



**Mayor's Office of  
Operations**

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# CITIZEN PARTICIPATION PLAN

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## INTRODUCTION

**The Citizen Participation Plan is a pathway for all citizens to exercise their voice and influence decisions that affect their communities, neighborhoods, and quality of life.**

The Citizen Participation Plan (CPP) is New York City’s framework to promote a community-wide dialogue to identify housing and community development priorities and guide the use of funding received from the Community Planning and Development (CPD) formula entitlement grant programs administered by the United States Department of Housing and Urban Development (HUD). The CPD grants include: [Community Development Block Grant \(CDBG\) Program](#), [HOME Investment Partnerships \(HOME\) Program](#), [Emergency Solutions Grants \(ESG\) Program](#), and [Housing Opportunities for Persons With AIDS \(HOPWA\) Program](#).

Housing and community development priorities identified through citizen participation are incorporated in the City’s Consolidated Plan (Plan). The Plan serves as the planning document and application for the CPD formula grant programs. The Plan consists of a Five-Year Plan, which includes a Housing Market Analysis, Needs Assessment, Five Year Strategic Plan; and an Annual Action Plan, which is released each year of the Five-Year Plan and describes how annual local and federal resources will be utilized during the upcoming year (collectively the “Reports”). The Reports are developed using the collaborative process detailed in the CPP, which results in a shared strategic vision for how resources are allocated to meet community needs.

The Consolidated Plan Annual Performance and Evaluation Report (CAPER) describes the City’s progress in the use of its federal entitlement funds to address objectives set in the Plan and the yearly Annual Action Plans. As discussed below, the Citizen Participation Plan promotes citizen participation in the following activities:

- Development of the Consolidated Plan;
- Development of the Annual Action Plan;
- Consideration of substantial amendments to a Consolidated Plan, Annual Action Plan or Citizen Participation Plan; and
- Review of the annual CAPER.

The City encourages widespread citizen participation, with a special emphasis on efforts to encourage participation from the following populations:

- Low- and moderate-income persons;
- Residents of underserved and predominately low- and moderate-income areas, where 51% residents are at or below 80% of Area Median Income;
- Residents of areas where CDBG, HOME, ESG, and HOPWA funds are proposed to be used;
- Non-English-speaking households;
- Persons with disabilities; and
- Public housing residents and other low-income residents in targeted revitalization areas.

## CONSOLIDATED PLAN PROCESS AND DEVELOPMENT

The process for the development of the Consolidated Plan and Annual Action Plan is as follows:

- Consultation with other public and private agencies;
- Initial public hearing on housing and community development needs;
- Notice of comment period on draft Plan, publication of draft Plan, and public hearing;
- Consideration of comments and submission of Plan.

The City will maintain a timeline on the website with the Consolidated Plan Developmental Activities.

### Citizen Participation

Activity	Consolidated Plan Benchmark	Regulation
Notice of Public Hearing on housing and community development needs	Issuance of Notice	91.105(e)(2)
Public Hearing on housing and community development needs	Public Hearing	91.105(b)(3), (e)(1)
Notice of Comment Period on draft Plan- at least 2 weeks prior to start of comment period	Issuance of Notice	91.105(e)(2)
Copies of Plan made available online, at government offices, etc. for 30-day comment period	Issuance of Draft Plan	91.105(b)(2) and (g)
End of 30-day comment period on draft Plan	Comments received are reviewed, considered by grantees, and incorporated into Final Plan	91.105(b)(4)
Submission deadline for Plan - minimum of 45 days prior to beginning of PY	Plan/Action Plan submitted to HUD	91.15(a)(1)
<b>Program Year begins</b>	<b>Plan is approved by HUD</b>	<b>91.500(a)</b>
If Plan is rejected by HUD, grantee must submit a revised Plan within 45 days of notice of disapproval	Revised Plan submitted if initial Plan submitted is disapproved	91.500(d)
Beginning of performance and evaluation of performance accomplishments for prior PY	Obtain data on program accomplishments	91.520
Notice of comment period on pr'or PY's performance assessment	Issuance of Notice	91.105(e)(2)
Public comment period on performance reports begins for a minimum of 15 days	Issuance of draft CAPER	91.105(e)(1)
Submission deadline for final CAPER	CAPER submitted to HUD	91.520(a)

### CONSULTATION WITH OTHER PUBLIC AND PRIVATE AGENCIES

To encourage the involvement of low- and moderate-income residents, the City will consult with public housing authorities, neighborhood groups, and other organizations representing the City's low- and moderate-income areas and residents.

The City further consults with organizations (including businesses, developers, nonprofit organizations, philanthropic organizations, and community/faith-based organizations) in the process of developing and implementing the Reports.

Also, the City consults with broadband internet service providers, organizations engaged in narrowing the digital divide, agencies who manage flood prone areas, public land or water resources, and emergency management agencies.

The City ensures that all the above parties are afforded adequate opportunity to review and comment on plans, programs, activities, and draft reports. This includes providing reasonable accommodations for people with limited English proficiency and persons with disabilities.

## PUBLIC NOTICE

New York City will provide reasonable notice for public comment periods and/or public hearings relating to the Amendments, Reports and CAPER. Notices will be printed in at least one newspaper of citywide circulation and will also be posted on the Mayor's Office of Operations' website. Notices posted on the website will be available in several languages other than English, including but not limited to Spanish and Mandarin. Notices of public hearings will be published at least 15 days before the hearing.

In addition, notices for all Amendments, Reports and CAPERs will be distributed electronically to members of the Consolidated Plan Contact List. The Contact List includes interested citizens, public officials, public libraries, affordable housing organizations, supportive housing organization, HIV/AIDS advocacy organizations, as well as community development groups.

Individuals or organizations who wish to be placed on the Consolidated Plan Contact List may contact the New York City Consolidated Plan Program Manager, Mayor's Office of Operations, 253 Broadway, 10th Floor, New York, New York, 10007, through the website or by email [ConPlanNYC@cityhall.nyc.gov](mailto:ConPlanNYC@cityhall.nyc.gov).

## PROPOSED PLAN(S) AND PUBLIC COMMENT

Before the Consolidated Plan, Annual Action Plan or CAPER is submitted to HUD, the City will make a draft publicly available on the Mayor's Office of Operations' website.

The City will post the draft plans for no less than 30 days for the Consolidated Plan, Annual Action Plan and any substantial amendments, and no less than 15 days for the CAPER, so that all interested residents will have a sufficient opportunity to review and comment. Interested parties may submit comments electronically through the website, by email or by mail. Comments may be mailed to the following address:

Mayor's Office of Operations  
c/o Lisa Rambaran  
253 Broadway – 10<sup>th</sup> Floor  
New York, NY 10007

The City will consider any comments or views of residents of the community received in writing or verbally at public hearings and during the comment period. A summary of comments or views received and responses to the comments will be attached to the final Report.

## PUBLIC HEARINGS

Public hearings will be held at key stages of the consolidated planning process to obtain public input regarding community needs, proposed use of funds, proposed strategies and actions for the Consolidated Plan and Annual Action Plan.

The City will conduct a minimum of two public hearings held at different planning stages within the program year prior to submission of the Consolidated Plan and/or Annual Action Plan. At least one of these hearings will be held during the formulation of the Consolidated Plan and Annual Action Plan, before the proposed plan is published for comment.

## LANGUAGE ACCESS/ TRANSLATION SERVICES

With advance notice, the Mayor's Office of Operations will accommodate the needs of limited English proficient residents by providing translation services at public hearings.

## EXCEPTIONS TO PUBLIC NOTICE/HEARINGS REQUIREMENTS

The requirements to hold a public comment period and/or public hearing, and the duration of such comment period, may be modified or shortened if HUD specifically authorizes such modifications.

## SUBSTANTIAL AMENDMENTS TO THE CONSOLIDATED PLAN/ANNUAL ACTION PLAN AND CITIZEN PARTICIPATION PLAN

The Consolidated Plan and/or annual Action Plan may be revised during the program year. Minor changes will not require public notice or citizen participation before implementation of such changes. However, substantial amendments will be subject to public notice and comment.

The following changes are considered "substantial amendments" of a Consolidated Plan/Annual Action Plan:

- Deletion of an activity listed in the Annual Action Plan or addition of one to the Plan;
- A change that results in a reduction greater than fifty percent (50%) of Consolidated Plan Goal; or
- Changes in the use of CDBG funds from one eligible activity or project to another as described below:
  - ❖ For a given project with an allocation of \$500,000 or less, increasing or decreasing the funding level by 75% or more of the previously adopted amount.
  - ❖ For a given project with an allocation in excess of \$500,000, increasing or decreasing the funding level by 51% or more of the previously adopted amount.
  - ❖ Increases or decreases to funding may occur over time to a project in a program year, including through the reprogramming of funds. When the cumulative change meets or exceeds the above threshold, the change will be considered a substantial amendment. For example, if a tree planting program was allocated \$1,000,000 in an Annual Action Plan and, during the program year, \$600,000 was added to the program, then a substantial amendment would be needed prior to the increase. The same would be true of a decrease in funds. In addition, if the \$600,000 added to the example tree planting program results in a decrease from a program such as the Emergency Repair Program that was allocated \$40 million, which is a decrease of only 1.5%, the substantial amendment will nevertheless describe the reasons for and effects of the changes to both projects.

The public will have 30 days to review and comment on a substantial amendment before the amendment is submitted to HUD. Any comments received will be considered in preparing the substantial amendment. A summary of these comments and a summary of any comments not accepted, and the reasons why will be attached to the substantial amendment of the consolidated plan. An updated Consolidated Plan/Annual Action Plan with both substantial and minor amendments will be submitted to HUD prior to the end of a program year.

This Citizen Participation Plan may also be revised, and substantial amendments to such plan require public notice and comment before implementation. A change to the list of circumstances that are substantial amendments to the Consolidated Plan or Annual Action will be considered a substantial amendment to the Citizen Participation Plan as well.

## ACCESS TO RECORDS

The City will provide residents, public agencies, and others with reasonable and timely access to information and records relating to the Amendments, Reports and CAPER online, through the Mayor's Office of Operations' website, for the preceding five years. In addition, copies will be made available, upon request, in alternative formats.

The City further affords widespread access to records through consultations, meetings, and other communication tools during the planning process.

## DISPLACEMENT

The City of New York does not expect any displacement of individuals to occur as a result of activities funded by CPD grants. Consistent with Federal law, NYC has a residential anti-displacement and relocation assistance plan.

## COMPLAINTS

The Mayor's Office of Operations will review any complaints and comments concerning the Consolidated Plan, Annual Action Plan, or CAPER. Citizen comments will be summarized in the Consolidated Plan, Annual Action Plan, or CAPER, as relevant. For written resident complaints, the Mayor's Office of Operations or other agency will provide a substantive written response within 15 days, where practicable.

## TECHNICAL ASSISTANCE

The Mayor's Office of Management and Budget and other City agencies provide technical assistance to community boards as part of the annual budget preparation process. Community boards receive technical assistance during their committee meetings, board meetings, and consultation with City agencies, on identifying and promoting programs, projects, and service improvements that will benefit their constituents and improve local economic conditions.

Groups representative of low- and moderate-income persons wishing to develop project proposals may contact their respective administering agencies for technical assistance. Each respective administering agency will determine the level and type of technical assistance on a case-by-case basis.