

# Citizen Participation Requirements for the State's Annually Appropriated Federal Programs, Plans, and Reports

Amended September 8, 2020



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## Background

The information in this guide is derived from Title 24 Code of Federal Regulations (CFR) Part 91, Consolidated Submissions for Community Planning and Development Programs. This guide applies to both the California Department of Housing and Community Development (the Department) and to jurisdictions who intend to apply for and administer federal funds from the United States Department of Housing and Urban Development (HUD). This document is intended to guide citizen participation for all of the Community Planning and Development (CPD) programs: Community Development Block Grant (CDBG), Home Investment Partnership Program (HOME), Emergency Solutions Grant (ESG), the National Housing Trust Fund (NHTF), and Housing Opportunities for Persons with AIDS (HOPWA) funding. It is also applicable for other HUD funding, such as emergency recovery and neighborhood stabilization, when the Federal Register notice for that funding identifies either 24 CFR 91 as the governing citizen participation standard or any of the previously listed CPD programs as the standard for public participation.

The Citizen Participation Requirements were amended in September 2020, pursuant to Federal Register Notice FR-6218-N-01, to add expedited procedures for consolidated planning submissions describing the use of fiscal year 2019 or 2020 annual formula funds for CPD programs, and for CDBG-CV and ESG-CV funds. These procedures include guidance on virtual public hearings and shorten the public comment period to 5 days for these submissions.

This Plan pertains to the Department's annual federal programs only. For Citizen Participation Plan information for Disaster Recovery programs, please refer to our [Disaster Recovery Webpage](https://www.hcd.ca.gov/community-development/disaster-recovery-programs.shtml) (<https://www.hcd.ca.gov/community-development/disaster-recovery-programs.shtml>), which includes links to each individual disaster recovery grant.

This guide is organized into four sections:

- I. State Citizen Participation Requirements
- II. Analysis of Impediments to Fair Housing Requirements
- III. Citizen Participation Requirements for Local Governments Receiving CDBG Funds
- IV. Additional Requirements

## I. State Citizen Participation Requirements (24 CFR 91.115)

Any amendments to this Citizen Participation Requirements guide must follow the same amendment procedures identified for Citizen Participation Plans at 24 CFR 91.115, and

are identified below for the Consolidated Plan (ConPlan) substantial amendment process.

#### A. Consolidated Plan and Annual Action Plan

##### 1. Consolidated Plan and Annual Action Plan Information Required in Proposed Plans (24 CFR 91.115(b)(1)):

Prior to adoption of the ConPlan and Annual Action Plan (AP), the Department will make available to citizens, public agencies, and other interested parties information about the amount of assistance the Department 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.

##### 2. Notice and Availability of Plans (24 CFR 91.115(b)(2)):

The Department will publish a notice of the public comment period and a summary of the proposed (draft) ConPlan and AP in at least one newspaper of general circulation and will distribute this summary to interested parties via electronic mailing. Copies of the draft ConPlan and AP will be available on the Plans and Reports page of the Department's website [Plans and Reports](https://www.hcd.ca.gov/policy-research/plans-reports/index.shtml) (<https://www.hcd.ca.gov/policy-research/plans-reports/index.shtml>) and upon request. The summary will describe the contents and purposes of the ConPlan and AP and will describe how copies of the entire documents can be reviewed. The Department will provide a minimum period of 30 calendar days for comments on the ConPlan and AP.

##### 3. Public Hearing on Plans (24 CFR 91.115(b)(3)):

The Department will hold at least one publicly noticed public hearing to solicit comments on housing and community development needs prior to publishing the ConPlan and AP.

##### 4. Public Hearing Notice (24 CFR 91.115(b)(3)(i)):

The Department will provide notification of the public hearing to solicit comments on housing and community development needs at least 14 days prior to the hearing. Notification of this hearing will be provided through a notice in at least one newspaper of general circulation. Additionally, it will be posted on the [Department's website](http://www.hcd.ca.gov) ([www.hcd.ca.gov](http://www.hcd.ca.gov)) and distributed to interested parties by electronic mailings.

##### 5. Location of Public Hearing (24 CFR 91.115(b)(3)(ii)):

The public hearing will be designed to facilitate attendance by potential and actual beneficiaries and ensure adequate accommodation for persons with disabilities. The Department will consider requests from interested parties in determining the location of the hearing to ensure adequate opportunities for interested parties to participate.

Location requests and requests for accommodation may be submitted to the Department via mail, email, or by telephone through the contact information provided on the federal program webpages on the Department's website or by reaching out to the contact information provided in the public notice.

#### 6. Virtual Public Hearings – General:

In the event of an unforeseen and unpreventable event that renders in-person public gatherings impossible or inadvisable, such as a natural disaster or pandemic, public hearings may be held as a virtual hearing. Hearing formats may include webinars, webcasts, telecasts, radio or audio broadcasts, or other virtual communication tools as appropriate for the meeting format. Virtual hearings will provide, at a minimum, an opportunity for members of the public to publicly ask questions and for the presenter or public officials to make public response. All questions and responses will be documented, either in written form, such as meeting minutes or chat scripts, or recorded, or as appropriate for the meeting format. Virtual hearings will be publicly noticed, and in the event traditional noticing tools are unavailable or will not effectively reach the public, alternative public noticing efforts will be made and documented. The Department will encourage the participation of all residents, including elderly, persons with limited English proficiency, and persons with disabilities, through the public noticing process. The Department will solicit in the hearing notification requests for translation services and for auxiliary aides and services to allow non-English speaking residents and residents with disabilities an equal opportunity to access and participate in such hearings.

#### 7. Non-English-Speaking Needs (24 CFR 91.115(b)(3)(iii)):

The Department will make every effort to accommodate the needs of non-English-speaking residents at all public hearings. A translator for Spanish-speaking residents can be available at all hearings upon prior request. The Department will solicit information about the need for translators for public hearings in the notification of the hearing. Translation services may be arranged via mail, email, or by telephone through the contact information provided on the federal program webpages on the Department's website, or by reaching out to the contact information provided in the public notice. The Department maintains a list of staff that can provide translating services in American Sign Language.

#### 8. Comments on the Plans (24 CFR 91.115(b)(4)-(5)):

The Department will provide a minimum period of 30 calendar days for comments on the ConPlan and AP. The Department will consider written comments and comments received orally at the public hearing(s), in preparing the final versions of the plans. A summary of these comments, and a summary of any comments not accepted and the reasons therefore, will be attached to the final plans. Directions for submitting

comments will be included in the public hearing notice. Comments may be submitted to the Department via mail, email, in person at the noticed public hearing, or by telephone through the contact information provided on the federal program webpages on the Department's website, or by reaching out to the contact information provided in the public notice.

## B. Amendments to the Consolidated Plan and Annual Action Plans

### 1. Criteria for Amendment to the Plans (24 CFR 91.115(c)(1), and 24 CFR 91.505(a)):

The Department will require a substantial amendment to the ConPlan under the following circumstances:

- a) To add an additional allocation goal or to eliminate an existing allocation goal;
- b) To change the method of distribution of funds by creating an additional program or eliminating an existing program from the method of distribution;
- c) To conduct an activity with program funds or income not specifically described in the AP; or
- d) To change the purpose, scope, location, or beneficiaries of an activity.

### 2. Notice and Availability of Amendments to the Plans (24 CFR 91.115(c)(2)):

The Department will publish a summary of the proposed (draft) amendment in at least one newspaper of general circulation and will distribute this summary to interested parties via electronic mailing. Copies of the draft amendment will be available on the Department's website and upon request. The summary will describe the contents and purposes of the amendment and will describe how copies of the entire amendment can be reviewed. The Department will provide a minimum period of 30 days for comments on the amendment. Directions for submitting comments will be included in the public hearing notice. Comments may be submitted to the Department via mail, email, in-person at the public hearing, or by telephone through the contact information provided on the federal program webpages on the Department's website, or by reaching out to the contact information provided in the public notice.

### 3. Comments on the Amendments (24 CFR 91.115(c)(3)):

The Department will consider all comments in preparing the final versions of the plans. A summary of these comments, and a summary of any comments not accepted and the reasons therefore, will be attached to the final plans.

## C. Consolidated Annual Performance Evaluation Reports (CAPER)

### 1. Notice and Availability of the CAPER (24 CFR 91.115(d)(2)):

The Department will publish a notice of public comment period and summary of the proposed (draft) CAPER in at least one newspaper of general circulation and will

distribute this summary to interested parties via electronic mailing. Copies of the draft CAPER will be available on the Department's website on [Plans and Reports](https://www.hcd.ca.gov/policy-research/plans-reports/index.shtml) (<https://www.hcd.ca.gov/policy-research/plans-reports/index.shtml>) and upon request. The summary will describe the contents and purposes of the CAPER and will describe how copies of the entire CAPER can be reviewed. The Department will provide a minimum period of 15 calendar days for comments on the CAPER.

2. **Comments on the CAPER (24 CFR 91.115(d)(2)):**

The Department will consider all comments in preparing the final versions of the plans. A summary of these comments will be attached to the final plans.

3. **CAPER Public Hearings (24 CFR 91.115(d)(2)):**

The Department will hold a publicly noticed public hearing according to the above sections *Public Hearing on Plans* and *Public Hearing Notice* to hold a publicly noticed public hearing to complete the public participation for the CAPER.

**D. Expedited Procedures authorized by the CARES Act and FR-6218-N-01**

The following expedited procedures apply to any consolidated planning submissions (ConPlan and AP and amendments to these plans) describing the use of fiscal year 2019 or 2020 annual formula funds for CPD programs, and for CDBG-CV and ESG-CV funds provided under the CARES Act.

1. **Expedited Public Comment Period:**

The Department will provide notice and a minimum of 5 calendar days for comments on the ConPlan, AP and amendments to these plans.

2. **Virtual Public Hearings:**

For as long as national or local health authorities recommend social distancing and limiting public gatherings for public health reasons, the Department will hold virtual hearings in lieu of in-person public hearings. Virtual public hearings will provide access for residents, timely responses from the Department to all resident questions and issues, and public access to all questions and responses, as described above in "Virtual Public Hearings – General".

## II. Analysis of Impediments to Fair Housing Requirements

A. **Document Considerations (24 CFR 91.115(b)):**

During the development of the Analysis of Impediments to Fair Housing Choice (AI), the Department will consult the following groups/agencies to solicit their input on

statewide fair housing issues: housing agencies administering public housing, Public Housing Authorities, local governments, housing providers, banks and other financial institutions, the general public, state-based and regionally based organizations that represent protected class members and organizations that enforce fair housing laws, including agencies that participate in HUD's Fair Housing Initiatives Program and HUD's Fair Housing Assistance Program. A variety of methods may be utilized to solicit input from these groups/agencies; these include telephone or personal interviews, surveys, and consultation workshops.

#### **B. Document Review and Comment:**

The draft AI will be available for public review for a 30-day period. Written comments will be accepted by the Department's Director or designee during the public review period. A summary of the comments received during the public comment period, written and verbal, will be attached to the AI as part of the final publication of the document. Copies will also be made available. Written comments are strongly encouraged and can be emailed to [AIFairHousingReport@hcd.ca.gov](mailto:AIFairHousingReport@hcd.ca.gov) or mailed to:

#### **California Department of Housing and Community Development**

**Attn: Director**

2020 West El Camino Avenue, Suite 500

Sacramento, CA 95833

(916) 263-3383 (Fax)

The Department will consider written comments, including those received via facsimile or e-mail and those provided at the public hearing on the AI. The Department will also solicit and consider comments received in a manner convenient to the public. If a material amendment to the AI is needed as described in 24 CFR 5.164, reasonable notice will be given, and comments will be received for no less than 30 calendar days after notice is given. A public hearing will be held within the public comment period.

#### **C. Public Hearing:**

The Department will hold at least one publicly noticed public hearing to solicit comments on the draft AI, prior to publishing the final AI.

#### **D. Public Hearing Notice:**

The Department will provide notification of the public hearing concerning the draft AI at least 14 calendar days prior to the public hearing. The notification will be provided by posting on the [Department's website](http://www.hcd.ca.gov) (www.hcd.ca.gov), electronic mailings to interested parties, and through a notice in at least one newspaper of general circulation. The Department will consult with the interested public, fair housing



advocates and private agencies to encourage wide distribution of notices of the public hearings. Copies of notices will be provided to public and private agencies upon request for distribution to their members.

#### E. Location of Public Hearings:

A public hearing on the AI will be held in Sacramento and will be designed to facilitate attendance by potential and actual beneficiaries and ensure adequate accommodation for persons with disabilities. The current location of the public hearing reflects requests by members of public and private agencies; the Department will consider requests for additional or alternative locations to ensure adequate opportunities for interested parties to participate. The Department will work with community groups and other stakeholders for guidance in selecting meeting locations and times.

In the event of an unforeseen and unpreventable event that renders in-person public gatherings impossible or inadvisable, such as a natural disaster or pandemic, public hearings may be held as a virtual meeting. Meeting formats may include webinars, webcasts, telecasts, radio or audio broadcasts, or other virtual communication tools as appropriate for the meeting format. Virtual meetings must provide, at a minimum, an opportunity for the public to publicly ask questions and for the presenter or public officials to make public response. All questions and responses must be documented, either via text, such as meeting minutes or chat scripts, or recorded, or as appropriate for the meeting format. Virtual meetings must be publicly noticed, and in the event traditional noticing tools are unavailable or will not effectively reach the public, alternative public noticing efforts must be made and documented.

It is the intent of the Department to comply with the Americans with Disabilities Act and Title VI of the Civil Rights Act of 1964 and related statutes in all respects. If an attendee or participant at a public hearing and/or meeting needs special assistance beyond what is normally provided, the Department will attempt to accommodate these people in every reasonable manner.

#### F. Non-English-Speaking Needs:

The Department will make every effort to accommodate the needs of non-English-speaking residents at all public hearings. A translator for Spanish-speaking residents can be available at all hearings upon prior request. The Department will solicit information about the need for translators for public hearings in the notification of the hearing. Translation services may be arranged via mail, email, or by telephone through the contact information provided on the federal program webpages on the Department's website, or by reaching out to the contact information provided in the public notice. The Department maintains a list of staff that can provide translating services in American Sign Language.

### G. Records Access:

The Department will maintain complete and accurate records relating to the AI for the preceding five years. The Department will provide timely access to this information and records to any citizen, public agency, or interested party upon request.

### H. Written Comments and Complaints:

A complaint regarding the AI covered by this Citizen Participation Plan must be submitted in writing to the Department's Director. The Department will accept written complaints provided they include the description of the objection, supporting facts, and data; and the name, address, telephone number, and a date of complaint.

The Department will appropriately respond to all complaints regarding the AI. Specifically, the Department will provide a written response within 15 working days, when practical, to every written citizen complaint regarding the AI. Comments received during the public hearing and comment period described above will be addressed as described in 24 CFR 91.115(b)(4)-(5). The Department will respond to all complaints in a timely manner and in a form most appropriate for the circumstances. Records of all complaints received and their responses will be maintained by the Department for a period of five years. In addition to the processes described above, the Department encourages public participation through the establishment of stakeholder committees, technical assistance workshops, and ongoing technical assistance efforts.

## III. Citizen Participation Requirements for Local Governments Receiving CDBG Funds (24 CFR 91.115(e))

The Department will ensure that units of general local government receiving CDBG funds meet the requirements for citizen participation described in 24 CFR 570.486. Local governments that fail to meet the requirements outlined below will be deemed ineligible for CDBG funding.

### A. Public Participation Targeting (24 CFR 570.486(a)(1)):

Requires active citizen participation processes that encourage participation by targeted-income persons and by residents of neighborhoods with high concentrations of housing and community development needs. Targeting may include additional public noticing, coordination with housing authorities, public community service agencies, or non-profit service providers, public notification via bulletin board or other public notice venue, or other targeted approach.

### B. Reasonable and Timely Access (24 CFR 570.486(a)(2)):

Requires that residents will be given reasonable and timely access to local meetings. There must be reasonable notice of the hearings and they must be held at times and accessible locations convenient to potential or actual beneficiaries, with accommodations for persons with disabilities. Public hearings will be conducted in a manner to meet the needs of non-English speaking residents where a significant number of non-English speaking residents can reasonably be expected to participate.

Public notices, public hearings, and public meeting must identify a means for written comments and complaints to be submitted to the unit of local government.

Residents will also have reasonable and timely access to information and records relating to the unit of local government's proposed and actual use of CDBG funds. Records should be available through the local government's website, when appropriate, and should be available for public review on-site, and through a public records request.

### C. Virtual Public Hearings – General:

In the event of an unforeseen and unpreventable event that renders in-person public gatherings impossible or inadvisable, such as a natural disaster or pandemic, public hearings may be held as a virtual hearing. Hearing formats may include webinars, webcasts, telecasts, radio or audio broadcasts, or other virtual communication tools as appropriate for the meeting format. Virtual hearings must provide, at a minimum, an opportunity for members of the public to publicly ask questions and for the presenter or public officials to make public response. All questions and responses must be documented, either in written form, such as meeting minutes or chat scripts, or recorded, or as appropriate for the meeting format. Virtual hearings must be publicly noticed, and in the event traditional noticing tools are unavailable or will not effectively reach the public, alternative public noticing efforts must be made and documented.

### D. Public Information Requirements (24 CFR 570.486(a)(3)):

Requires that residents will be provided information on the amount of CDBG funds expected to be made available for the current fiscal year (including the grant and anticipated program income); the range of activities that may be undertaken with the CDBG funds; the estimated amount of the CDBG funds proposed to be used for activities that will meet the national objective of benefit to low- and moderate-income persons; and the proposed CDBG activities likely to result in displacement and the local government's anti-displacement and relocation plans required under 24 CFR 570.488.

This information may be made available through a published public notice, a public presentation, the published agenda of a deciding body, written materials available at a

public meeting or hearing, or other means as appropriate, and must be documented in a way that shows the information was provided to the public.

#### E. Technical Assistance for Low- and Moderate-Income Groups (24 CFR 570.486(a)(4)):

Requires technical assistance to groups that are representative of persons of low- and moderate-income that request assistance in developing proposals for CDBG funded activities. This technical assistance may include, for example, maintaining a list of frequently asked questions regarding developing proposals, or hosting workshops about CDBG opportunities and requirements for interested parties.

#### F. Public Hearing Requirements (24 CFR 570.486(a)(5)):

Requires that CDBG applicants hold a public hearing covering community development and housing needs, and development of proposed activities, before submission of an application to the Department. The public hearings must adhere to the guidelines identified in 24 CFR 570.486(a)(2).

CDBG applicants must adopt an executed resolution, in a form that complies with Department requirements, that authorizes the CDBG application prior to application submittal.

Requires that CDBG awardees provide for at least two public hearings, each at a different stage of the program, for the purpose of obtaining residents' views and responding to proposals and questions.

CDBG awardees must hold a second public hearing during or at completion of the CDBG funded activity. The Department recommends the second meeting be held at the completion of the activity and be used as an opportunity to describe accomplishments and close out contracts, if appropriate.

#### G. Grant Amendments (24 CFR 570.486(a)(6)):

Requires CDBG awardees to give residents advance notice of, and opportunity to comment on, activities which are proposed to be added, deleted, or substantially changed from the original application to the Department. Advanced notice will be through public notice, and opportunity to comment may be at a public hearing, or through a publicly noticed public comment period on a published document or plan that details the proposed changes.

#### H. Complaints (24 CFR 570.486(a)(7)):

Requires CDBG awardees to give residents the address (mailing and e-mail), phone number, and times for submitting complaints, and provide written answers to written complaints.

#### I. Expedited Procedures authorized by the CARES Act and FR-6218-N-01

The following expedited procedures apply to the citizen participation requirements for units of general local government receiving fiscal year 2019 or 2020 CDBG annual funds, or CDBG-CV funds, allocated by the State through a method of distribution.

##### 1. Virtual Public Hearings:

For as long as national or health authorities recommend social distancing and limiting public gatherings for public health reasons, the local government will hold virtual hearings in lieu of in-person public hearings. Virtual public hearings will provide access for residents, timely responses from the local government to all resident questions and issues, and public access to all questions and responses, as described above in “Virtual Public Hearings – General”.

## IV. Additional Requirements (24 CFR 91.115(f)-(h))

#### A. Availability to the Public (24 CFR 91.115(f)):

The ConPlan, AP, any amendments, and the CAPER are available upon request to the public and any interested party. These materials are provided in a form accessible to persons with disabilities upon request. Copies are available on the [Department's website](http://www.hcd.ca.gov) (www.hcd.ca.gov) for review. Copies may be viewed on site or requested from the Department at:

**California Department of Housing and Community Development**

Federal Programs Branch

2020 West El Camino Avenue, Suite 200

Sacramento, CA 95833

#### B. Records Access (24 CFR 91.115(g)):

The Department will maintain complete and accurate records relating to the ConPlan and the Department's use of assistance under the programs covered by the plan for the preceding five years. The Department will provide timely access to this information and records to any citizen, public agency, or interested party upon request. Requests may be made via email or in writing and should be noticed to:

**California Department of Housing and Community Development**

Federal Programs Branch

2020 West El Camino Avenue, Suite 200  
Sacramento, CA 95833  
[prarequest@hcd.ca.gov](mailto:prarequest@hcd.ca.gov)

**C. Complaints (24 CFR 91.115(h)):**

The Department will provide a written response via electronic mail within 15 working days, when practical, to every written citizen complaint regarding the ConPlan, amendments, and performance reports. Complaints may be made via email or in writing and sent to:

**California Department of Housing and Community Development**  
Federal Programs Branch  
2020 West El Camino Avenue, Ste. 200  
Sacramento, CA 95833  
(916) 263-2771  
[consolidatedplan@hcd.ca.gov](mailto:consolidatedplan@hcd.ca.gov)

Records of all complaints received and their responses will be maintained by the Department for a period of five years.

## V. Appendix A – Public Comment Matrix Report

Sort Order	Commenter	Jurisdiction/ Agency	Email	Comment Type	Comment Notes	Accept/ Reject	Why Rejected
1	Sheila Murphy	Thomas Fire Disaster Victim/Survivor		Proposed changes to the plan	<p>The delays for CDBG money seem to continue. We have taken the news in stride. Please add a section regarding accountability to citizens for working in a timely manner and keeping citizens informed by updating the websites within 6? weeks (not months) which is not an unreasonable request. For example the 2019 documents and timelines were just recently updated. I completely understand the reliance on HUD. Other disasters have been handled. Why not 2017?</p> <p>There has to be accountability for distributing this money. Many people are in need. The longer the delay, the further it is in our memory, right? Not so here. The Owner Occupied Rebuilding Program needs to begin disbursement soon! Please! This is a long way of saying....put yourself in our shoes. It has been nearly 3-years since the Thomas Fire (and other qualifying disasters)</p>	Reject	This feedback was given to the Disaster Recovery Section as they have their own Citizen Participation Requirements.
2	Anonymous	Unknown - webinar			<p>Comment Context: Ways to hold virtual public meetings and make announcements via listserv. "Our legal counsel won't allow us to send out directly to organizations due to the potential of leaving someone out - and what that could open up - is posting ok and not sending out direct letters?"</p>	Accept	
3	Anonymous	Unknown - webinar			<p>In the past, we have had sign-in sheets for the public hearing. Is this still required? How do we do that during social distancing and virtual public meetings? (question answered during webinar)</p>	Accept	

Sort Order	Commenter	Jurisdiction/ Agency	Email	Comment Type	Comment Notes	Accept/ Reject	Why Rejected
4	Anonymous Unverified	Unknown - webinar			Comment Context: Staff asked how to additionally reach out to people beyond traditional newspapers: press releases, facebook, Chamber of Commerce newsletter	Accept	
5	Susan Naramore	HCD	Susan.Naramore@hcd.ca.gov	Proposed changes to the plan	<p>Hello HCD Annual Federal Program Staff – Please accept this public comment to the posted draft Citizen Participation Plan (CPP). HCD has federal programs that are appropriated annually, and to which the posted draft CPP pertains. HCD also has federal programs administered by the Disaster Recovery Section. Since the CDBG-Disaster Recovery grants are implemented through a Federal Register Notice and include various waivers and changes to Citizen Participation requirements, the Disaster Recovery Section completes and individual CPP for each of the individual federal grants we receive. To clarify this for the CPP readers, the DR Section suggests:</p> <p>1. The title of the plan be amended to clarify that the plan is for the State’s Annually Appropriated Federal Programs so not to imply that the Plan is for all the state’s federal programs.</p> <p>2. The language below be added to the Background section of the CPP:                      “This Plan pertains to HCD’s annual federal programs only. For Citizen Participation Plan information for Disaster Recovery programs, please refer to our Disaster Recovery webpage (<a href="https://www.hcd.ca.gov/community-development/disaster-recovery-programs.shtml">https://www.hcd.ca.gov/community-development/disaster-recovery-programs.shtml</a>), which includes links to each</p>	Accept	



Sort Order	Commenter	Jurisdiction/ Agency	Email	Comment Type	Comment Notes	Accept/ Reject	Why Rejected
					individual disaster recovery grant.		
6	Anonymous	Anonymous		Proposed changes to the Plan Amendment	HCD should consider making hearings optional for plan amendments.	Accept	

## VI. Appendix B – Questions and Answers from Citizen Participation Plan Webinar held April 30, 2020

Question – Is the newspaper required? (as a place to post a public notice)
Answer – In the past HCD required a newspaper posting, moving forward we would like you to provide to us what is the best way to conduct outreach in your community. If you will no longer post in the newspaper then what method’s do you intend to use?
Question - When amending your action plan, how specific does the public notice need to be? Is the dollar amount required? Specific projects listed out? etc.
Answer – What are you applying for and how much. Rounded numbers are O.K. Who will be assisted. (refer to section III. D. of this document)
Question - Our legal counsel won't allow us to send out directly to organizations due to the potential of leaving someone out - and what that could open up - is posting ok and not sending out direct letters?
Answer – Yes. Another option is to utilize an e-mail blast, where interested parties subscribe for updates.
Question – What about closed captioning?
Answer – HCD does not enforce ADA compliance but we recommend it.
Question - Is there a minimum number of days notices should be posted prior to public meeting?
Answer – Best practice is 15 days. 10 days is acceptable. If it were 2 days we would want an explanation of why such short notice.
Question - Our handouts will be posted on our website 4 days prior to the public hearing. The public notice will be published 12 days prior to the public hearing. Is that sufficient time?
Answer – Yes.
Question - In the past, we have had sign-in sheets for the public hearing. Is this still required? How do we do that during social distancing and virtual public meetings?
Answer – For example, HCD uses Eventbrite to track who attends our web meetings and through that we receive attendees contact information.
Question - Can you please explain how to have a single meeting that would accomplish both the outreach for community needs and present our intent to apply at the same meeting? Wouldn't the outreach need to happen first in order to inform the decision on which activities to apply for?
Answer - In a perfect world you would hold your outreach meeting well in advance. Speaking in terms of practicality sometimes you end up condensing your meetings, especially in times where expediency is a factor. You may already know some of your communities needs from past meetings, it’s not always one to one. In your combined needs and intent to apply meeting you could be gathering needs for future applications. Just be transparent about it with your community
Question – When will the Citizen’s Participation Plan be approved?
Answer – Two weeks.
Question - So would we need to adhere to this practice with any grant within our county or for all counties that have grant activity?
Answer – You will need to adhere to this specifically for your CDBG funding.
Question - For an HHC (Housing for Healthy CA) NOFA 1 we would do this as it is to receive federal funding?
Answer – HHC has its own public participation requirements. This is for CDBG.
Question - We can use these for the CDBG CV (Corona Virus) application?
Answer – Yes, although the shortened period for public comment for CV is 5 days with a shortened notice period.