undertaken, including the estimated amount that will benefit persons of low- and moderate-income and the plans to minimize displacement of persons and to assist any persons displaced. In the event that the allocation to the State has not been announced, an estimate will be provided to meet this requirement with description that the plan may be amended to document accurate allocation amounts.

The State will publish notices for the Consolidated Plan and Annual Action Plan on the Utah Public Meeting Notice Website <https://www.utah.gov/pmn/> to afford citizens, units of general local governments, public agencies, and other interested parties a reasonable opportunity to review plan drafts and to submit comments. The comment period will be 30-days and will conclude with a public hearing to address any comments received. The State will publish the Consolidated Plan on the Department of Workforce Services website: <https://jobs.utah.gov/housing/reports/> and will provide it in other formats upon request. In addition, the State will provide a reasonable number of free copies of the plan to citizens and groups that request it.

## Amendments

Substantial Amendments to the Consolidated Plan or Annual Action Plan will meet one or more of the following criteria:

- Change in CPD funding method of distribution;
- Change in the use of CPD funding of 35% or more;

- Funding of an activity type not described in the Annual Action Plan;
- Changing the priorities identified in the 5-year Consolidated Plan; and
- Receipt of additional federal funds considered part of the Consolidated Plan.

Before the State makes a Substantial Amendment, it will hold a public hearing and make available information describing the substantial amendment. All Substantial Amendments will follow the Public Comment and Hearings Procedure defined in this plan.

The State will consider any comments or views of citizens and units of general local government received in writing, or orally at public hearings, if any, in preparing the Substantial Amendment of the Consolidated Plan. A summary of these comments or views, along with a description why comments or views were accepted or not, shall be attached to the Substantial Amendment.

## Consolidated Annual Performance and Evaluation Report

Citizens will be provided with reasonable notice and an opportunity to comment on performance reports. Noticing requirements will reflect the requirements for the Consolidated and Annual Action Plan. There will be a period of at least 15-days to receive comments from citizens and units of general local government on the performance report. The Performance Report draft will be published on the Department of Workforce Services Website:

<https://jobs.utah.gov/housing/reports/> and the Utah Public Meeting Notice Website:

<https://www.utah.gov/pmn/> to receive comments from citizens and units of local government.

Comments may be submitted to the [DWS Citizen Participation Plan Specialist](#).

The State will consider any comments or views of citizens received in writing, or orally at public hearings in preparing the performance report. A summary of these comments or views, along with a description why comments or views were accepted or not, shall be attached to the performance report.

## Availability to the public

The Consolidated Plan, Annual Action Plan, and Consolidated Annual Performance and Evaluation Report as adopted, Substantial Amendments and the performance report will be available to the public, including the availability of materials in a form accessible to persons with disabilities or in need of language access assistance, upon request. These documents are available on the Department of Workforce Services website:

<https://jobs.utah.gov/housing/reports/> or by request to the [DWS Citizen Participation Plan Specialist](#).

## Access to records

The State will provide citizens, public agencies, and other interested parties with reasonable and timely access to information and records relating to the State's Consolidated Plan and the state's use of assistance under the programs covered by this part during the preceding five years.

## Complaints

Citizens who have complaints about the Consolidated Plan, Annual Action Plan, or the Consolidated Annual Performance and Evaluation Report may provide their complaint in writing to the [DWS Citizen Participation Plan Specialist](#) for review. The State will provide a timely substantive written response to every written citizen complaint, within 15 working days, where practicable.