



COMMUNITY SERVICES

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TO: Community Development Commission Executive Committee

FROM: Mary A. Keating, Director,
Department of Community Services

DATE: January 9, 2026

SUBJECT: Citizen Participation Plan Amendment

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Action Requested: CDC staff recommend approval of a third amendment to the Citizen Participation Plan.

Details: As required by the U.S. Department of Housing and Urban Development (HUD) Code of Federal Regulations for the Consolidated Plan (24 CFR Part 91.105), the County must adopt a Citizen Participation Plan (CPP) setting forth the County’s policies and procedures for citizen participation. The last amendment to the County’s CPP was in 2020 in response to COVID-19. CDC staff felt it was necessary to update the CPP to ensure compliance with current regulations and adjust any outdated language or allowances.

The CPP has been amended to align with regulatory requirements under 24 CFR 91.105 Citizen Participation Plan; Local Governments, as well as simplify the document formatting for public consumption. Changes include, but are not limited to:

1. Adding definitions for public reference and clarity;
2. Clarifying when virtual public hearings may be utilized;
3. Elaborating on availability of draft and approved documents, public hearings, and public comment periods;
4. Detailing how the County will encourage citizens, minorities, non-English-speaking persons, as well as persons with disabilities, to participate in the development of plans covered by the CPP;
5. Detailing access to records and meetings.

A 30-day public comment period took place from 01/03/2026 – 02/02/2026 and a public hearing was held 01/14/2026 to obtain public input on the proposed amendments to the CPP.