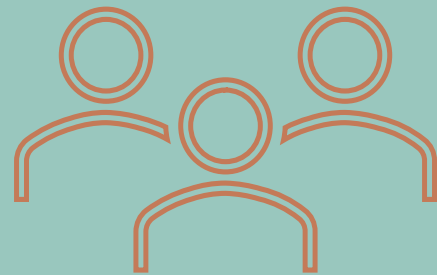


HOME-ARP: Public Participation Requirements



HOME-ARP is one-time funding intended to address the need for homelessness assistance and supportive services. A well-informed public may provide key insights about whether a Participating Jurisdictions (PJs) allocation plan addresses the needs in the community. PJs must implement a public participation process for HOME-ARP that adheres to the citizen participation requirements at 24 CFR Part 91 and the PJs citizen participation plan (CPP).



Public Participation Process

Follow

- Fair housing and civil rights laws and requirements:
 - Make translation services available
 - Create accessibility
 - Provide reasonable accommodations

Communicate
(via Public Notice(s))

- The amount of HOME-ARP funds received
- Activities the PJ plans to implement
- Date, time, location(s) of public hearing
 - Where to access the draft plan
 - Instructions to submit comments
- Procedures to request translation services and accommodations

Broaden Efforts

- Undertake efforts to broaden public participation *beyond* providing translation services and reasonable accommodations

Remember!

A public hearing AND public comment period are required.

Public Hearing

Occurs *during* development of the allocation plan and before

submission to HUD

May occur during or outside of the public comment period

AND

Public Comment

Must provide for comment on the proposed plan *before* submission to HUD

Comment period must be open for no less than 15 calendar days

The allocation plan must:



- ✓ Describe the public hearing AND public comment period, including dates
- ✓ Summarize comments received during the public hearing AND the public comment period
- ✓ Specify any comments or recommendations not accepted and explain why
- ✓ Describe any additional efforts made to broaden public participation



Do

Consider incorporating these Best Practices to...

Broaden Public Participation:

- ✓ Share public notices on a variety of platforms such as newsletters and social media
- ✓ Work with neighborhood organizations and service providers to advertise the availability of the draft plan for review and comment
- ✓ Reach a wider audience through local television and radio stations
- ✓ Provide the public with more information (for example: the basis for the proposed funding strategy, summarize information gained through consultation, needs assessment and gaps analysis results, etc.).
- ✓ Host the public hearing in a community center or other centrally located building easily accessible by public transportation
- ✓ Schedule public meetings and hearing(s) on weekends or evenings
- ✓ Create opportunities for public input early in the consultation phase to seek ideas and gather information about the needs in the community
- ✓ Offer public hearings that include in-person and virtual participation opportunities.

Demonstrate Compliance:

- ✓ Include the 15-day comment period and the public hearing date in the same public notice
- ✓ Schedule the public hearing during the 15-day public comment period, preferably in the middle or at the end of the period
- ✓ Submit the public notice(s) and affidavit of publication to HUD
- ✓ Include a screen shot of any public notice posted online to demonstrate the plan was made available to the public

Don't

- ✗ Gather public input to develop the plan, but fail to provide a full 15-day public comment period on the proposed plan
- ✗ Provide inconsistent information in the narrative or the public notice(s)
- ✗ Neglect to provide clear instructions in the public notice(s) on how to request translation services and accommodations
- ✗ Forget to describe efforts to broaden public participation in the allocation plan narrative
- ✗ Fail to follow citizen participation plan for notifying the public of the public hearing and comment period