

**THE CITIZEN PARTICIPATION PLAN
FOR THE
SOUTH DAKOTA CONSOLIDATED PLAN
AND ANNUAL PERFORMANCE REPORT****

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PURPOSE

The Consolidated Plan is a U.S. Department of Housing and Urban Development (HUD) requirement that combines the planning and application process for four existing HUD grants: The Community Development Block Grant (CDBG), the Emergency Shelter Grant (ESG), HOME Investment Partnerships Program (HOME), and Housing Opportunities for Persons with AIDS (HOPWA) and new funding that may become available.

In effect, the Consolidated Plan examines the current housing situation, explores the housing and community development needs of the state, and sets priorities for spending the HUD grant funds. Public comment is a vital component of exploring the state's housing and community development needs and setting spending priorities. The Consolidated Plan offers the opportunity for strategic statewide planning to occur alongside citizen participation.

HUD requires development of a Citizen Participation Plan that outlines policies and procedures of how the state intends to solicit citizen participation. The purpose of the Citizen Participation Plan is to outline and define the citizen participation process.

CONSULTATION

When preparing the Consolidated Plan, consultation is made with public and private agencies that provide housing, health and social services. Child welfare agencies are also consulted concerning lead-based paint hazards.

ENCOURAGEMENT OF CITIZEN PARTICIPATION

Citizen participation by low-income individuals, minorities and non-English speaking persons is encouraged throughout the creation of and amendments to the Consolidated Plan and Annual Performance Report process. In the event that there are any substantial amendments to the Consolidated Plan or Annual Performance Report, citizen comment on the proposed amendments will be sought.

COMMENT ON THE CITIZEN PARTICIPATION PLAN AND AMENDMENTS

SDHDA will receive comments on the proposed Citizen Participation Plan during a 15 day comment period. In the event that there are substantial amendments to this Citizen Participation Plan, an additional comment period of at least 15 days will be allotted. This proposed Citizen Participation Plan (and, if necessary, the substantially amended

Citizen Participation Plan) will be made available to the public before the 15 day comment period begins.

Upon request this Citizen Participation Plan will be made available in a format accessible to persons with disabilities upon request.

PUBLIC COMMENT ON THE PROPOSED CONSOLIDATED PLAN

A public meeting will be held prior to drafting the Consolidated Plan, to gather input from citizens regarding proposed changes. Generally, this meeting will be held in at least six Digital Dakota Network (DDN) sites across the state. If for some reason the advertised sites are not available, the meeting will be held in Pierre and the public will be encouraged to send their comments in writing. Written comments are encouraged at any time.

Notices of the DDN meeting will be published in the daily newspapers across the state no less than 15 days prior to the meeting and a press release will be forwarded to all newspapers statewide. SDHDA will also attempt to email a copy of the notice or press release to interested parties for whom SDHDA has an email address.

Once drafted and before adoption, the proposed Consolidated Plan will be made available to interested parties for a comment period no less than 30 days. The Consolidated Plan's submission date to HUD is approximately November 15th of each year.

A public meeting will be conducted during the 30-day comment period to gather comments on the proposed plan. When possible, this meeting will be held in conjunction with SDHDA's Annual Conference which is typically held during October or November.

Citizens will be notified of the proposed plan's availability through newspaper notification. A display ad will be published in the daily newspapers across the state at the beginning of the comment period and a press release will be forwarded to all newspapers in the state to be run one or two weeks before the public meeting is scheduled to be held.

Along with the notification that the proposed Consolidated Plan is available for public comment, a summary of the proposed plan's contents and purpose will be published. The notification will be published on the day the proposed Consolidated Plan comment period begins. Locations where copies of the entire proposed plan may be obtained will also be stated in the notice.

The proposed Consolidated Plan will be available at SDHDA's website at www.sdhda.org for the full public comment period. Copies of the proposed plan will also be available from SDHDA during the public comment period. Citizens or groups

that have attended the public hearings will receive a letter notifying them of the proposed plan's availability for comment if their addresses are provided to SDHDA at the time of the hearing.

PUBLIC HEARINGS

As stated in the previous section, two public hearings will be held to gather comments on the Consolidated Plan. The first will be held prior to drafting of the plan via DDN. The second will be held during the 30-day comment period and, were possible, will be held in conjunction with SDHDA's Annual Conference.

Comments from individuals or groups received in writing or at the public meetings will be considered. A summary of the written and oral public comments and a summary of those not accepted and the reasons therefore, will be included in the final Consolidated Plan.

AMENDMENT CRITERIA

The following will constitute a substantial amendment to the Consolidated Plan:

1. A change in the allocation priorities or a change in the method of distribution of federal funds that was not previously discussed in the Consolidated Plan.
2. The addition of an activity not previously described in the Consolidated Plan, using funds from any federal program covered in the Consolidated Plan.
3. A change in the purpose, scope, location, or beneficiaries of an activity funded by any federal program covered in the Consolidated Plan.

CITIZEN PARTICIPATION IN THE EVENT OF AN AMENDMENT

In the event of an amendment to the Consolidated Plan, the proposed amended Consolidated Plan will be made available to interested parties for a comment period of no less than 30 days.

Citizens will be notified of the amended Consolidated Plan's availability through newspaper notification and email to interested parties for whom SDHDA has an email address. The notification will appear in at least three newspapers that are circulated through the state and on SDHDA's website. The notification will be published the day the amended Consolidated Plan comment period begins.

The amended sections will be available for viewing on SDHDA's website www.sdhda.org or copies may be obtained from SDHDA during the public comment period.

CONSIDERATION OF PUBLIC COMMENT ON THE AMENDED PLAN

Comments on the amended Consolidated Plan by individuals or groups received in writing or at public meetings will be considered. A summary of the written and oral public comments on the amendments, and a summary of those not accepted and the reasons therefore, will be included in the addendum to the final Consolidated Plan.

CONSOLIDATED PLAN ANNUAL PERFORMANCE REPORT

Before the Consolidated Plan Annual Performance Report (APR) is submitted to HUD, the report will be made available to interested parties for a comment period of no less than 15 days. This comment period will begin between 20 and 45 days before the APR's submission date to HUD which is March 31st.

Citizens will be notified of the APR's availability through newspaper notification. The notification will appear in at least three newspapers that are circulated throughout the state and on SDHDA's website. The notification will be published the day the APR comment period begins.

During the public comment period, the APR will be available at SDHDA's website and copies will be available from SDHDA by mail.

Comments will be considered from individuals or groups received in writing. A summary of the written comments and a summary of those not accepted and the reasons therefore, will be included in the final APR.

AVAILABILITY TO THE PUBLIC

The approved Consolidated Plan, APR, and any substantial amendments will be available to the public within 30 days of HUD's approval of the document. Copies of the Consolidated Plan and APR will be available through SDHDA's website. Copies may also be requested from SDHDA.

Upon request, the Consolidated Plan and APR will be made available in a form accessible to persons with disabilities.

ACCESS TO RECORDS

Interested parties will be provided access to information and records relating to the Consolidated Plan and any other uses of assistance under the programs covered by this part during the preceding five years. The public will be provided reasonable access to housing assistance records, subject to state and local laws regarding privacy and obligations of confidentiality, during the APR public comment period.

COMPLAINTS

Substantive written response to every written citizen complaint will be provided within 15 working days of receiving the comment.

COMMENT PERIOD

The comment period on this Citizen Participation Plan was held from September 23, 2009, through October 23, 2009. No written or verbal comments were received.