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| --- | --- | --- | --- |
| **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 two sections: Development of the Citizen Participation Plan and Any Amendments; and Development of the Consolidated Plan;

**AFH Note:** This Exhibit has not been modified to reflect HUD’s Affirmatively Furthering Fair Housing Final Rule, 24 CFR 5.150 et seq. Please note that FHEO is responsible for making findings regarding fair housing and civil rights related requirements.

**Questions:**

a. DEVELOPMENT of the citizen participation plan AND ANY AMENDMENTS

1.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Did the State make the Citizen Participation Plan available to the public?  [24 CFR 91.115(a)(3)] | |  |  |  | | --- | --- | --- | |  |  |  | | **Yes** | **No** | **N/A** | |
| **Describe Basis for Conclusion:** | |
|  | |

2.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| a. 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(a)(2) and 24 CFR 91.115(a)(4)] | |  |  |  | | --- | --- | --- | |  |  |  | | **Yes** | **No** | **N/A** | |
| **Describe Basis for Conclusion:** | |
|  | |
| b. If applicable, did the State use alternative public involvement techniques it identified in the Citizen Participation Plan to encourage a shared vision of change for the community and review program performance?  **NOTE:** Alternative public involvement techniques are not required unless the grantee has identified these techniques within its Citizen Participation Plan.  [24 CFR 91.115(a)(2)(iii)] | |  |  |  | | --- | --- | --- | |  |  |  | | **Yes** | **No** | **N/A** | |
| **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 statewide and regional institutions, Continuums of Care and other organizations (including businesses, developers, and community, nonprofit organizations, philanthropic organizations and community-based 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?  [24 CFR 91.115(a)(2)(ii)] | |  |  |  | | --- | --- | --- | |  |  |  | | **Yes** | **No** | **N/A** | |
| **Describe Basis for Conclusion:** | |
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4.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| a. Did the State take actions as described in the Citizen Participation Plan to encourage citizens to participate in the development of the Consolidated Plan, any substantial amendment to the Consolidated Plan, and the performance report?  [24 CFR 91.115(a)(2)(i)] | |  |  |  | | --- | --- | --- | |  |  |  | | **Yes** | **No** | **N/A** | |
| **Describe Basis for Conclusion:** | |
| b. 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?  [24 CFR 91.115(a)(2)(i)] | |  |  |  | | --- | --- | --- | |  |  |  | | **Yes** | **No** | **N/A** | |
| **Describe Basis for Conclusion:** | |
| c. Did the State take actions 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 91.115(a)(3)] | |  |  |  | | --- | --- | --- | |  |  |  | | **Yes** | **No** | **N/A** | |
| **Describe Basis for Conclusion:** | |
|  | |

5.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Before the State adopted its Consolidated Plan, did the State make available to citizens, public agencies, and other interested parties information that includes:  i) the amount of assistance the State expects to receive;  ii) the range of activities that may be undertaken, including the estimated amount that will benefit persons of low- and moderate-income;  iii) the plans to minimize displacement of persons and to assist any persons displaced; and  iv) when and how the State will make this information available?  [24 CFR 91.115(b)(1)(ii)] | |  |  |  | | --- | --- | --- | |  |  |  | | **Yes** | **No** | **N/A** | |
| **Describe Basis for Conclusion:** | |
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6.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| a. Did the State publish the proposed Consolidated Plan in accordance with the Citizen Participation Plan and in a manner that affords residents, 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(b)(2)] | |  |  |  | | --- | --- | --- | |  |  |  | | **Yes** | **No** | **N/A** | |
| **Describe Basis for Conclusion:** | |
|  | |
| b. Did the State publish the proposed Consolidated Plan?  **NOTE:** This requirement may be met by publishing a summary of each document in one or more newspapers of general circulation 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 91.115(b)(2)] | |  |  |  | | --- | --- | --- | |  |  |  | | **Yes** | **No** | **N/A** | |
| **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, as applicable and 2. include a list of the locations where copies of the entire proposed Consolidated Plan may be examined?   [24 CFR 91.115(b)(2)] | |  |  |  | | --- | --- | --- | |  |  |  | | **Yes** | **No** | **N/A** | | |
| **Describe Basis for Conclusion:** | |
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8.

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| --- | --- | --- | --- | --- | --- | --- | --- |
| Did State provide a reasonable number of free copies of the proposed Consolidated Plan to citizens and groups that requested it?  [24 CFR 91.115(b)(2)] | |  |  |  | | --- | --- | --- | |  |  |  | | **Yes** | **No** | **N/A** | |
| **Describe Basis for Conclusion:** | |
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9.

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| --- | --- | --- | --- | --- | --- | --- | --- |
| Did the State hold at least one public hearing on housing and community development needs and proposed strategies before the proposed Consolidated Plan was published for comment?  [24 CFR 91.115(b)(3)] | |  |  |  | | --- | --- | --- | |  |  |  | | **Yes** | **No** | **N/A** | |
| **Describe Basis for Conclusion:** | |
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10.

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| --- | --- | --- | --- | --- | --- | --- | --- |
| Did the State provide “adequate advance notice” of the Consolidated Plan, public hearing as described in the Citizen Participation Plan?  **NOTE:** 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.  [24 CFR 91.115(b)(3)(i)] | |  |  |  | | --- | --- | --- | |  |  |  | | **Yes** | **No** | **N/A** | |
| **Describe Basis for Conclusion:** | |
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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?  [24 CFR 91.115(b)(3)(i)] | |  |  |  | | --- | --- | --- | |  |  |  | | **Yes** | **No** | **N/A** | |
| **Describe Basis for Conclusion:** | |
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12.

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| --- | --- | --- | --- | --- | --- | --- | --- |
| In accordance with the Citizen Participation Plan, did the State:   1. 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?  [24 CFR 91.115(b)(3)(ii)] | |  |  |  | | --- | --- | --- | |  |  |  | | **Yes** | **No** | **N/A** | |
| **Describe Basis for Conclusion:** | |
|  | |

13.

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| --- | --- | --- | --- | --- | --- | --- | --- |
| 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?  [24 CFR 91.115(b)(3)(iii)] | |  |  |  | | --- | --- | --- | |  |  |  | | **Yes** | **No** | **N/A** | |
| **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?  [24 CFR 91.115(b)(4)] | |  |  |  | | --- | --- | --- | |  |  |  | | **Yes** | **No** | **N/A** | |
| **Describe Basis for Conclusion:** | |
|  | |

15.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| a. Did the State 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?  [24 CFR 91.115(b)(5)] | |  |  |  | | --- | --- | --- | |  |  |  | | **Yes** | **No** | **N/A** | |
| **Describe Basis for Conclusion:** | |
|  | |
| b. Did the State attach to the final Consolidated Plan a summary of any comments or views, and a summary of any comments or views not accepted and the reasons why?  [24 CFR 91.115(b)(5)] | |  |  |  | | --- | --- | --- | |  |  |  | | **Yes** | **No** | **N/A** | |
| **Describe Basis for Conclusion:** | |

16.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| For each Consolidated Plan amendment, did the State apply the criteria described in the Citizen Participation Plan to determine what changes, including changes in the method of distribution, in the State's planned or actual activities constitute a substantial amendment to the Consolidated Plan?  [24 CFR 91.115(c)(1)] | |  |  |  | | --- | --- | --- | |  |  |  | | **Yes** | **No** | **N/A** | |
| **Describe Basis for Conclusion:** | |
|  | |

17.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Did the State, in accordance with its Citizen Participation Plan:   1. provide residents and units of general local government with reasonable notice and an opportunity to comment on substantial amendments to the Consolidated Plan; 2. provide reasonable notice and an opportunity to comment; and 3. provide a period, not less than 30 days, to receive comments on the substantial amendment before the Consolidated Plan substantial amendments were implemented or submitted to HUD?   [24 CFR 91.115(c)(2)] | |  |  |  | | --- | --- | --- | |  |  |  | | **Yes** | **No** | **N/A** | |
| **Describe Basis for Conclusion:** | |
|  | |

18.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| a. Did the State consider any comments or views of its residents 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?  [24 CFR 91.115(c)(3)] | |  |  |  | | --- | --- | --- | |  |  |  | | **Yes** | **No** | **N/A** | |
| **Describe Basis for Conclusion:** | |
|  | |
| b. Did the State attach to the substantial amendment of the Consolidated Plan a summary of any comments or views, and a summary of any comments or views not accepted and the reasons why?  [24 CFR 91.115(c)(3)] | |  |  |  | | --- | --- | --- | |  |  |  | | **Yes** | **No** | **N/A** | |
| **Describe Basis for Conclusion:** | |

19.

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| --- | --- | --- | --- | --- | --- | --- | --- |
| 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?  [24 CFR 91.115(a)(2)] | |  |  |  | | --- | --- | --- | |  |  |  | | **Yes** | **No** | **N/A** | |
| **Describe Basis for Conclusion:** | |
|  | |

20.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Did the State:   1. provide citizens with reasonable notice and an opportunity to comment on performance reports, 2. give reasonable notice and an opportunity to comment, and 3. provide a period, not less than 15 days, to receive comments on the performance report before its submission to HUD?   [24 CFR 91.115(d)(1)] | |  |  |  | | --- | --- | --- | |  |  |  | | **Yes** | **No** | **N/A** | |
| **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?  [24 CFR 91.115(d)(2)] | |  |  |  | | --- | --- | --- | |  |  |  | | **Yes** | **No** | **N/A** | |
| **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?  [24 CFR 91.115(a)(2)] | |  |  |  | | --- | --- | --- | |  |  |  | | **Yes** | **No** | **N/A** | |
| **Describe Basis for Conclusion:** | |
|  | |

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?  [24 CFR 91.115(e)] | |  |  |  | | --- | --- | --- | |  |  |  | | **Yes** | **No** | **N/A** | |
| **Describe Basis for Conclusion:** | |
|  | |

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?  [24 CFR 91.115(f)] | |  |  |  | | --- | --- | --- | |  |  |  | | **Yes** | **No** | **N/A** | |
| **Describe Basis for Conclusion:** | |
|  | |

25.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Did the State provide its residents, 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?  [24 CFR 91.115(g)] | |  |  |  | | --- | --- | --- | |  |  |  | | **Yes** | **No** | **N/A** | |
| **Describe Basis for Conclusion:** | |
|  | |

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?  [24 CFR 91.115(h)] | |  |  |  | | --- | --- | --- | |  |  |  | | **Yes** | **No** | **N/A** | |
| **Describe Basis for Conclusion:** | |
|  | |

27.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| For the CDBG program only: Did each citizen complaint receive a substantive written response “within 15 working days, where practicable?” [24 CFR 91.115(h)] | |  |  |  | | --- | --- | --- | |  |  |  | | **Yes** | **No** | **N/A** | |
| **Describe Basis for Conclusion:** | |
|  | |

28.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Based on the review documented above, did the State follow its Citizen Participation Plan?  [24 CFR 91.115(i)] | |  |  |  | | --- | --- | --- | |  |  |  | | **Yes** | **No** | **N/A** | |
| **Describe Basis for Conclusion:** | |
|  | |