

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

**Approved by Board for Public Comment**  
**February 17, 2016**

**Public Comments Due**  
**5:00 p.m. CT, March 21, 2016**



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This plan may be obtained in alternative formats by calling (605) 773-3181.



## **PURPOSE**

The Consolidated Plan is a U.S. Department of Housing and Urban Development (HUD) requirement that combines the planning and application process for the existing HUD grants: the Community Development Block Grant (CDBG), the Emergency Solutions Grants Program (ESG), the HOME Investment Partnerships Program (HOME), the Housing Trust Fund (HTF) 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 primary goal is to provide citizens, especially low and moderate income citizens, an opportunity to participate in an advisory role in the planning, implementation, and assessment of the programs and projects. The following information is to outline and define the citizen participation process.

The agency contact for the Consolidated Plan and this Citizen Participation Plan is:

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## **CONSULTATION**

When preparing the Consolidated Plan, consultation is made with public and private agencies that provide housing, health and social services.

## **ENCOURAGEMENT OF CITIZEN PARTICIPATION**

Citizen participation by low- and moderate- income individuals, minorities, non-English speaking persons, persons with disabilities, residents of public and assisted housing developments, and recipients of tenant-based assistance is encouraged throughout the

creation of and amendments to the Consolidated Plan, the Annual Action Plan and Annual Performance Report process.

South Dakota Housing Development Authority (SDHDA) may utilize the following means to encourage public participation:

- Public Hearings/Meetings – Hearings/Meetings will be held at a time and place which is convenient to the actual and potential beneficiaries of the program. These hearings will be held at various times and at handicapped-accessible sites.
- Emailed Notices – Electronic copies of notices will be emailed via SDHDA’s mass email list which includes advocacy groups, local governments, State Departments, Public and Indian Housing Authorities, for-profit and non-profit housing developers, lending institutions and real estate agents, to help encourage citizen comments and attendance at public hearings/meetings.
- Online Surveys – If SDHDA utilizes a survey to solicit comments, a press release will be used to inform the public of the survey and where to access it. The survey would be posted on SDHDA’s and the State’s websites.
- Internet Postings – Postings of the hearings, meetings, and notices will be placed on SDHDA’s website.
- Newspaper Advertisements – Notices (paid ads) will be published once in newspapers of daily circulation.
- Press Releases – A press release about the public hearing/meeting, plans and ability to provide comments will be emailed to the daily and weekly newspapers within the state.
- Libraries – To the greatest extent possible, notices will be emailed to libraries statewide to encourage display of the notice.

**ENCOURAGEMENT OF PARTICIPATION FROM MUNICIPALITIES AND OTHER UNITS OF GOVERNMENT**

SDHDA will notify by email, to the greatest extent possible, the state Community Action Agencies, Councils of Local Government, Housing and Redevelopment Agencies, County Officials and the city Mayors, of the opportunity for public comment.

**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.

**PUBLIC COMMENT ON THE PROPOSED CONSOLIDATED PLAN AND THE  
PROPOSED ANNUAL ACTION PLAN**

A public meeting will be held prior to drafting each of the Consolidated Plan and the Annual Action Plan to gather input from citizens regarding proposed changes. This meeting will either be held in person in at least four communities or 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.

Notices of the meetings will be disseminated through the means discussed in the *Encouragement of Citizen Participation* section above.

Once drafted and before adoption, the proposed Consolidated Plan or the proposed Annual Action Plan will be made available to interested parties for a comment period no less than 30 days.

A public meeting will be conducted during the 30-day comment period to gather comments on the proposed plan. Citizens will be notified of the proposed plan's availability through means discussed in the *Encouragement of Citizen Participation* section above.

Along with the notification that the proposed Consolidated Plan or the proposed Annual Action Plan is available for public comment, a summary of the proposed plan's contents and purpose will be published. The notification will be published no later than on the day the proposed Consolidated Plan's or the proposed Annual Action Plan's 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 or the proposed Annual Action Plan will be available at SDHDA's website at [www.sdhda.org](http://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 who have attended the public hearings will receive notification of the proposed plan's availability for comment if their contact information is provided to SDHDA at the time of the hearing.

The final Consolidated Plan or the final Annual Action Plan will be submitted to HUD after the announcement of formula allocations has been made.

**PUBLIC MEETINGS**

As stated in the previous section, two public meetings will be held to gather comments on the Consolidated Plan or the Annual Action Plan. The first will be held prior to

drafting of the plan. This meeting may be held in person in at least four communities across the state or via DDN. At the public meeting, SDHDA will make available to citizens, public agencies and other interested parties:

1. The amount of HUD assistance expected to be received by program;
2. The range of activities that can be undertaken including the estimated amount that will benefit persons of low and moderate income;
3. Plans to minimize displacement of persons and assist any persons displaced;
4. Opportunity to identify and discuss barriers to affordable housing and impediments to fair housing choice;
5. An anticipated time schedule for receiving public comments and submission of the Consolidated Plan or Annual Action Plan to the Department of Housing and Urban Development; and
6. The State's Citizen Participation Plan.

The State will consider any comments or views received in writing or expressed orally at the public meeting in preparing the proposed Consolidated Plan or the proposed Annual Action Plan.

The second meeting will be held during the 30-day comment period and will be to gather comments on the Draft Consolidated Plan or the Draft Annual Action Plan.

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 or the final Annual Action Plan.

SDHDA does not anticipate a significant number of non-English speaking residents at its public hearings because the population of non-English speaking persons is very small. However, should the need arise, SDHDA will provide translators during or written translations after public meetings attended by non-English speaking residents upon their request.

### **AMENDMENT CRITERIA**

The following will constitute a substantial amendment to the Consolidated Plan or to the Annual Action 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 plan.
2. The addition of an activity not previously described in the plan, using funds from any federal program covered in the plan.
3. A change in the purpose, scope, location, or beneficiaries of an activity funded by any federal program covered in the plan.

### **CITIZEN PARTICIPATION IN THE EVENT OF AN AMENDMENT**

In the event of an amendment to the Consolidated Plan or the Annual Action Plan, the proposed amended 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 plan's availability through the means discussed in the *Encouragement of Citizen Participation* section above. The notification will be published no later than on the day the amended plan's comment period begins.

The amended sections will be available for viewing on SDHDA's website [www.sdhda.org](http://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 or the amended Annual Action 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 or the final Annual Action 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 31<sup>st</sup>.

Citizens will be notified of the APR's availability through the means discussed in the *Encouragement of Citizen Participation* section above. The notification will be published no later than 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, Annual Action 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.

Additionally, SDHDA has an approved Relocation and Displacement Policy to minimize displacement and assist those displaced as a result of the activities in the Consolidated Plan and the Annual Action Plan. The Relocation and Displacement Policy is available on SDHDA's website.

Upon request, the Consolidated Plan, the Annual Action 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 the Annual Action 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.

### ***TECHNICAL ASSISTANCE***

SDHDA will make available technical assistance to eligible local governments, nonprofit organizations, community groups, Community Housing Development Organizations (CHDOs), and any other organization developing proposals.

### ***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 for this Citizen Participation Plan will be February 19, 2016 through March 21, 2016. No public comments were received prior to drafting of the Citizen Participation Plan.