

Attachment A-1

Citizen Participation Plan

The following is the citizen participation and engagement process that will be utilized by the Department of Housing (“**DOH**”) to solicit participation and input into the planning process for the development of the Five Year Consolidated Plan for Housing and Community Development (“**ConPlan**”) and the Annual Action Plans (“**AAP**”) that support it. In addition, this process will be used whenever possible in the development of all other plans and amendments prepared by DOH. This includes the development of the Analysis of Impediments to Fair Housing Choice (“**AI**”), as well as any required state plans and amendments that support the housing and community development activities of DOH.

Periodically throughout any given year, DOH staff will meet with state agency partners and major interest groups to discuss a variety of housing and community development issues in order to collect information on needs, priorities and issues of interest.

- These meetings will be part of continuous input into the departments' planning and policy development activities as they relate to housing and community development issues.

These major interest groups include, but are not limited to:

- the chief elected officials of entitlement and non-entitlement communities
- the Connecticut Branch of the National Association of Redevelopment Officials
- the Balance of State: Continuum of Care
- other Continuum of Care in Connecticut
- the nonprofit and for profit development community
- the Councils of Government and other regional planning organizations
- the legal aid organizations
- the housing advocacy community

Whenever possible, prior to the development of any relevant plan, the DOH will:

- Hold at least one public meeting, which may include a virtual public meeting, to solicit input in the development of such plan.
 - If a virtual meeting is being held, the meeting will also have a call in number for those individuals who do not have computer access.
 - Notice of this meeting will be published approximately 2 weeks in advance of the meeting, in at least 3 newspapers serving all regions of the state, as well as the state's minority communities.
 - In addition, notice of the meeting will be emailed to the above referenced major interest groups, and/or other state agencies as well as all interested residents of Connecticut who have expressed an interest in receiving information on all activities of the Department, known as the “Community Partners” list.
- Solicit written comment/input into the development of such plan for not less than fifteen (15) days.

Staff will prepare a draft plan, taking into consideration the input received as a result of input/comment from the above listed organizations, state agencies and interested parties. As appropriate, the plan will include a discussion of the amount of assistance the state expects to receive, the range of activities it will undertake with this assistance, and, to the extent possible, the benefit to low and moderate income people of these proposed activities.

DOH will:

- Post the draft plan in a prominent place on the DOH website.
- Prepare a notice of the publication of such plan (“**Notice**”) and such Notice will include information on the following opportunity for input/comment:
 - DOH will hold at least one public meeting, which may include a virtual public meeting, to solicit input in the development of such plan.
 - If a virtual meeting is being held, the meeting will also have a call in number for those individuals who do not have computer access.
 - Notice of this meeting will be published approximately 2 weeks in advance of the meeting, in at least 3 newspapers serving all regions of the state, as well as the state's minority communities.
 - The Notice will include the opportunity to provide electronic comment for a period of not less than thirty (30) days.
 - As part of the Notice, the state will provide information on how citizens who have special needs may obtain the draft plan in a form which is accessible to them.
- In addition, the Notice will be emailed directly to the above referenced major interest groups, and/or other state agencies as well as all interested residents of Connecticut who have expressed an interest in receiving information on all activities of the Department, known as the “**Community Partners**” list.

Such Notice will be published in at least three (3) newspapers of general circulation, and will include at least one (1) minority publication.

Copies of the Notice will be emailed to all interested parties who have registered with DOH as part of its “**Community Partners**” list, as well as the governmental leaders of all 169 towns/cities in the State, and the seven (7) councils of government.

Any comments received, either at the public hearing or during the public comment period will be considered by DOH before the final plan is submitted to U.S. Department of Housing and Urban Development (HUD). A summary of the comments and the agency's responses will be included as an attachment to the final action plan.

The procedures and actions discussed above will constitute the state's citizen participation plan for HUD related documents that require citizen participation.

This citizen participation plan will itself be made available to the public for a five-day public comment period prior to implementation, and any interested groups may review and comment accordingly.