

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 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 HUDs 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 5-year Strategic 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 the consolidated plan, any 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 and by residents of predominantly low- and moderate-income neighborhoods. Appropriate actions will be taken to encourage the participation of all its citizens, including minorities and non-English speaking persons, as well as 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, and 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 annual consolidated plan documents 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 annual 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 15-day period to comment on the original 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, and the citizen participation plan will be posted to the Department of Workforce Services website: <https://jobs.utah.gov/housing/reports/>. The citizen participation plan will be in a format accessible to persons with disabilities or who have limited English proficiency, upon request. Further information may be found in the [Accessibility for Persons with Disabilities or Limited English Proficiency](#) section.

Updates to the current citizen participation plan will follow the Consolidated Plan and Annual Action Plan accessibility, noticing, and public hearing processes described in the following sections.

Public Comment & Hearing Procedure

No less than seven days prior to the beginning of the comment period, a public notice will be posted in one or more newspapers of general circulation and on the Utah Public Meeting Notice Website: <https://www.utah.gov/pmn/> announcing the comment period and public hearing for the draft documents. The comment period will extend for 30-days. Comments may be submitted to the [DWS Citizen Participation Plan Specialist](#).

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 the Olene Walker Building 140 E 300 S, Salt Lake City, UT 84111 at a time convenient to potential and actual beneficiaries. Accommodations for persons with disabilities and persons with limited English proficiency should contact the [DWS Citizen Participation Plan Specialist](#) prior to the public hearing for accommodations. The hearing will be noticed statewide with electronic access to rural and remote areas available upon request.

Copies of the documents 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 consolidated and Annual Action Plan 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 that request a copy. Draft documents will be made accessible to persons with disabilities upon request.

The State will consider any comments or views of citizens and units of general received in writing, or orally at the public hearings, in preparing the final consolidated plan. A summary of these comments or views, and a summary of any comments or views not accepted and the reasons therefore, 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 Alyssa Gamble (email angamble@utah.gov, telephone 385-249-4808). 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.

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

Alyssa Gamble
Division of Housing and Community Development
Department of Workforce Services
140 E 300 S, Salt Lake City, UT 84111
angamble@utah.gov
385-249-4808

Draft

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 5-year strategic plan. This hearing will be held in Salt Lake City at the Olene Walker Building 140 E 300 S, Salt Lake City, UT 84111 and will be available virtually to encourage participation from across the state at a time and date which is accessible to the potential and actual beneficiaries. To further participation opportunities, a 30-day comment period where interested persons may review the previous plans and provide input on needs will be available prior to the hearing.

Public hearing notices for the housing and community development need must 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. The state will make this information available on the Utah Public Meeting Notice Website: <https://www.utah.gov/pmn/> at least seven days before the plan is adopted. In the event that the allocation to the State has not been announced, an estimate will be provided to meet this requirement.

The State will publish the proposed consolidated plan in a manner that affords citizens, units of general local governments, public agencies, and other interested parties a reasonable opportunity to examine its contents and to submit comments. The state will publish the consolidated plan on the Department of Workforce Services website: <https://jobs.utah.gov/housing/reports/> and provide copies to employment centers throughout the state as well as make it available 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
- 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, and a summary of any comments or views not accepted and the reasons therefore, shall be attached to the substantial amendment of the consolidated plan.

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/pm/> 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 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, 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, and/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.

Draft