

Draft Amendment to the Citizen Participation Plan (CPP)

Requirements for Federal Programs, Plans, and Reports

October 22, 2024
2:00pm - 3:30pm


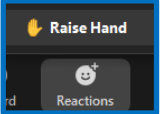
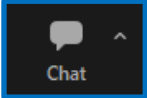

California Department of Housing and
Community Development (HCD)

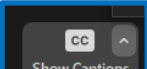
Division of Federal Financial Assistance (DFFA)





Housekeeping

- ▶ All Participant Lines Muted Upon Entry 
- ▶ Use “Raise Hand” Feature 
- ▶ Use Chat 
- ▶ Comments on CPP Amendment Saved as Public Record
- ▶ Periodically Pause for Questions/Comments
- ▶ Call In Option 

Meeting ID: 893 6276 1396
One tap mobile
+16694449171,,89362761396# US
+16699009128,,89362761396# US (San Jose)
- ▶ Meeting Is Recorded
- ▶ Recording and Slides Available/Posted
- ▶ Closed Captioning 



Presenters



- ❖ Farid Barkzai, *HUD Reporting Representative*
- ❖ Chelsea Meuleman, *ESG & HUD Reporting Section Chief*
- ❖ Amber-Lee Leslie, *HCD Specialist*
- ❖ Crystal White, *CDBG Specialist*
- ❖ Tim Koop-Whittley, *HUD Reporting Representative*



Agenda

- ✓ CPP Introduction & Background
- ✓ State Citizen Participation Requirements
- ✓ Analysis of Impediments to Fair Housing
- ✓ Citizen Participation Requirements for Local Govt-CDBG
- ✓ Appendices & Resources



PARTICIPATION



CPP Introduction & Background

Definition & Purpose

What is Citizen Participation Plan (CPP)?

- ❖ A strategic framework guiding public involvement in the planning and execution of federally funded programs.

Purpose

- ❖ To ensure that all community members, especially those from low- and moderate-income households, can actively participate in shaping housing and community development initiatives.

Applicable Programs

- ❖ Community Development Block Grant (CDBG)
- ❖ HOME Investment Partnerships Program (HOME)
- ❖ Emergency Solutions Grants (ESG)
- ❖ National Housing Trust Fund (NHTF)
- ❖ Housing Opportunities for Persons With AIDS (HOPWA)





CPP Introduction & Background Continued

Amendment to the CPP

- ❖ Adaptations made for greater flexibility and inclusivity, including provisions for virtual participation.

Enhanced Accessibility

- ❖ Increased efforts to accommodate non-English-speaking residents and persons with disabilities.

Detailed Feedback Integration

- ❖ Developed comprehensive mechanisms for documenting and responding to public feedback.
- ❖ Enhanced transparency and accountability in incorporating community insights into planning.



State Citizen Participation Requirements

Applicability

- ❖ Consolidated Plans, Annual Action Plans, Other Action Plans for Special Appropriations, Special Allocations, and One-Time Grant Awards for Community Planning and Development programs must adhere to the state citizen participation requirements set forth in the Title 24, Code of Federal Regulations, Part 91.
- ❖ [eCFR :: 24 CFR Part 91 -- Consolidated Submissions for Community Planning and Development Programs](#)





State Citizen Participation Requirements Continued

Updated Language to State Citizen Participation Requirements:

A. Consolidated Plan, Annual Action Plan, and Other Action Plans

- ❖ Required Information in Proposed Plans: Added language to include Other Action Plans for Special Appropriations, Special Allocations, One-Time Grant Awards.
- ❖ Location of Public Hearing: Public hearings may be conducted virtually or in-person based on the needs of citizens.
- ❖ If any attendee or participant of public hearings needs special accommodations, HCD will accommodate these requests in every reasonable manner.
- ❖ Non-English-Speaking Needs: Accommodate needs of non-English speaking residents at all public hearings.
- ❖ Added applicability requirements to Action Plans for special congressional appropriations, special allocations, one-time grant awards.



State Citizen Participation Requirements Continued

Updated Language to State Citizen Participation Requirements:

B. Amendments to the Consolidated Plan, Annual Action Plan, and Other Action Plans

- ❖ Substantial Amendment Criteria: Updated language to substantially amend any changes to the method of distribution of funds not previously discussed in the Consolidated Plan.
- ❖ Added applicability requirements to Action Plans for special congressional appropriations, special allocations, one-time grant awards.

C. Consolidated Annual Performance and Evaluation Report (CAPER) Requirements

- ❖ Added applicability requirements to Action Plans for special congressional appropriations, special allocations, one-time grant awards.



State Citizen Participation Requirements (Continued)

Updated Language to State Citizen Participation Requirements:

D. Availability to the Public

- ❖ All applicable plans and amendments are available upon request to the public and any interested party.
- ❖ Updated HCD's address to new location:
 - ❖ 651 Bannon Street, Suite 700, Sacramento, CA 95811

E. Complaints

- ❖ HCD to provide written response via electronic mail within 15 business days to any citizen complaints.



Analysis of Impediments to Fair Housing Choice (AI) Requirements

Document Considerations

- ❖ HCD 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 30-day period.

Public Hearing

- ❖ HCD will publicly advertise and conduct at least one public hearing to solicit comments on the draft AI before publishing the final AI.



AI Requirements

(Continued)

Public Hearing Notice

- ❖ Provide notification of public hearing concerning the draft AI at least 14 calendar days before the public hearing.

Location of Public Hearings

- ❖ May be conducted virtually or in person.

Written Comments and Complaints

- ❖ Complaints about the AI covered by this Citizen Participation Plan must be submitted in writing to the Department's Director. HCD will respond within 15 working days, when practical.



Citizen Participation Requirements for Local Governments Receiving CDBG Funds

Units of general local government receiving CDBG funds must meet the requirements for citizen participation described in 24 CFR 570.486:

Public Participation Targeting

- ❖ Active processes that target and encourage participation by LMI income groups and residents of neighborhoods with high concentrations of housing and community development needs.
- ❖ Targeting may include additional public noticing, coordination with housing authorities, public community service agencies, or non-profit service providers, public notification via bulletin board or other public notice venue, or other targeted approach.



Citizen Participation Requirements for Local Governments Receiving CDBG Funds

Reasonable and Timely Access

- ❖ Residents will be given reasonable and timely access to local meetings.
- ❖ Reasonable advance notice of public meetings held at times and in accessible locations convenient to potential or actual beneficiaries, with accommodations for persons with disabilities.
- ❖ Public meetings will be conducted in a manner to meet the needs of non-English speaking residents where a significant number of non-English speaking residents can reasonably be expected to participate.
- ❖ Public notices and public meetings must identify a means for written comments and complaints to be submitted to the unit of local government.



Citizen Participation Requirements for Local Governments Receiving CDBG Funds

Public Meeting - General

- ❖ Public meetings will be designed to facilitate attendance by potential and actual beneficiaries and ensure accommodation for persons with disabilities.
 - ❖ May be conducted virtually or in person.

Public Information

- ❖ Residents will be provided information on the amount of CDBG funds and activities expected to be made available for the current fiscal year (including the grant and anticipated program income).

Technical Assistance for LMI Groups

- ❖ Technical assistance to groups that are representative of persons of low- and moderate-income that request assistance in developing proposals for CDBG funded activities.



Appendix A - Public Comment Matrix Report

Sort Order	Commenter	Jurisdiction/ Agency	Email	Comment Type	Comment Notes	Accept/ Reject	Why Rejected



Appendix B - Form of Notice for All Plans

Form of Notice Requirements				
Document	Public Hearing	Comment Period	HUD Submission	Form of Notice
Consolidated Plan	Yes - Two public hearings are required (one on Community Needs; one on draft Con Plan).	30 Days	No later than 45 days prior to start of next program year.	Newspapers email blast to stakeholders posted to HCD webpage.
Annual Action Plan	Yes - One public hearing is required.	30 Days	No later than 45 days prior to start of next program year.	Newspapers email blast to stakeholders posted to HCD webpage.
CAPER	Yes - One public hearing is required.	15 Days	No later than 90 days following end of program year.	Newspapers email blast to stakeholders posted to HCD webpage.
Amendments Substantial	Yes - One public hearing is required.	30 Days	At the time of amendment. No specific required due date.	Newspapers email blast to stakeholders posted to HCD webpage.
Analysis of Impediments	Yes - One public hearing is required.	30 Days	No later than 45 days prior to start of next program year.	Newspapers email blast to stakeholders posted to HCD webpage.
Citizen Participation Plan	Yes - One public hearing is required.	30 Days	No later than 45 days prior to start of next program year.	Newspapers email blast to stakeholders posted to HCD webpage.



Questions, Comments, Feedback?





Public Comments and Questions

Draft 2024 CPP Amendment

- ❖ <https://www.hcd.ca.gov/sites/default/files/docs/policy-and-research/plan-report/amended-citizen-participation-plan-2024.pdf>

Public Comment Period (30 Days)

- ❖ October 14, 2024 - November 14, 2024

Comments provided in any form convenient to the public:

- ❖ Written Responses

651 Bannon Street, Suite 700
Sacramento, CA 95811

- ❖ Email

- ❖ Consolidatedplan@hcd.ca.gov

- ❖ Phone

- ❖ (916) 820-1987



Resources

2024 Citizen Participation Plan Amendment

- ❖ <https://www.hcd.ca.gov/policy-and-research/plans-and-reports>
- ❖ Click on “Federal Plans and Reports”, under Federal Reports Citizen Participation Requirements
 - ❖ <https://www.hcd.ca.gov/sites/default/files/docs/policy-and-research/plan-report/amended-citizen-participation-plan-2024.pdf>



Resources (Cont.)

- ▶ **HCD Active Programs**

- ▶ <https://www.hcd.ca.gov/grants-and-funding/programs-active>

- ▶ **HCD Comments/Questions/Feedback**

- ▶ Consolidatedplan@hcd.ca.gov

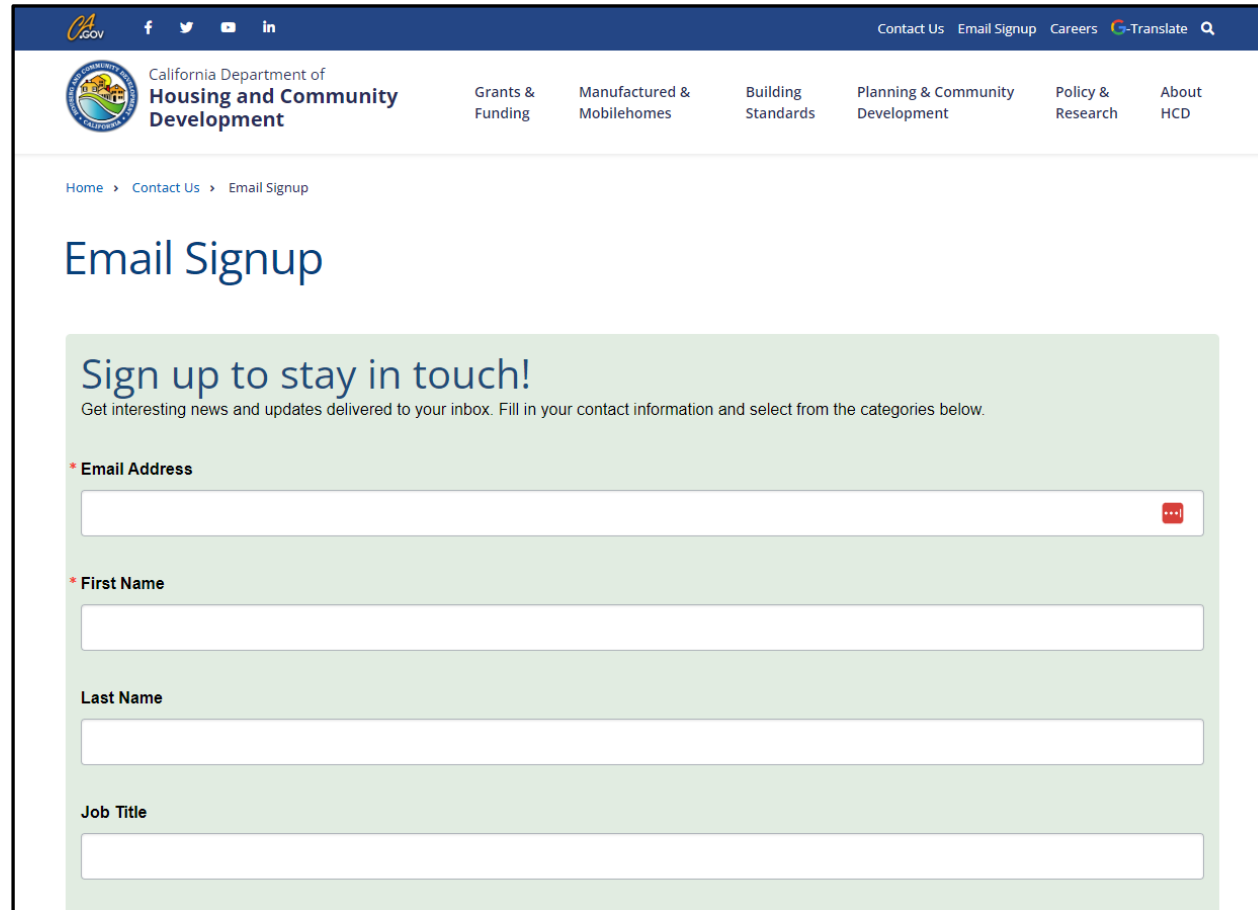
- ▶ **HCD Email Signup**

- ▶ <https://www.hcd.ca.gov/contact-us/email-signup>



Stay in the know & sign up for HCD emails

<https://www.hcd.ca.gov/contact-us/email-signup>

A screenshot of the California Department of Housing and Community Development's email signup page. The page has a dark blue header with the CA.gov logo, social media icons for Facebook, Twitter, YouTube, and LinkedIn, and navigation links for Contact Us, Email Signup, Careers, and Translate. Below the header is a navigation menu with links for Grants & Funding, Manufactured & Mobilehomes, Building Standards, Planning & Community Development, Policy & Research, and About HCD. The main content area shows a breadcrumb trail: Home > Contact Us > Email Signup. The title "Email Signup" is prominently displayed. Below the title is a green box with the heading "Sign up to stay in touch!" and the subtext "Get interesting news and updates delivered to your inbox. Fill in your contact information and select from the categories below." The form contains four input fields: "Email Address" (with a red asterisk and a red "x" icon), "First Name" (with a red asterisk), "Last Name", and "Job Title".



Follow HCD on Social Media



▶ Like us on Facebook: [/CaliforniaHCD](#)



▶ Follow us on Twitter: [@California_HCD](#)



▶ Follow us on LinkedIn: [/company/californiahcd](#)



Join Team HCD

HCD values diversity at all levels of the department and is committed to fostering an environment in which employees from a variety of backgrounds, cultures, and personal experiences are welcomed and can thrive. We believe the diversity of our employees and their unique ideas inspire innovative solutions to complex housing challenges.

Join us and help improve the lives of all Californians.

To find jobs at HCD:

Visit: jobs.ca.gov and click “Advanced Job Search.”

- ▶ Search for California Department of Housing and Community Development

New to state service? Don't worry.

You can view the step-by-step process on jobs.ca.gov.



Thank you!

Thank you for your participation. Your feedback helps us in our efforts to promote safe, affordable homes and vibrant, inclusive, sustainable communities for all Californians.

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