



## CDBG-MIT Citizen Participation Plan

In accordance with Public Law 115-123, this document was prepared by DCA to meet the requirements of the CDBG-MIT funding following the presidentially declared 2017 disasters. The Citizen Participation Plan reflects the alternative requirements as specified by the U.S. Department of Housing and Urban Development (HUD) in the Federal Register 84 FR 45838 and any amendments, as applicable. DCA will ensure the Citizen Participation Plan meets the CDBG-MIT regulations and takes into consideration any waivers and alternatives made available by HUD.

The Citizen Participation Plan is designed to ensure citizens of the State of Georgia, particularly persons of low and moderate income residing in areas where it is proposed that such funds are to be used, are provided the opportunity and encouraged to participate in the planning and implementation of CDBG-MIT activities.

### Outreach Summary

In anticipation of receiving CDBG-MIT funds, DCA incorporated specific citizen participation requirements into its CDBG-MIT Action Plan. This plan outlines how DCA intends to meet these requirements. The objectives of DCA's outreach activities are to ensure that all citizens are aware of the CDBG Mitigation funding and the planning process and have the opportunity to comment on or suggest proposed uses for the funds.

The State of Georgia will ensure all HUD requirements for citizen engagement are met. DCA will hold meetings that are open to elected and appointed officials from all FEMA Individual Assistance (IA) and Public Assistance (PA) declared counties as a result of the 2017 disasters. DCA will initiate outreach through the following mechanisms: conference calls, webinars, emails, and in-person meetings. DCA will also host phone calls and communicate through email with local elected officials to ensure feedback is consistent and continual. DCA will also distribute periodic CDBG-MIT status updates produced by the State's CDBG-DR Director, Project Manager, and/or Coordinator and facilitate community meetings with local officials and staff to discuss program guidelines, planning, and to receive feedback from local jurisdictions.

### Fair Housing

DCA is committed to furthering fair housing through established affirmative marketing and outreach activities. DCA will take steps based on the Fair Housing Act of 1968 to reduce disparities in housing choice, access, and opportunities based on protected class (e.g., race, color, religion, familial status, sex, national origin or disability). Toward achieving that objective, DCA will ensure that its outreach, communication and public engagement efforts are comprehensive in order to reach as many impacted citizens as possible.

DCA will make every attempt to hold all stakeholder meetings in a time and location convenient to potential beneficiaries. The meetings will be held in an accessible location, and sign language interpreters will be made available upon advance request. DCA will also provide interpretation services for non-English speaking residents at the meetings upon advance request. Stakeholders and citizens will be notified of the public hearing at least two (2) weeks before they are held.

### Email Updates

In order to distribute the status updates to elected and appointed officials, local government employees from the impacted counties, and private citizens, the CDBG-DR team worked with DCA's Marketing and Communications Team to create an email-sign up page located on the left-hand side of the CDBG-DR webpage (<https://www.dca.ga.gov/community-economic-development/funding-programs/community-development-block-grant-disaster-recovery>). Participants have the option to sign up for one or multiple lists including a specific tab for 2017 Mitigation Funding.

### Public Notice and Comment Period to Review Draft Action Plan

Prior to finalizing the CDBG-MIT Action Plan, DCA will make available to stakeholders, citizens, public agencies and other interested parties information that includes the amount of assistance DCA expects to receive and the range of activities that may qualify, including the estimated amount that will benefit persons of low and moderate income.

DCA will provide public notice and seek feedback for the development of the CDBG-MIT Action Plan through emails, website postings, and public meetings. DCA will publish the draft CDBG- MIT Action Plan and the time period for public comment on the DCA CDBG-DR Website. The website is linked below:

<https://www.dca.ga.gov/community-economic-development/funding-programs/community-development-block-grant-disaster-recovery>

For those who cannot access the draft CDBG-MIT Action Plan online, a copy will be made available at DCA Headquarters. Citizens who wish to participate in the planning process are encouraged to contact their local government or reach out to DCA via email at [CDBG-DR@dca.ga.gov](mailto:CDBG-DR@dca.ga.gov).

### Development of CDBG-MIT Action Plan

The State is developing a Disaster Recovery Action Plan that will include:

1. The amount of assistance expected to be received, based on projected amounts provided by HUD;
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. An anticipated time schedule for submission of the Action Plan to the Department of Housing and Urban Development; and
5. Incorporation of and response to public comments received during the public comment period.

**Sign up for CDBG-DR updates!**

Get news from CDBG-DR in your inbox.

\* Email

\* First Name

\* Last Name

\* Email Lists

2017 Mitigation Funding

2017 Unmet Needs Funding

CDBG-DR General

Hurricane Michael Funding

By submitting this form, you are consenting to receive marketing emails from: Georgia Department of Community Affairs, 60 Executive Park S., NE, Atlanta, GA, 30329, US. <http://www.dca.ga.gov>. You can revoke your consent to receive emails at any time by using the [SafeUnsubscribe®](#) link, found at the bottom of every email. [Emails are serviced by Constant Contact.](#)

**Sign Up!**

The CDBG-MIT Action Plan will be made available for the public to view on the DCA website: <https://www.dca.ga.gov/community-economic-development/funding-programs/community-development-block-grant-disaster-recovery>.

For those who cannot otherwise obtain a copy of the Action Plan, a copy will be made available at DCA Headquarters.

#### *Amendments to the Action Plan*

As additional information becomes available and programs evolve through the grant administration process, amendments will be made to the Action Plan in accordance with 84 FR 45838. Updates to the plan may be substantial or non-substantial. Program changes that result in a Substantial Amendment are:

- Addition or deletion of any allowable activity described in the approved Action Plan
- A funding allocation or re-allocation of \$1 million or more
- A change in program benefit, planned beneficiaries, or eligibility

Substantial Amendment(s) will be posted for public comment for a minimum of 30 days. DCA and/or MID area local governments will notify affected citizens through electronic mailings, press releases on websites, and/or social media. A summary of all comments received, and responses provided will be included in the appendices of the final Substantial Amendment submitted to HUD for approval. The HUD-approved Substantial Amendment will be posted to DCA's public website, in English and Spanish.

Written comments on the initial CDBG-MIT Action Plan or subsequent substantial amendments to the plan may be submitted to DCA via email at [CDBG-DR@dca.ga.gov](mailto:CDBG-DR@dca.ga.gov) or mailed to the following address by 5:00 PM EST on the pre-approved date as set forth in the applicable FRN:

Georgia Department of Community Affairs  
 Attention: CDBG-DR  
 60 Executive Park South, NE  
 Atlanta, Georgia 30329

For non-substantial amendments, DCA will notify HUD but not post for public comment. Each amendment, substantial or not, will be posted to DCA's CDBG-DR public website, not replacing, but in addition to all previous versions of the plan.

#### *Citizen Complaints Process and Procedures*

Citizens may file a written complaint or appeal through the CDBG-DR email at [CDBG-DR@dca.ga.gov](mailto:CDBG-DR@dca.ga.gov) or submit via mail to:

Georgia Department of Community Affairs  
 Attention: CDBG-DR  
 60 Executive Park South, NE  
 Atlanta, GA 30329

DCA's goal is to attempt to resolve all complaints in a manner that is both sensitive to the complainants' concerns and achieves a fair result. DCA will make every effort to provide a timely written response within 15 working days of the receipt of the complaint, where practicable.

**Complaints regarding fraud, waste, or abuse of government funds will be forwarded to the HUD OIG Fraud Hotline (phone: 1-800-347-3735 or email: [hotline@hudoig.gov](mailto:hotline@hudoig.gov)).**

#### Citizen Advisory Groups

After HUD approval of DCA's CDBG-MIT Action Plan, a Citizen Advisory Committee will be established. The Committee will meet at least twice per year in an open forum. The purpose of this committee will be to provide on-going public input into mitigation activities, to continuously inform the mitigation program and assist with program refinement, and to solicit and respond to public comment on mitigation activities.

#### Performance Reporting

In accordance with HUD requirements DCA will submit a Quarterly Performance Report (QPR) through the Disaster Recovery Grant Reporting (DRGR) system no later than 30 days after the end of each calendar quarter. QPR's will be posted to the DCA CDBG-DR public website within three (3) days of submission to HUD each quarter until all funds have been expended and all expenditures have been reported.

Each QPR will include information about the uses of funds in activities identified in the Action Plan, as entered in the DRGR reporting system. This includes, but is not limited to:

- Project name, activity, location, and national objective
- Funds budgeted, obligated, drawn down, and expended
- The funding source and total amount of any non-CDBG-MIT funds to be expended on each activity
- Beginning and actual completion dates of completed activities
- Achieved performance outcomes such as number of housing units completed or number of low- and moderate-income persons benefiting
- The race and ethnicity of persons assisted under direct-benefit activities
- Amount of funding expended for each contractor identified in the Action Plan
- Efforts to affirmatively further fair housing made by DCA and Subrecipients

#### Limited English Proficiency (LEP)

DCA is committed to providing all citizens with equal access to information about CDBG-MIT, including persons with disabilities and limited English proficiency (LEP). DCA follows HUD's regulation, 24 CFR Part 1, "Non-Discrimination in Federally Assisted Programs of the Department of Housing and Urban Development-Effectuation of Title VI of the Civil Rights Act of 1964," which requires all recipients of federal financial assistance from HUD to provide meaningful access to LEP persons.

Persons who do not speak English as their primary language and who have limited ability to read, write, speak, or understand English may be entitled to language assistance with respect to a service, benefit, or encounter. Where a significant number of non-English speakers can be reasonably expected to participate in a public hearing or public comment periods, materials to be handed out will be translated into the appropriate language, citizen comments in a language other than English will be translated, and translator options will be available.