



City of New York

CITIZEN  
PARTICIPATION  
PLAN

**Marisa Lago**  
Director, Department of City Planning

# Contents

INTRODUCTION	1
CONSOLIDATED PLAN PROCESS AND DEVELOPMENT	2
ENCOURAGEMENT OF CITIZEN PARTICIPATION	3
PROPOSED PLAN(S)	3
PUBLIC NOTICE	3
PUBLIC HEARINGS	4
EXCEPTIONS TO PUBLIC NOTICE/HEARINGS REQUIREMENTS	4
COMMENTS & COMPLAINTS	4
SUBSTANTIAL AMENDMENTS TO THE CONSOLIDATED PLAN/ANNUAL ACTION PLAN	4
ACCESS TO RECORDS	5
TECHNICAL ASSISTANCE	5
AFFIRMATIVELY FURTHERING FAIR HOUSING (AFFH)	5

## INTRODUCTION

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](#).

**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.**

Housing and community development priorities identified through the CPP are incorporated in the City’s Consolidated Plan (Plan). The Plan serves as the planning document and application for the CPD formula grant programs. There is a Five-Year Plan which consists of a Housing Market Analysis, Needs Assessment, Five Year Strategic Plan, and the first Annual Action Plan (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.

An Annual Action Plan (AAP) is released for each year of the Five-Year Plan and describes how annual local and federal resources will be utilized during the upcoming year. In turn, 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 AAPs. The Reports are issued pursuant to the following federal regulations:

**Code of Federal Regulations – Citizen Participation & Consultation Requirements**

Consultation	Citizen Participation
<a href="#">24 CFR Part 91.100</a>	<a href="#">24 CFR Part 91.105</a>

New York City’s CPP sets forth the procedures adopted to encourage citizen participation in formulating the Plan and provides for citizen participation throughout the consolidated planning process. The City actively 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
- Non-English-speaking households
- Persons with disabilities
- Public housing residents and other low-income residents in targeted revitalization areas

## CONSOLIDATED PLAN PROCESS AND DEVELOPMENT

The Plan program year runs from January 1<sup>st</sup> to December 31<sup>st</sup>; however, planning for the program year begins the year prior. In the Spring of each year, New York City holds a preliminary hearing on the formulation of the Plan in order to gather comments from the public on affordable housing, homelessness, supportive housing, and community development before determining how federal entitlement grant funds are allocated. By the Fall, the City releases a proposed Plan/Annual Action Plan for further public comment prior to submitting the Plan to HUD each year on November 15 as federally required. The City will maintain this timeline unless HUD advises of a change in federal regulations or HUD authorizes a revised schedule.

### Citizen Participation General Timeline (Program Year = PY)

Timeline	Activity	Consolidated Plan Benchmark	Regulation
8 months (April) before start of PY	Notice of Public Hearing on housing and community development needs	Issuance of Notice	91.105(e)(2); 91.115 (b)(3)(ii)
7 ½ months (Mid-April) before start of PY	Public Hearing on housing and community development needs	Public Hearing	91.105(b)(3) and (e)(1) 91.115(b)(3)
4 months (August) before start of PY	Notice of Comment Period on draft Plan- at least 2 weeks prior to start of comment period	Issuance of Notice	91.105(e)(2); 91.115(b)(3)(ii)
3 ½ months (Mid-September) before start of PY	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); 91.115(b)(2) and(f)
2 ½ months (Mid-October) before start of PY	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); 91.115(b)(4)
1 ½ months (Mid-November) before start of PY	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>
1 ½ months (Mid-February) after start of PY	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)
1 month (Early February) after start of PY	Beginning of performance and evaluation of performance accomplishments for prior PY	Obtain data on program accomplishments	91.520
1 ½ months (Mid-February) after start of PY	Notice of comment period on prior PY's performance assessment	Issuance of Notice	91.105(e)(2); 91.115 (b)(3)(ii)
2 months (February/March) after start of PY	Public comment period on performance reports begins for a minimum of 15 days	Issuance of draft CAPER	91.105(e)(1)
3 months (March/April) after start of PY	Submission deadline for final CAPER	CAPER submitted to HUD	91.520(a)

## ENCOURAGEMENT OF CITIZEN PARTICIPATION

New York City strives to encourage and facilitate the participation of its residents in the development of priorities, strategies, and funding allocations related to the consolidated planning process. The City emphasizes the involvement of low- and moderate-income persons, areas designated as a revitalization area, areas where the funds are proposed to be used, and low- and moderate-income neighborhoods where 51% of the residents are at or below 80% of the area median income (AMI).

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

The City further encourages the participation of 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 encourages participation from 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.

### PROPOSED PLAN(S)

Before a component of the Plan is submitted to HUD, the City will make a draft available to citizens, public agencies, and other interested parties for review through the Department of City Planning's website and comments will be accepted electronically through the website or email.

The City will post proposed Reports for no less than 30 days so that all affected residents will have sufficient opportunity to review and comment on the draft plan(s).

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

### PUBLIC NOTICE

New York City will provide reasonable notice for public comment periods and/or public hearings relating to the Reports. For Consolidated and Annual Action Plans, notices will be printed in at least one newspaper of citywide circulation and will also be posted on the Department of City Planning's website. Notices posted on the website will be available in several languages other than English, including but not limited to Spanish and Mandarin.

For CAPERs, notices will also be posted on the Department of City Planning's website and be available in several languages other than English, including but not limited to Spanish and Mandarin.

In addition, notices for all Reports 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, Department of City Planning, 120 Broadway, 31st Floor, New York, New York, 10271, or by email [Con-PlanNYC@planning.nyc.gov](mailto:Con-PlanNYC@planning.nyc.gov).

## PUBLIC HEARINGS

Public hearings will be held at key stages of the consolidated planning process to obtain public input and response regarding community needs, proposed use of funds, proposed strategies and actions for the Plan, AAPs, and submissions to HUD regarding Affirmatively Furthering Fair Housing, as described more fully below.

Pursuant to HUD regulations, 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 in order to allow for citizen participation in the development process. 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. The City will provide notice not less than 15 days before a public hearing.

## EXCEPTIONS TO PUBLIC NOTICE/HEARINGS REQUIREMENTS

In cases of local, state, or national emergencies or in exceptional circumstances, the City may modify the instant CPP and related federal regulations either pursuant to law or upon HUD's approval. The modifications may include any or all of the following:

- Reduction of time or suspension of public notice and comment periods
- Reduction of time or suspension of newspaper publication requirement
- Authorization to hold public hearings remotely or to suspend required hearings

## COMMENTS & COMPLAINTS

Comments received in writing or verbally, at a public hearing held in preparation of a Report, will be included in the Report along with responses to such comments. A summary of comments or views received and responses to the comments will be attached to the final Report.

If a complaint is received related to a Report, a written response will be issued within 15 business days, where practicable.

## SUBSTANTIAL AMENDMENTS TO THE CONSOLIDATED PLAN/ANNUAL ACTION PLAN

According to federal regulations, a substantial amendment is required of a locality if the amount received for a specific entitlement grant (CDBG, HOME, ESG and/or HOPWA) is fifteen percent (15%) greater or less than the requested amount (as specified in the locality's Consolidated Plan/Annual Action Plan).

In addition, a substantial amendment is required in the following circumstances:

- Changes to a site or area for an activity from one borough to another for activities that are not part of a citywide initiative;
- Deletion of an activity in the Plan or addition of one to the Plan; or
- A change that results in a reduction greater than fifty percent (50%) of Consolidated Plan Goal.

The public will have 30 days to review and comment on a substantial amendment before the amendment is submitted to HUD. Public notices concerning substantial amendments will be posted on the Department of City

Planning's website. 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.

## ACCESS TO RECORDS

The City will provide residents, public agencies, and others with reasonable and timely access to information and records relating to the Reports by maintaining online, through the Department of City Planning's website, Reports for the preceding five years. In addition, copies of the Plan 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.

## TECHNICAL ASSISTANCE

The Department of City Planning, along with the Mayor's Office of Management and Budget and other City agencies, provides 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.

## AFFIRMATIVELY FURTHERING FAIR HOUSING (AFFH)

In compliance with federal regulations (24 CFR Section 91.105),<sup>1</sup> submissions relating to the fair housing planning process will comply with the following provisions:

(1) **PUBLIC ENGAGEMENT.** The fair housing planning process will include targeted engagement opportunities to collect input from community-based organizations, faith-based groups, community development corporations, disability advocates, legal service providers, affordable housing developers, private sector representatives, academic researchers, and constituency groups, as well as New York City residents, with a focus on priority populations identified by HUD. Engagement activities may include, but are not limited to, policy roundtables, focus-group style conversations, public workshops, resident surveys, and digital outreach and engagement. Engagement activities will take place in neighborhoods across the five boroughs with reasonable accommodations provided to ensure events and materials are accessible in multiple languages and for New Yorkers with disabilities.

(2) **PROVISION OF DATA.** The City plans to make HUD-provided data available to the public by referencing the HUD data website on the NYC Department of Housing Preservation and Development's website and any additional website(s) developed for the fair housing planning process. This information will be available on the website starting at least 12 months before publication of the proposed submission and will remain available as long as the data on HUD's website remains publicly accessible. The City plans to also make analysis of the HUD-provided data available at a range of engagement activities that may include policy roundtables, focus-group style conversations, and public workshops. The City also plans to use supplemental information in the fair housing planning process and submission. As those non-HUD sources are identified and analyzed, information will be made

---

<sup>1</sup> On July 23, 2020, HUD announced its intent to terminate the existing regulations relating to both the Assessment of Fair Housing (AFH) and Analysis of Impediments (AI) and to promulgate a new rule, entitled Preserving Community and Community Choice. In the event that the new rule becomes effective, the AFFH section of this document will no longer be applicable and shall be considered rescinded.

available on the NYC Department of Housing Preservation and Development's website and any additional website(s) developed for the fair housing planning process, as well as engagement activities.

(3) **COMMENTS ON THE PROPOSED SUBMISSION.** The City plans to publish the proposed submission that comes out of the fair housing planning process at least 60 days in advance of the final submission to HUD. Copies of the submission will be made available on the NYC Department of Housing Preservation and Development's website and any additional website(s) developed for the fair housing planning process. The City will also provide free copies of the submission to residents and groups that request it. The City will provide at least 45 days to receive comments from citizens on the plan before it is submitted to HUD. The City will hold at least one public hearing in advance of publishing the proposed submission to inform the development of the submission and at least one public hearing during the proposed submission comment period.

(4) **PUBLIC MEETINGS.** All public meetings that are part of the fair housing planning process will be held at times and locations that are convenient to the population and will provide accommodation for persons with a disability, including a sign language interpreter. Live translation and translated materials will be provided at any public meetings that are part of the fair housing planning process where it is reasonably expected that a significant number of non-English speaking residents will attend.

(5) **REASONABLE NOTICE.** Reasonable notice will be provided using the same process as described above for Reports.

(6) **COMMENTS AND COMPLAINTS.** The fair housing planning process will include consideration of any comments or views received in writing, or verbally at the public hearings, in preparing the draft and final submission. Attached to the respective reports will be a summary of the comments or views, including comments or views not accepted and the reasons for non-acceptance. The HUD requirement that a substantive written response to every written citizen complaint be made within an established period of time (within 15 days where practicable) will be met within the existing structure.

(7) **AVAILABILITY TO THE PUBLIC.** The City plans to publish the final submission for the fair housing planning process on the NYC Department of City Planning's website, the NYC Department of Housing Preservation and Development's website, and any additional website(s) developed for the fair housing planning process. The City will also provide free copies of the submission to residents and groups that request it.

(8) **ACCESS TO RECORDS.** Reasonable and timely access to information and records relating to the fair housing planning process will be provided using the same process as described above for Reports.

(9) **TECHNICAL ASSISTANCE.** Assistance will be made available to groups representative of persons of low- and moderate-income that request assistance in commenting on the AFH, including Community Boards, fair housing advocacy organizations, community development corporations, affordable housing developers, and others.

(10) **REVISIONS TO A FAIR HOUSING PROCESS SUBMISSION.** Revisions after submission to HUD will be required if a material change occurs. A material change is a change in circumstances in the jurisdiction of a program participant that affects the information on which the submission is based to the extent that the analysis, the fair housing contributing factors, or the priorities and goals of the submission no longer reflect actual circumstances. Revisions will also be made if HUD's written notification specifies a material change that requires the revision. The City will provide at least 30 days to receive comments from citizens on the revision before it is submitted to HUD. The revised submission will include consideration of any comments or views received in writing in preparing the final revised submission. Attached to the revised submission will be a summary of the comments or views, including comments or views not accepted and the reasons for non-acceptance.