|  |
| --- |
| **Guide for Completeness Review of Local Government Citizen Participation Plan** |
| **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 local government’s compliance with the Citizen Participation Plan requirements per the Consolidated Plan regulations at 24 CFR Part 91, Subpart B. This review may be used to review both individual local government and consortium plans. The Exhibit is divided into seven sections: General Aspects of the Citizen Participation Plan; Development of the Citizen Participation Plan and Any Amendments; Development of the AFH and the Consolidated Plan; Consolidated Plan Amendments and AFH Revisions; Performance Reports; Public Hearings; and Miscellaneous Citizen Participation Requirements.

**AFH Note**: The requirements for affirmatively furthering fair housing in 24 CFR Part 5 are not covered by this Exhibit. Before conducting community participation for its first AFH, the local jurisdiction must amend the Citizen Participation Plan, but there is no specific date by which this amendment must occur. The new requirements are bracketed in the questions.

**Questions:**

a. General aspects of the citizen participation plan

1.

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| --- | --- | --- | --- | --- | --- | --- | --- |
| Does the local government have a Citizen Participation Plan? [24 CFR 91.105(a)(1)] |

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| --- | --- | --- |
| [ ]  | [ ]  | [ ]  |
| **Yes** | **No** | **N/A** |

 |
| **Describe Basis for Conclusion:** |
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2.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| a. Was the Plan adopted by the local government?[24 CFR 91.105(a)(1)] |

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| --- | --- | --- |
| [ ]  | [ ]  | [ ]  |
| **Yes** | **No** | **N/A** |

 |
| **Describe Basis for Conclusion:**      |
| b. [AFFH Requirement, as applicable: If the plan was adopted prior to August 17, 2015, has it been amended to comply with the citizen participation requirements related to Assessment of Fair Housing (AFH) added by the July 16, 2015 final rule?]**NOTE:**  Before conducting community participation for its first AFH, the local jurisdiction must amend the Citizen Participation Plan before the but there is no specific date by which this amendment must occur. [24 CFR 91.105(a)(1)] |

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| [ ]  | [ ]  | [ ]  |
| **Yes** | **No** | **N/A** |

 |
| **Describe Basis for Conclusion:**      |

B. DEVELOPMENT OF THE CITIZEN PARTICIPATION PLAN [FOR NEW GRANTEES] AND ANY AMENDMENTS [FOR ALL GRANTEES]

3.

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| --- | --- | --- | --- | --- | --- | --- | --- |
| For new grantees only: Did the local government provide citizens an opportunity to comment on the original Citizen Participation Plan and on substantial amendments to it?[24 CFR 91.105(a)(3)] |

|  |  |  |
| --- | --- | --- |
| [ ]  | [ ]  | [ ]  |
| **Yes** | **No** | **N/A** |

 |
| **Describe Basis for Conclusion:** |
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4.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| a. Are specific, appropriate actions described in the Citizen Participation Plan to encourage participation by minorities, non-English speaking persons, and persons with disabilities?[24 CFR 91.105(a)(2)(i)] |

|  |  |  |
| --- | --- | --- |
| [ ]  | [ ]  | [ ]  |
| **Yes** | **No** | **N/A** |

 |
| **Describe Basis for Conclusion:** |
|       |
| b. Is the local government prepared to provide the Citizen Participation Plan in a format accessible to persons with disabilities, upon request (e.g., providing oral, Braille, electronic, or large print copies for the visually impaired)? [24 CFR 91.105(a)(3)] |

|  |  |  |
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| [ ]  | [ ]  | [ ]  |
| **Yes** | **No** | **N/A** |

 |
| **Describe Basis for Conclusion:** |
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| c. Does the Citizen Participation Plan describe the local government’s procedures for assessing its language needs and identify any need for translation of notices and other vital documents?[24 CFR 91.105(a)(4)] |

|  |  |  |
| --- | --- | --- |
| [ ]  | [ ]  | [ ]  |
| **Yes** | **No** | **N/A** |

 |
| **Describe Basis for Conclusion:**      |
| d. Does the Citizen Participation Plan require that the local government take reasonable steps to provide language assistance to ensure meaningful access to participation by non-English –speaking residents of the community?[24 CFR 91.105(a)(4)] |

|  |  |  |
| --- | --- | --- |
| [ ]  | [ ]  | [ ]  |
| **Yes** | **No** | **N/A** |

 |
| **Describe Basis for Conclusion:**      |

5.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| a. Does the Citizen Participation Plan provide for and encourage citizens to participate, including 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 by residents of predominantly low- and moderate income neighborhoods in the Consolidated Plan, any substantial amendment to the Consolidated Plan and the performance report, [in the development of the AFH, any revisions to the AFH, as applicable]? [24 CFR 91.105(a)(2)(i).] |

|  |  |  |
| --- | --- | --- |
| [ ]  | [ ]  | [ ]  |
| **Yes** | **No** | **N/A** |

 |
| **Describe Basis for Conclusion:** |
|       |
| b. Does the Plan include a definition of residents of “predominantly low-and moderate-income neighborhoods?”[24 CFR 91.105(a)(2)(i)] |

|  |  |  |
| --- | --- | --- |
| [ ]  | [ ]  | [ ]  |
| **Yes** | **No** | **N/A** |

 |
| **Describe Basis for Conclusion:** |
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6.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Does the Citizen Participation Plan encourage the participation of local and regional institutions, the Continuum of Care and other organizations (including businesses, developers, non-profit organizations, philanthropic organizations, and community and faith-based organizations) in the process of developing and implementing the Consolidated Plan and [the AFH, as applicable]?[24 CFR 91.105(a)(2)(ii)] |

|  |  |  |
| --- | --- | --- |
| [ ]  | [ ]  | [ ]  |
| **Yes** | **No** | **N/A** |

 |
| **Describe Basis for Conclusion:** |
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7.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| a. Does the Plan encourage participation by residents of public and assisted housing (including any resident advisory boards, resident councils, and resident management corporations) and by other low- income residents of targeted revitalization areas in which public and assisted housing is located in developing and implementing the Consolidated Plan [and the AFH, as applicable]?[24 CFR 91.105(a)(2)(iii)] |

|  |  |  |
| --- | --- | --- |
| [ ]  | [ ]  | [ ]  |
| **Yes** | **No** | **N/A** |

 |
| **Describe Basis for Conclusion:** |
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| b. Does the Plan require that the local government will provide information to the PHA about the Consolidated Plan activities [and the AFH and AFFH strategy, as applicable] related to its developments and surrounding communities so that the PHA can make this information available at the annual public hearing(s) required for the PHA Plan?[24 CFR 91.105(a)(2)(iii)] |

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| [ ]  | [ ]  | [ ]  |
| **Yes** | **No** | **N/A** |

 |
| **Describe Basis for Conclusion:**      |

8.

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| --- | --- | --- | --- | --- | --- | --- | --- |
| For new grantees only: Is the opportunity to comment on the original Citizen Participation Plan and on substantial amendments to this Plan not clearly unreasonable? (A “no” conclusion would be the basis of the Finding that the local government did not provide a reasonable opportunity to comment.)[24 CFR 91.105(a)(3)] |

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| [ ]  | [ ]  | [ ]  |
| **Yes** | **No** | **N/A** |

 |
| **Describe Basis for Conclusion:** |
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9.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Is the Citizen Participation Plan made available to the public? (If “yes,” describe how in response below.) [24 CFR 91.105(a)(3)] |

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| --- | --- | --- |
| [ ]  | [ ]  | [ ]  |
| **Yes** | **No** | **N/A** |

 |
| **Describe Basis for Conclusion:** |
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C. Development of THE consolidated plan [AND the AFH]

10.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| a. [AFFH Requirement, as applicable: Does the Citizen Participation Plan require that at or, as soon as feasible, after the start of the public participation process, the local government will make available the HUD-provided data and any other supplemental information the local government plans to incorporate into the AFH to its residents, public agencies, and other interested parties? **NOTE**: The local government may make the HUD-provided data available to the public by cross-referencing to the data on HUD’s Website.] [24 CFR 91.105(b)(1)(i)] |

|  |  |  |
| --- | --- | --- |
| [ ]  | [ ]  | [ ]  |
| **Yes** | **No** | **N/A** |

 |
| **Describe Basis for Conclusion:**      |
| b. Does the Citizen Participation Plan require that, before the local government adopts a Consolidated Plan, the local government will make available to citizens, public agencies, and other interested parties information that includes:* the amount of assistance the local government expects to receive (including grant funds and program income);
* the range of activities that may be undertaken;
* the estimated amount of funding that will benefit persons of low- and moderate-income;
* the local government's plans to minimize displacement of persons and to assist any persons displaced, specifying the types and levels of assistance the local government will make available (or require others to make available) to persons displaced, even if the local government expects no displacement to occur; and
* when and how the local government will make this information available?

[24 CFR 91.105(b)(1)(ii)-(iii)] |

|  |  |  |
| --- | --- | --- |
| [ ]  | [ ]  | [ ]  |
| **Yes** | **No** | **N/A** |

 |
| **Describe Basis for Conclusion:** |
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11.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| a. Does the Citizen Participation Plan describe how the local government will publish the proposed Consolidated Plan [and the proposed AFH, as applicable] in a manner that affords residents, public agencies, and other interested parties an opportunity to examine its contents and to submit comments?[24 CFR 91.105(b)(2)] |

|  |  |  |
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| [ ]  | [ ]  | [ ]  |
| **Yes** | **No** | **N/A** |

 |
| **Describe Basis for Conclusion:** |
|       |
| b. Does the Citizen Participation Plan require the local government to publish the proposed Consolidated Plan [and proposed AFH, as applicable]? This requirement may be met by publishing a summary of each document in one or more newspapers of general circulation [AFFH specific, as applicable: and by making copies of each document available on the Internet, on the local government’s official government Website, as well as at libraries, government offices, and public places].[24 CFR 91.105(b)(2)] |

|  |  |  |
| --- | --- | --- |
| [ ]  | [ ]  | [ ]  |
| **Yes** | **No** | **N/A** |

 |
| **Describe Basis for Conclusion:**      |

12.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| If the Citizen Participation Plan states the local government will publish a summary of the proposed Consolidated Plan [and the proposed AFH, as applicable], does the Citizen Participation Plan require the summary to include:* a description of the contents and purpose of the Consolidated Plan [or the AFH, as applicable]; and
* a list of the locations where copies of the entire proposed Consolidated Plan may be examined?

[24 CFR 91.105(b)(2)] |

|  |  |  |
| --- | --- | --- |
| [ ]  | [ ]  | [ ]  |
| **Yes** | **No** | **N/A** |

 |
| **Describe Basis for Conclusion:** |
|       |

13.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Does the Citizen Participation Plan state that the local government will provide a reasonable number of free copies of the Consolidated Plan [or the AFH, as applicable,] to citizens and groups that request it?[24 CFR 91.105(b)(2)] |

|  |  |  |
| --- | --- | --- |
| [ ]  | [ ]  | [ ]  |
| **Yes** | **No** | **N/A** |

 |
| **Describe Basis for Conclusion:** |
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14.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Does the Citizen Participation Plan provide for at least one public hearing during the development of the Consolidated Plan [or the AFH, as applicable]? [24 CFR 91.105(b)(3)] |

|  |  |  |
| --- | --- | --- |
| [ ]  | [ ]  | [ ]  |
| **Yes** | **No** | **N/A** |

 |
| **Describe Basis for Conclusion:** |
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15.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Does the Citizen Participation Plan provide a period of not less than 30 calendar days to receive comments from residents of the community on the Consolidated Plan [or the AFH, as applicable]? [24 CFR 91.105(b)(4)] |

|  |  |  |
| --- | --- | --- |
| [ ]  | [ ]  | [ ]  |
| **Yes** | **No** | **N/A** |

 |
| **Describe Basis for Conclusion:** |
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16.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Does the Citizen Participation Plan specify that the jurisdiction consider any comments or views of citizens received in writing, or orally at the public hearings, in preparing the final Consolidated Plan [or the final AFH as applicable]? [24 CFR 91.105(b)(5)] |

|  |  |  |
| --- | --- | --- |
| [ ]  | [ ]  | [ ]  |
| **Yes** | **No** | **N/A** |

 |
| **Describe Basis for Conclusion:** |
|       |

D. consolidated plan Amendments [AND AFH REVISIONS]

17.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| a. Does the Citizen Participation Plan specify the criteria the local government will use for determining what changes in the local government's planned or actual activities constitute a substantial amendment to the Consolidated Plan? [24 CFR 91.105(c)(1)(i)] |

|  |  |  |
| --- | --- | --- |
| [ ]  | [ ]  | [ ]  |
| **Yes** | **No** | **N/A** |

 |
| **Describe Basis for Conclusion:** |
|       |
| b. For CDBG entitlements only: Does the criteria for a substantial amendment include changes in the use of CDBG funds from one eligible activity to another? [24 CFR 91.105(c)(1)(i)] |

|  |  |  |
| --- | --- | --- |
| [ ]  | [ ]  | [ ]  |
| **Yes** | **No** | **N/A** |

 |
| **Describe Basis for Conclusion:** |
|       |
| c. [AFFH Specific, as applicable: Does the Citizen Participation Plan specify the criteria the local government will use for determining when revisions to the AFH will be required? **NOTE:** At a minimum, the specified criteria must include the situations described in 24 CFR 5.164.][24 CFR 91.105(c)(ii)] |

|  |  |  |
| --- | --- | --- |
| [ ]  | [ ]  | [ ]  |
| **Yes** | **No** | **N/A** |

 |
| **Describe Basis for Conclusion:**      |

18.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| a. Does the Citizen Participation Plan state that citizens will be given reasonable notice and an opportunity to comment on substantial amendments to the Consolidated Plan [and revisions to the AFH, as applicable] and state how they will be given notice? [24 CFR 91.105(c)(2)] |

|  |  |  |
| --- | --- | --- |
| [ ]  | [ ]  | [ ]  |
| **Yes** | **No** | **N/A** |

 |
| **Describe Basis for Conclusion:** |
|       |
| b. Does the Citizen Participation Plan provide a period of not less than 30 calendar days to receive comments on any substantial amendments to the Consolidated Plan [or any revision to the AFH, as applicable] before such amendments are implemented or the revision to HUD is submitted to HUD for review? [24 CFR 91.105(c)(2)] |

|  |  |  |
| --- | --- | --- |
| [ ]  | [ ]  | [ ]  |
| **Yes** | **No** | **N/A** |

 |
| **Describe Basis for Conclusion:** |
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19.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| a. Does the Citizen Participation Plan specify that the local government consider any comments or views of residents of the community received in writing, or orally at the public hearings, in preparing substantial amendments to the Consolidated Plan [or significant revision to the AFH, as applicable]?[24 CFR 91.105(c)(3)] |

|  |  |  |
| --- | --- | --- |
| [ ]  | [ ]  | [ ]  |
| **Yes** | **No** | **N/A** |

 |
| **Describe Basis for Conclusion:** |
|       |
| b. Does the Citizen Participation Plan specify that the local government will attach to the substantial amendment of the Consolidated Plan [or revision to the AFH, as applicable] a summary of any comments or views, and a summary of any comments or views not accepted and the reasons why?[24 CFR 91.105(c)(3)] |

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| --- | --- | --- |
| [ ]  | [ ]  | [ ]  |
| **Yes** | **No** | **N/A** |

 |
| **Describe Basis for Conclusion:**      |

E. Performance Reports

20.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Does the Citizen Participation Plan state that citizens will be given notice and an opportunity to comment on performance reports and state how they will be given notice? [24 CFR 91.105(d)(1)] |

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| [ ]  | [ ]  | [ ]  |
| **Yes** | **No** | **N/A** |

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| **Describe Basis for Conclusion:** |
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21.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Does the Citizen Participation Plan provide for a period of not less than 15 days to receive comments on performance reports before the reports are submitted to HUD? [24 CFR 91.105(d)(1)] |

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| [ ]  | [ ]  | [ ]  |
| **Yes** | **No** | **N/A** |

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| **Describe Basis for Conclusion:** |
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22.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Does the Citizen Participation Plan specify that the local government consider any comments or views of citizens received in writing, or orally at the public hearings, in preparing the Consolidated Annual Performance and Evaluation Report? [24 CFR 91.105(d)(2)] |

|  |  |  |
| --- | --- | --- |
| [ ]  | [ ]  | [ ]  |
| **Yes** | **No** | **N/A** |

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| **Describe Basis for Conclusion:** |
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F. Public Hearings

23.

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| --- | --- | --- | --- | --- | --- | --- | --- |
| Does the Citizen Participation Plan provide for at least two public hearings per year to obtain citizens' views and to respond to proposals and questions? [24 CFR 91.105(e)(1)(i)] |

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| [ ]  | [ ]  | [ ]  |
| **Yes** | **No** | **N/A** |

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| **Describe Basis for Conclusion:** |
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24.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 1. With respect to timing, are the public hearings conducted at a minimum of two different stages of the program year?

[24 CFR 91.105(e)(1)(i)] |

|  |  |  |
| --- | --- | --- |
| [ ]  | [ ]  | [ ]  |
| **Yes** | **No** | **N/A** |

 |
| **Describe Basis for Conclusion:** |
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| b. Does the Citizen Participation Plan provide for at least one of these hearings to be held before Consolidated Plan [or the proposed AFH as applicable,] is published for comment? [24 CFR 91.105(e)(1)(ii)); 24 CFR 91.105(e)(1)(iii)] |

|  |  |  |
| --- | --- | --- |
| [ ]  | [ ]  | [ ]  |
| **Yes** | **No** | **N/A** |

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| **Describe Basis for Conclusion:** |
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25.

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| --- | --- | --- | --- | --- | --- | --- | --- |
| Do the public hearings, together, address:a. housing and community development needs, 1. development of proposed activities,
2. proposed strategies and actions for affirmatively furthering fair housing consistent with the AFH, and
3. review of program performance?

[24 CFR 91.105(e)(1)(i); 24 CFR 91.105(e)(1)(ii)] |

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| [ ]  | [ ]  | [ ]  |
| **Yes** | **No** | **N/A** |

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| **Describe Basis for Conclusion:** |
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26.

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| Does the Citizen Participation Plan state how and when adequate notice will be given to citizens of each public hearing? [24 CFR 91.105(e)(2)] |

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| [ ]  | [ ]  | [ ]  |
| **Yes** | **No** | **N/A** |

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| **Describe Basis for Conclusion:** |
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27.

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| --- | --- | --- | --- | --- | --- | --- | --- |
| Does the local government publish sufficient information about the subject of the public hearing to permit informed comment? **NOTE:** Publishing small print notices in the newspaper a few days before the hearing does not constitute adequate notice. Although HUD does not specify the length of notice required, two weeks is considered adequate. [24 CFR 91.105(e)(2)] |

|  |  |  |
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| [ ]  | [ ]  | [ ]  |
| **Yes** | **No** | **N/A** |

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| **Describe Basis for Conclusion:** |
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28.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| a. Does the Citizen Participation Plan provide that public hearings be held at times and locations convenient to potential and actual beneficiaries? [24 CFR 91.105(e)(3)] |

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| [ ]  | [ ]  | [ ]  |
| **Yes** | **No** | **N/A** |

 |
| **Describe Basis for Conclusion:** |
|       |
| b. Does the Citizen Participation Plan provide that hearings be held with accommodation for persons with disabilities? [24 CFR 91.105(e)(3)] |

|  |  |  |
| --- | --- | --- |
| [ ]  | [ ]  | [ ]  |
| **Yes** | **No** | **N/A** |

 |
| **Describe Basis for Conclusion:** |
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| c. Does the Citizen Participation Plan describe how the local government will meet the requirements of 28.a and 28.b above? [24 CFR 91.105(e)(3)] |

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| [ ]  | [ ]  | [ ]  |
| **Yes** | **No** | **N/A** |

 |
| **Describe Basis for Conclusion:** |
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29.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Does the Citizen Participation Plan identify how the needs of non-English speaking residents will be met in the case of public hearings where a significant number of non-English speaking residents can be reasonably expected to participate? [24 CFR 91.105(a)(4)] |

|  |  |  |
| --- | --- | --- |
| [ ]  | [ ]  | [ ]  |
| **Yes** | **No** | **N/A** |

 |
| **Describe Basis for Conclusion:** |
|       |

G. Miscellaneous citizen participation Requirements

30.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Does the Citizen Participation Plan provide citizens with reasonable and timely access to local meetings? Is this access consistent with accessibility and reasonable accommodation requirements?[24 CFR 91.105(f)] |

|  |  |  |
| --- | --- | --- |
| [ ]  | [ ]  | [ ]  |
| **Yes** | **No** | **N/A** |

 |
| **Describe Basis for Conclusion:** |
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31.

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| --- | --- | --- | --- | --- | --- | --- | --- |
| a. Does the Citizen Participation Plan provide that the Consolidated Plan, as adopted, substantial amendments, and the performance report [and HUD-accepted AFH, revisions to the AFH, as applicable] will be available to the public, including the availability of materials in a form accessible to persons with disabilities, upon request? [24 CFR 91.105(g)] |

|  |  |  |
| --- | --- | --- |
| [ ]  | [ ]  | [ ]  |
| **Yes** | **No** | **N/A** |

 |
| **Describe Basis for Conclusion:** |
|       |
| b. Does the Citizen Participation Plan state how the documents identified in 31.a above will be available to the public? [24 CFR 91.105(g)] |

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| [ ]  | [ ]  | [ ]  |
| **Yes** | **No** | **N/A** |

 |
| **Describe Basis for Conclusion:** |
|       |

32.

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| --- | --- | --- | --- | --- | --- | --- | --- |
| Does the Citizen Participation Plan require the local government to provide residents of the community, public agencies, and other interested parties with reasonable and timely access to information and records relating to the local government's Consolidated Plan [and AFH, as applicable] and the local government's use of assistance under the programs covered in the Consolidated Plan during the preceding five years? [24 CFR 91.105(h)] |

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| [ ]  | [ ]  | [ ]  |
| **Yes** | **No** | **N/A** |

 |
| **Describe Basis for Conclusion:** |
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33.

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| --- | --- | --- | --- | --- | --- | --- | --- |
| Does the Citizen Participation Plan provide for technical assistance to groups representative of persons of low- and moderate-income that request help in developing proposals for funding assistance under any of the programs covered by the Consolidated Plan [and in commenting on the AFH, as applicable?] **NOTE:** The assistance need not include the provision of funds to the groups.[24 CFR 91.105(i)] |

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| [ ]  | [ ]  | [ ]  |
| **Yes** | **No** | **N/A** |

 |
| **Describe Basis for Conclusion:** |
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34.

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| --- | --- | --- | --- | --- | --- | --- | --- |
| Does the Citizen Participation Plan describe the local government's appropriate and practicable procedures to handle complaints from citizens related to the Consolidated Plan, amendments, and the performance report [AFH revisions, as applicable,] which, at a minimum, require the local government to provide a timely, substantive written response to every written citizen complaint within an established period of time? [24 CFR 91.105(j)] |

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| [ ]  | [ ]  | [ ]  |
| **Yes** | **No** | **N/A** |

 |
| **Describe Basis for Conclusion:** |
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35.

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| --- | --- | --- | --- | --- | --- | --- | --- |
| For CDBG entitlement grantees only: Is the specified time period “within 15 working days, where practicable?” [24 CFR 91.105(j)] |

|  |  |  |
| --- | --- | --- |
| [ ]  | [ ]  | [ ]  |
| **Yes** | **No** | **N/A** |

 |
| **Describe Basis for Conclusion:** |
|       |