

Guide for Review of State Citizen Participation Plan Performance			
Name of Program Participant:			
Staff Consulted:			
Date Plan Was Adopted or Last Amended:			
Name(s) of Reviewer(s):		Date:	

NOTE: All questions that address requirements contain the citation for the source of the requirement (statute, regulation, NOFA, or grant agreement). If the requirement is not met, HUD must make a finding of noncompliance. All other questions (questions that do not contain the citation for the requirement) do not address requirements, but are included to assist the reviewer in understanding the participant's program more fully and/or to identify issues that, if not properly addressed, could result in deficient performance. Negative conclusions to these questions may result in a "concern" being raised, but not a "**finding.**"

Instructions: This Exhibit is designed to review the State's Citizen Participation Plan performance to ascertain whether the program participant is following its Citizen Participation Plan as required at 24 CFR 91.115. The Exhibit is divided into nine sections: Development of the Citizen Participation Plan and Any Amendments; Development of the Consolidated Plan; Consolidated Plan Amendments; Performance Reports; Citizen Participation Requirements for Local Governments; Availability to the Public; Access to Records; Complaints; and Following the Citizen Participation Plan.

Questions:

A. DEVELOPMENT OF THE CITIZEN PARTICIPATION PLAN AND ANY AMENDMENTS

1.

Did the State take the actions described in the Citizen Participation Plan to provide citizens and local governments with an opportunity to comment on the original Citizen Participation Plan or on any substantial amendment to it? [24 CFR 91.115(i)]	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Describe Basis for Conclusion: 		

2.

Did the State take the actions described in the Citizen Participation Plan to encourage participation by minorities, non-English speaking persons, and persons with disabilities? [24 CFR 91.115(i)]	<input type="checkbox"/> <input type="checkbox"/> Yes No
Describe Basis for Conclusion:	

B. DEVELOPMENT OF THE CONSOLIDATED PLAN

3.

Did the State take actions described in the Citizen Participation Plan to encourage the participation of local and regional institutions and other organizations (including businesses, developers, and community and faith-based organizations) that are involved with or affected by the programs or activities covered by the Consolidated Plan in the process of developing and implementing the Consolidated Plan?	<input type="checkbox"/> <input type="checkbox"/> Yes No
Describe Basis for Conclusion:	

4.

Did the State take the actions described in the Citizen Participation Plan to provide for and encourage citizens, especially low- and moderate-income persons, particularly those living in slum and blighted areas and in areas where CDBG funds are proposed to be used, and residents of predominantly low- and moderate-income neighborhoods, to participate in the development of the Consolidated Plan?	<input type="checkbox"/> <input type="checkbox"/> Yes No
Describe Basis for Conclusion:	

Exhibit 19-4
Citizen Participation Plan

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5.

Before the State adopted its Consolidated Plan, did the State make available to citizens, public agencies, and other interested parties information that includes: a) the amount of assistance the State expects to receive; and b) the range of activities that may be undertaken, including the estimated amount that will benefit persons of low- and moderate-income, the plans to minimize displacement of persons and to assist any persons displaced, and c) when and how the State will make this information available?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Describe Basis for Conclusion: 		

6.

Did the State publish the proposed Consolidated Plan in accordance with the Citizen Participation Plan and 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? [24 CFR 91.115(i)]	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Describe Basis for Conclusion: 		

7.

If the Citizen Participation Plan says the State will publish a summary of the proposed Consolidated Plan, did the summary: 1) describe the contents and purpose of the Consolidated Plan, and 2) include a list of the locations where copies of the entire proposed Consolidated Plan may be examined?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Describe Basis for Conclusion: 			

8.

Did the jurisdiction provide a reasonable number of free copies of the proposed Consolidated Plan to citizens and groups that requested it?	<input type="checkbox"/> <input type="checkbox"/> Yes No
Describe Basis for Conclusion:	

9.

Did the State hold at least one public hearing on housing and community development needs before the proposed Consolidated Plan was published for comment?	<input type="checkbox"/> <input type="checkbox"/> Yes No
Describe Basis for Conclusion:	

10.

Did the State provide “adequate advance notice” of the Consolidated Plan public hearing as described in the Citizen Participation Plan? (Publishing small print notices in the newspaper a few days before the hearing does not constitute adequate notice. HUD does not specify the length of notice required, but would consider two weeks adequate.)	<input type="checkbox"/> <input type="checkbox"/> Yes No
Describe Basis for Conclusion:	

11.

Did the State provide notice of the public hearing as described in the Citizen Participation Plan to include sufficient information published about the subject of the hearing to permit informed comment?	<input type="checkbox"/> <input type="checkbox"/> Yes No
Describe Basis for Conclusion:	

12.

In accordance with the Citizen Participation Plan, did the State: a) hold the public hearing at a time and location convenient to potential and actual beneficiaries; b) include accommodation at the hearing for persons with disabilities?	<input type="checkbox"/> <input type="checkbox"/> Yes No
Describe Basis for Conclusion:	

13.

Did the State meet the needs of non-English speaking residents in the case of any public hearing where a significant number of non-English speaking residents were expected to participate?	<input type="checkbox"/> <input type="checkbox"/> Yes No
Describe Basis for Conclusion:	

14.

Did the State provide a period of not less than 30 days to receive comments from citizens and units of general local government on the Consolidated Plan?	<input type="checkbox"/> <input type="checkbox"/> Yes No
Describe Basis for Conclusion:	

15.

Did the State 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?	<input type="checkbox"/> <input type="checkbox"/> Yes No
Describe Basis for Conclusion:	

C. CONSOLIDATED PLAN AMENDMENTS

16.

For each Consolidated Plan amendment, did the State apply the criteria described in the Citizen Participation Plan to determine what changes in the State's planned or actual activities constitute a substantial amendment to the Consolidated Plan?	<table border="0"> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Yes</td> <td>No</td> <td>N/A</td> </tr> </table>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Yes	No	N/A
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
Yes	No	N/A					
Describe Basis for Conclusion: 							

17.

Did the State, in accordance with its Citizen Participation Plan: a) provide citizens and units of general local government with reasonable notice and an opportunity to comment on substantial amendments to the Consolidated Plan; b) provide reasonable notice and an opportunity to comment; and c) provide a period, not less than 30 days, to receive comments on the substantial amendment before any amendments was implemented?	<table border="0"> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Yes</td> <td>No</td> <td>N/A</td> </tr> </table>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Yes	No	N/A
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
Yes	No	N/A					
Describe Basis for Conclusion: 							

18.

Did the State 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 each substantial amendment to the Consolidated Plan?	<table border="0"> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Yes</td> <td>No</td> <td>N/A</td> </tr> </table>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Yes	No	N/A
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
Yes	No	N/A					
Describe Basis for Conclusion: 							

19.

Did the State take the actions described in the Citizen Participation Plan to provide for and encourage citizens, especially low- and moderate-income persons, particularly those living in slum and blighted areas and in areas where CDBG funds are proposed to be used, and residents of predominantly low- and moderate-income neighborhoods, to participate in the development of any substantial amendments to the Consolidated Plan?	<table border="0"> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Yes</td> <td>No</td> <td>N/A</td> </tr> </table>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Yes	No	N/A
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
Yes	No	N/A					
Describe Basis for Conclusion: 							

D. PERFORMANCE REPORTS

20.

Did the State: a) provide citizens with reasonable notice and an opportunity to comment on performance reports, b) give reasonable notice and an opportunity to comment, and c) provide a period, not less than 15 days, to receive comments on the performance report before its submission to HUD?	<input type="checkbox"/> <input type="checkbox"/> Yes No
Describe Basis for Conclusion: 	

21.

Did the State consider any comments or views of citizens received in writing, or orally at public hearings in preparing the performance report?	<input type="checkbox"/> <input type="checkbox"/> Yes No
Describe Basis for Conclusion: 	

22.

Did the State take the actions described in the Citizen Participation Plan to provide for and encourage citizens, especially low- and moderate-income persons, particularly those living in slum and blighted areas and in areas where CDBG funds are proposed to be used, and residents of predominantly low- and moderate-income neighborhoods, to participate in the development of the performance report?	<input type="checkbox"/> <input type="checkbox"/> Yes No
Describe Basis for Conclusion: 	

E. CITIZEN PARTICIPATION REQUIREMENTS FOR LOCAL GOVERNMENTS

23.

For the CDBG program only, did units of general local government receiving CDBG funds from the State meet citizen participation requirements as described in the State Citizen Participation Plan?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Yes No N/A
Describe Basis for Conclusion: 	

F. AVAILABILITY TO THE PUBLIC

24.

Does the State make the Consolidated Plan as adopted, substantial amendments, and the performance report available to the public, including the availability of materials in a form accessible to persons with disabilities, upon request, as described in the Citizen Participation Plan?	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	No
Describe Basis for Conclusion:		

G. ACCESS TO RECORDS

25.

Did the State 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 in the Consolidated Plan during the preceding five years?	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	No
Describe Basis for Conclusion:		

H. COMPLAINTS

26.

In accordance with the citizen complaint procedures described in the Citizen Participation Plan, did the State provide a timely, substantive written response to every citizen complaint related to the Consolidated Plan, amendments, and performance reports within an established period of time?	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	No
Describe Basis for Conclusion:		

27.

For the <u>CDBG program only</u> , did each citizen complaint receive a substantive written response “within 15 working days, where practicable?”	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	No	N/A
Describe Basis for Conclusion:			

I. FOLLOWING THE CITIZEN PARTICIPATION PLAN
28.

Based on the review documented above, did the State follow its Citizen Participation Plan? [24 CFR 91.115(i)]	<input type="checkbox"/> <input type="checkbox"/> Yes No
Describe Basis for Conclusion:	