CHAPTER 19

CITIZEN PARTICIPATION

19-1   APPLICABILITY. This Chapter provides guidance for monitoring certain Office of Community Planning and Development (CPD) program participants' compliance with the citizen participation requirements of the Consolidated Plan. Under the regulations at 24 CFR 91.2, all local and state grant recipients which receive formula funds under the Community Development Block Grant (CDBG), HOME Investments Partnership Program (HOME), Housing Trust Fund program (HTF), Housing for Persons With AIDS (HOPWA), and/or Emergency Shelter Grants (ESG) programs are covered by the Consolidated Plan requirements, of which the Citizen Participation Plan is a part. The regulations specifically pertaining to the citizen participation requirements are found at 24 CFR 91.105 (for units of local government), 24 CFR 91.115 (for States), and 24 CFR 91.401 (for consortia).

The four Exhibits in this Chapter are designed to determine whether the program participant's Citizen Participation Plan itself is complete and whether the program participant is following the Plan. Exhibits 19-1 and 19-2 guide completeness reviews of local and state Citizen Participation Plans, respectively. Exhibits 19-3 and 19-4 provide guidance for HUD reviewers to determine whether a program participant has met the requirement of following its Citizen Participation Plan.

19-2   PRE-MONITORING PREPARATION. To effectively monitor compliance with the Citizen Participation Plan, the HUD reviewer should obtain a copy of the program participant's Plan before conducting the review, as well as available supporting documentation. Such supporting documentation may include copies of newsprint notices of publication, copies of local public meeting agendas or minutes, citizen complaints and copies of program participant responses, and portions of any documents submitted to HUD that describe actions taken in accordance with the citizen participation plan, such as the Consolidated Plan, annual Action Plans, or annual performance reports.