



Arizona  
Department  
*of* Housing

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# Citizen Participation Plan

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## Introduction

This State of Arizona Citizen Participation Plan (CPP) contains policies and procedures for public involvement in the Department of Housing and Urban Development's (HUD) Consolidated Plan process in accordance with 24 CFR 91. The following entitlement grant programs of the U.S. Department of Housing and Urban Development (HUD) are consolidated into a single planning process:

- State Small Cities Community Development Block Grant (CDBG);
- HOME Investment Partnerships Program (HOME);
- Emergency Solutions Grant (ESG);
- National Housing Trust Fund (NHTF); and
- Housing Opportunities for Persons with Aids (HOPWA).

This Citizen Participation Plan provides for and encourages citizens to participate in the development of and any revision or substantial amendment to the following documents prepared by the Arizona Department of Housing (ADOH):

1. The 5-year HUD Consolidated Plan;
2. The Annual Action Plan; and
3. The Consolidated Annual Performance Report.

This plan may be obtained in alternative languages, upon request. Este plan se puede obtener en diferentes language, a pedido.

## Citizen Participation Summary

<b>Activity</b>	<b>Frequency</b>	<b>Due Date</b>	<b>Comment Period</b>	<b>Public Hearings (minimum)</b>
Consolidated Plan	Every 5 years	May 15	30 days	2: one prior to publishing draft plan and one during public comment period
Annual Action Plan	Annually	May 15	30 days	1
Consolidated or Annual Action Plan Amendment	If needed	--	30 days	1
Consolidated Annual Performance Evaluation Report (CAPER)	Annually	September 30	15 days	--

## Encouragement of Citizen Participation

The Citizen Participation Plan (CPP) is designed to facilitate and encourage public participation. In particular, the Citizen Participation Plan seeks to encourage the involvement of low- and moderate-income people, people living in slum and blighted areas and in areas where CDBG funds are proposed to be used, and by residents of predominantly low- and moderate-income areas.

The ADOH will take the following actions to encourage the participation of all residents, including minorities, non-English speaking persons, and persons with disabilities.

1. The ADOH complies with the Americans with Disabilities Act and will make accommodations for persons with special needs. Public hearings and the review of Consolidated Plan documents will be held at the ADOH office, which is accessible to people with disabilities. Additional provisions will be made for people with disabilities when requests are made at least five (5) working days prior to a hearing.
2. Translators will be provided for people who do not speak English when requests are made at least five (5) working days prior to a hearing.

In the process of developing and implementing the Consolidated Plan and Annual Action Plan, the ADOH will encourage the participation of statewide and regional institutions, Continuums of Care, and other organizations that are involved with or affected by the programs or activities covered by the Consolidated Plan and Annual Action Plan. The ADOH will also encourage the participation of public and private organizations, including broadband internet service providers, organizations engaged in narrowing the digital divide, agencies whose primary responsibilities include the management of flood prone areas, public land or water resources, and emergency management agencies in the process.

The ADOH may utilize alternative public involvement techniques that encourage a shared vision of change and the review of program performance, such as the use of the Internet.

### Comment on the citizen participation plan and amendments

The ADOH will provide citizens and units of general local government a reasonable opportunity to comment on the citizen participation plan and on substantial amendments to the citizen participation plan, and will make the citizen participation plan public. The citizen participation plan will be made available in a format accessible to persons with disabilities, upon request.

This CPP is hereby made a part of the State of Arizona 5-year Consolidated Plan and is subject to all citizen comments. This CPP may be amended to reflect comments received during the 5-year Consolidated Plan citizen participation process.

## Language assistance for those with limited English proficiency

The ADOH will make reasonable efforts to provide language assistance to ensure meaningful access to participation by non-English speaking persons. The ADOH assessed language needs and identified the need for translation of notices and other vital documents. Four factors were considered in determining language needs: 1) The number or proportion of Limited English Proficiency (LEP) persons served or encountered in the eligible service population; 2) The frequency with which LEP individuals come into contact with the program; 3) The nature and importance of the program, activity, or service provided by the program; and 4) The resources available to the State and costs. Spanish is the only language that met the criteria for LEP.

## Consolidated Plan Development

The ADOH will hold at least one public hearing on housing and community development needs before the proposed Consolidated Plan is published for comment.

1. The public hearing will be held at a time and accessible location convenient to potential and actual beneficiaries, and with accommodation for persons with disabilities.
2. Advance notice of the public hearing will be given by publishing notice of the public hearing in one or more newspapers of general circulation and on the ADOH website (<https://housing.az.gov/>) at least seven (7) days in advance of the meeting.

## Consolidated Plan and Annual Action Plan Adoption

Before the ADOH adopts a Consolidated Plan or Annual Action Plan, it will hold a public hearing and make available to residents, 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 ADOH will publish the proposed Consolidated Plan in a manner that affords residents, units of general local governments, public agencies, and other interested parties a reasonable opportunity to examine the document's content and to submit comments.

The ADOH will provide not less than 30 calendar days to receive comments from residents and units of general local government on the Consolidated Plan and Annual Action Plan.

1. At least seven (7) days prior to the public comment period the ADOH will publish a public notice in one or more newspapers of general circulation and on the ADOH website announcing the thirty (30) day review and comment period and public hearing for the draft document(s).
  - a. The notice will list the locations where the document(s) will be available for review, and will describe the content and purpose of the Plan.
  - b. The notice will provide information regarding the date, time and location of the public hearing. The public hearing will be held at a time and accessible location convenient to potential and actual beneficiaries, and with accommodation for persons with disabilities and non-English speaking persons.
2. Copies of the documents will be made available on the ADOH website and at the ADOH offices.
3. The ADOH will provide a reasonable number of free copies of the Consolidated Plan to residents and groups that request a copy of the Consolidated Plan.
4. The draft documents will be made accessible to persons with disabilities upon request.
5. The ADOH will consider any comments or views of residents and units of general local government received in writing, or orally at the public hearings, in preparing the final Consolidated Plan and Annual Action Plan. A summary of comments or views, and a summary of any comments or views not accepted and the reasons therefore, will be attached to the final Consolidated Plan or Annual Action Plan.

## Consolidated Plan Substantial Amendments

The ADOH will use the following criteria for determining what changes in planned or actual activities constitute a substantial amendment to the Consolidated Plan or Annual Action Plan.

1. A change in the use of CDBG funding, of more than thirty-five percent (35%) of the total state allocation amount, from one activity to another (i.e. “reprogramming” of CDBG funds).
2. Funding of an activity type not described in the Annual Action Plan.
3. Changing the priorities contained in the Five (5) Year Strategic Plan of the Consolidated Plan.
4. Change in the method of distribution of CDBG funds.
5. Receipt of any additional federal funds considered part of the Consolidated Plan.

Before the ADOH makes a substantial amendment to the Consolidated Plan or Annual Action Plan, it will hold a public hearing and make available to residents, public agencies, and other interested parties information describing the substantial amendment.

The ADOH will provide not less than thirty (30) calendar days to receive comments from residents and units of general local government on any substantial amendment to the Consolidated Plan or Annual Action Plan.

1. At least seven (7) days prior to the public comment period the ADOH will publish a public notice in one or more newspapers of general circulation and on the ADOH website announcing the thirty (30) day review and comment period and public hearing.
  - a. The notice will list the locations where the document(s) will be available for review, and describe the content and purpose of the substantial amendment.
  - b. The notice will provide information regarding the date, time and location of the public hearing. The public hearing will be held at a time and accessible location convenient to potential and actual beneficiaries, and with accommodation for persons with disabilities.
2. Copies of the documents will be made available on the ADOH website and at the ADOH offices.
3. The ADOH will provide a reasonable number of free copies to residents and groups that request a copy.
4. The draft documents will be made accessible to persons with disabilities upon request.
5. The ADOH will consider any comments or views of its residents and units of general local government received in writing, or orally at the public hearings. A summary of these comments or views, and a summary of any comments or views not accepted and the reasons therefore, will be attached to the applicable document.

## Consolidated Annual Performance Report

The Consolidated Annual Performance Report (CAPER) describes how funds were actually used and the extent to which the funds benefitted low- and moderate-income people and households. Before submitting a Consolidated Annual Performance Report (CAPER) to HUD or amending the CAPER, the ADOH will provide not less than fifteen (15) days to receive comments on the CAPER.

The ADOH will consider any comments or views of residents and units of general local government received in writing, or orally at the public hearings, in preparing the CAPER. A summary of these comments or views, and a summary of any comments or views not accepted and the reasons therefore, will be attached to CAPER.

## Public Notice and Public Hearing Exceptions

In accordance with HUD guidance issued on April 9, 2020, the ADOH may follow expedited procedures to draft, propose or amend the Citizen Participation Plan, Consolidated Plan and/or Annual Action Plan to provide for not less than five days public notice and opportunity to comment. Public notice may be provided by alternate means, such as publication on the ADOH website and direct email. In-person public hearings will not be required and virtual meetings may be held.

## Citizen Participation Requirements for Local Governments

Units of local government receiving CDBG funds from the ADOH must undertake the following minimum public participation requirements:

1. Hold at least two public hearings, one at the beginning of the public participation process to discuss desired activities and one at the end to select (through Board or Council resolution) the activities that will be included in the application.
2. Prior to publishing and disseminating notices for the final public hearing, have a proposed project concept available for the public to review. At a minimum the project concept must have a preliminary budget and a detailed description of the project, with maps and information about its intended beneficiaries.
3. Hold public hearings at times and locations convenient to potential or actual beneficiaries, make accommodations for non-English speaking residents when a significant number of non-English speaking residents are expected to participate, and make accommodations for people with disabilities.
4. Advertise public hearings in a newspaper of general circulation and post flyers, bulletins and information notices in at least three neighborhoods and service centers and other places where low-income and minority populations are predominant. The published and disseminated notices must allow the public a period of at least fifteen (15) days to review and comment on proposed CDBG projects.
5. Provide technical assistance to low and moderate-income persons or persons representative of groups of such low-and moderate-income persons requesting help. All requests for technical assistance and the community's response to such must be documented.
6. Hold a public hearing and provide at least a 15-day public comment period for any substantial amendment to an application.
7. Develop written grievance/complaint policies and procedures.



8. Ensure that when twenty-five percent (25%) or more of the applicant's population is identified in the Census as non- or Limited-English speaking, publications and postings are provided in the other appropriate language(s).
9. Provide for public access to records.
10. Maintain documentation of public participation.
11. Certify compliance with the State Citizen Participation Plan.

## CARES Act CDBG-CV1 Local Government Citizen Participation Requirements

1. Hold at least two public hearings, one at the beginning of the public participation process to discuss desired activities and one at the end to select (through Board or Council resolution) the activities that will be included in the application.
2. **Prior to publishing and disseminating notices for the final public hearing, make available a preliminary budget and description of each activity and its intended beneficiaries for the public to review.**
3. Hold public hearings at times and locations convenient to potential or actual beneficiaries, make accommodations for non-English speaking residents when a significant number of non-English speaking residents are expected to participate, and make accommodations for people with disabilities. **Public hearings may be held virtually.**
4. **At a minimum, advertise public hearings prominently on the local government website. The published and disseminated notices must allow the public a period of at least five (5) days to review and comment on proposed CDBG projects.**
5. **Public hearing and public comment notices may be combined into one publication.**
6. Provide technical assistance to low and moderate-income persons or persons representative of groups of such low-and moderate-income persons requesting help. All requests for technical assistance and the community's response to such must be documented.
7. **Hold a public hearing and provide at least a (five) 5-day public comment period for any substantial amendment to an application.**
8. Develop written grievance/complaint policies and procedures.
9. Ensure that when twenty-five percent (25%) or more of the applicant's population is identified in the Census as non- or Limited-English speaking, publications and postings are provided in the other appropriate language(s).
10. Provide for public access to records.

11. Maintain documentation of public participation.
12. Certify compliance with the State Citizen Participation Plan.

## Public Access to Information

The ADOH will provide the public with reasonable and timely access to information and records relating to the data or content of the Consolidated Plan, as well as the proposed, actual, and past use of funds covered by this Citizen Participation Plan. ADOH staff will provide reasonable public access to records about any uses of these funds during the previous five (5) years.

Consolidated Plan documents may include the Annual Action Plans, the 5-year Consolidated Plan and Consolidated Annual Performance Evaluation Report (CAPER), as well as substantial amendments to the Annual Action Plan, the Consolidated Annual Performance and Evaluation Reports or the Citizen Participation Plan.

In the interest of encouraging public participation, copies of Consolidated Plan documents will be provided to the public at no cost and within one week of a request. These materials will be available in a form accessible to persons with disabilities, when requested.

Consolidated Plan documents will also be available at the following location during their respective review periods:

Arizona Department of Housing  
1110 West Washington Street, Suite 280 | Phoenix, AZ 85007

## Complaints

The ADOH will provide a timely, substantive written response to every written resident complaint, within 15 working days, where practicable.