



Citizen Participation Plan 2025

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Introduction

A Citizen Participation Plan (CPP) outlines how a community will involve citizens in the planning, implementation, and review of the U.S. Department of Housing and Urban Development's (HUD) Community Planning and Development (CPD) funded programs, projects and federal formula grant. Pursuant to the requirements of 24 CFR 91.105, the City of Tempe, an entitlement agency and direct recipient of HUD's CPD funded Community Development Block Grant (CDBG) and Emergency Solutions Grant (ESG), will utilize this plan to encourage and promote citizen participation in the development of the following HUD required planning and reporting documents:

- 1) Five Year Consolidated Plan (ConPlan);
- 2) Annual Action Plan (AAP);
- 3) Consolidated Annual Performance Evaluation Report (CAPER);
- 4) Citizen Participation Plan (CPP); and
- 5) Any Substantial Amendments to these plans or reports.

These plans and reports serve as guiding documents for the use of CDBG and ESG, federal formula grants, administered by the City of Tempe Community Health & Human Services Department.

The City of Tempe does not receive HUD's CPD-funded Home Investment Partnership (HOME) program funds directly. However, as a subrecipient of these funds, the City will follow the requirements of its primary grantee's Citizen Participation Plan (CPP) when administering the HOME funds.

Public Hearings and Notice

The City will hold at least two (2) public hearings per year to obtain residents' views and to respond to proposals and questions relative to the ConPlan, AAP, and CAPER. Public hearings will be conducted at a minimum of two different stages of the program year. All public hearings, as required by HUD, as per 24 CFR 91.105(e), will be noticed as follows:

- At least two weeks before the meetings are conducted;
- In English and Spanish;
- In a newspaper(s) with general circulation; and
- On the [City of Tempe website](#);

Public hearing notices will include information about the time, location, and subject of each public hearing, as well as relevant information to allow for informed citizen comments. The hearings will address housing and community development needs, proposed activities, and the review of program performance.

One public hearing will be held before the proposed ConPlan and/or AAP is published for the required 30-day public comment period, and one of the public hearings will be held before or within the 15-day comment period for the proposed CAPER.

Public hearings will be held in facilities that comply with regulations defined in Section 504 of the Rehabilitation Act of 1973, 24 CFR part 8; and the Americans with Disabilities Act and 28 CFR parts 35 and 36 as applicable.

All public hearings will be held at a time convenient to prospective program beneficiaries and in a central location accessible by public transportation.

The Coronavirus Aid, Relief and Economic Security Act of March 27, 2020, H.R.748 ("CARES Act"), includes a waiver allowing the elimination of the in-person public hearing requirement for consolidated plan amendments and allows for at least one virtual, public hearing when 1) national or local health authorities recommend social distancing and limiting public gatherings for public health reasons; and 2) virtual hearings provide reasonable notification and access for citizens, timely responses from local officials to all citizen questions, issues, and public access to all questions and responses.

Special Accommodation Requests for Public Hearings

The City of Tempe endeavors to make all public meetings accessible to persons with disabilities. Special assistance can be provided for sight and/or hearing-impaired persons at public hearings, The following instructions on how to request an accommodation to participate will be included in all public hearing notices:

- **Public Hearings Facilitated by the Department:** To request an accommodation to participate in a public hearing facilitated by the Community Health & Human Services Department, please contact the department with 72 hours' notice to ensure availability at 480-350-8950 (voice), 7-1-1 (Relay users), or CDBGPROGRAM@tempe.gov.
- **Public Hearings Facilitated at a City Council Meeting:** To request an accommodation to participate in a City Council meeting, that may also serve as a public hearing, please contact the City Clerk's Office with 72 hours' notice to ensure availability at 480-350-4311 (voice), 7-1-1 (Relay users), or clerk@tempe.gov.

Publication of Plans/Reports & Public Comment Periods

At the commencement of the public comment process, the city will publish all plans and reports listed in the Introduction in their entirety for further review by the public per 24 CFR 91.105(b).

PDF copies will be made available on the designated [City of Tempe website](#), and hard copies will be available at the Community Health & Human Services office for the designated comment period.

The designated comment periods for these plans and reports are as follows:

Document	Minimum Number of Calendar Days
ConPlan, AAP, CPP	30
CAPER	15
Substantial Amendments to ConPlan, AAP, and CPP	30
Substantial Amendments to CAPER	15
CARES Act Amendment to AAP and CPP	5

The public comment periods, as per 24 CFR 91.105(e)(ii)(2), will be published as follows to permit informed citizen comment:

- At least one day prior to the commencement of the required public comment period;
- In English and Spanish;
- In a newspaper(s) with general circulation; and
- On the [City of Tempe website](#);

In preparing the plans and reports, the city will consider all comments and views expressed by the public prior to submission to HUD.

The Coronavirus Aid, Relief and Economic Security Act of March 27, 2020, H.R.748 (“CARES ACT”), includes a waiver allowing a public comment period of no less than 5 days to expedite the consolidated plan substantial amendment process.

[Amendments to the Consolidated Plan and Annual Action Plan](#)

Substantial Amendments:

Revisions and amendments to the ConPlan and/or AAP may be deemed necessary to meet community needs and priorities. Revisions and amendments, as per 24 CFR 91.105(c), that address changes to projects and programs outlined in the ConPlan and/or AAP, are considered “Substantial Amendments” and require citizen participation in the development of the amendment. A Substantial Amendment process will occur when the following exists:

- 1) Addition of a new project not previously described in the Consolidated Plan or Annual Action Plan.
- 2) A change in the purpose, scope, location or beneficiaries of an activity or project previously described in the Consolidated Plan or Annual Action Plan.
- 3) New HUD CPD funded grants are awarded to the City of Tempe
- 4) A change in total dollar amount allocated or budgeted for an activity by more than 25% of the total annual allocation.
- 5) Substantial Amendments require at least one public meeting and a minimum thirty

(30) days comment period. The required public meeting and comment period will be noticed as stated in the [Publication of Plans/Reports & Public Comment Periods](#) section of this document.

6) Substantial Amendments require Tempe City Council Approval.

Minor Amendments

Amendments that do not qualify as Substantial Amendments are considered Minor Amendments. Minor Amendments will be addressed as follows:

- 1) Require the signature of the City of Tempe Community Health and Human Services Director or designee.
- 2) Do not require a public notice or Tempe City Council Approval.

Consolidated Annual Performance and Evaluation Report

An annual performance report known as the CAPER must be prepared and submitted, annually, to HUD by September 28, or within 90 days of the close of the City's program year, as per 24 CFR 91.105(d). The CAPER describes how funds were used, outlines the program year accomplishments, and shows the extent to which these funds were used for activities that benefited low- and moderate-income persons.

The City will hold a public hearing before or within the 15-day designated public comment period to obtain residents' views and to respond to questions related to the CAPER.

Both the public hearing and the 15-day comment period for the CAPER will be noticed as stated in the [Public Hearings and Notice](#) and the [Publication of Plans/Reports and Public Comment Periods](#) sections of this document.

In preparing the CAPER, the City will consider all comments and views expressed by the public prior to submission to HUD.

Citizen Participation Plan and Amendments

The CPP has been developed, as per 24 CFR 91.105(a), to serve as the City's policy and procedure related to engaging and promoting citizen participation in the development of HUD required plans and reports. The development and any Substantial Amendments to the CPP must adhere to the public comment requirements outlined in the [Publication of Plans/Reports and Public Comment Periods](#) section of this document.

A Substantial Amendment to the CPP will occur when the following exist:

1. A change in the definition of a Substantial Amendment for the ConPlan, AAP, or CPP; or
2. A change in the required public notification periods or public hearings; or
3. A change to 24 CFR 91.105 and its requirements relative to citizen participation.

In the preparation of the CPP, or a Substantial Amendment to the CPP, the City will consider all comments and views expressed by the public prior to the adoption of the CPP or Substantial Amendment.

Citizen Comments, Feedback and Complaints

Residents are encouraged to participate in public hearings, provide comments, or submit written comments to the department concerning the proposed plans, reports, and the performance of all HUD CPD funded programs. All comments submitted in person, orally, by mail, email, written or by phone, will be considered and maintained as part of the citizen participation records for the associated plan and/or report.

Citizens requesting to submit a complaint regarding any portion of the citizen participation process and/or the development of proposed plans, reports, or amendments, may do so by submitting a formal complaint in writing.

Contact information for comments and complaints is as follows:

City of Tempe Housing Services Division
P.O. Box 5002
Tempe, AZ 85280
CDBGPROGRAM@tempe.gov
480-350-8950

Written complaints received, warranting a response, will be addressed as follows:

- Staff will issue a response within fifteen (15) working days, as deemed practical and/or necessary. If the response is unsatisfactory, the complainant can submit an appeal to the staff issued response to the department's Human Services Manager.
- The Human Services Manager will issue a response within thirty (30) working days, as deemed practical and/or necessary. If the response is unsatisfactory, the complainant can submit an appeal to the Human Services Manager's response to the department's Deputy Director.
- The Deputy Director will issue a response within thirty (30) working days, as deemed

Additional Citizen Participation Activities

Consultation of Area Agencies

Under 24 CFR.91.100 (a)(1) as part of the Consolidated Plan process, the City shall consult with other public and private agencies that provide assisted housing, health services, and social services, including those focusing on services to children, elderly persons, persons with disabilities, persons with HIV/AIDS and their families, and homeless persons. This includes consultation with publicly funded institutions and systems of care that may discharge persons into homelessness (such as health-care facilities, mental health facilities, foster care, other youth facilities, and corrections programs and institutions). The City shall also consult with community-based and regionally-based organizations that represent protected class members and organizations that enforce fair housing laws when preparing the Consolidated Plan including participants in Fair Housing organizations, nonprofit organizations that receive funding under the Fair Housing Initiative Program, and other public and private fair housing service agencies, to the extent that such entities operate within the jurisdiction. Additionally, the consultation process will include consultation with regional government agencies and adjacent units of general local government and local government agencies. This includes local government agencies with metropolitan-wide planning and transportation responsibilities, partially for problems and solutions that go beyond the City's jurisdiction.

Under 24 CFR.91.100 (c)(1) as part of the Consolidated Plan development process, the City shall also consult with public housing authorities (PHAs) operating within the jurisdiction as well as public housing participants and landlords. This consultation will consider public housing and public housing resident needs, planned programs, and activities under the Consolidated Plan, as well as strategies for affirmatively furthering fair housing specifically to address any fair housing issues in the public housing and Housing Choice Voucher programs. The consultation process requires the City to address the needs of public housing and, where necessary, the way in which it will provide financial or other assistance to a troubled PHA to improve the PHA's operations and remove the designation of troubled.

The City shall also consult with agencies and local government departments that provide broadband access to LMI households, bridge the digital divide, and provide high-speed internet services. Consultation shall also be made with local agencies and government departments that assist LMI residents with emergency management services, disaster preparedness, and hazard mitigation.

Public Access to Records

The City will provide citizens, public agencies, and other interested parties with reasonable and timely access to the ConPlan, AAP, CAPER and public records relating to its past use of CDBG and ESG and/or other HUD CPD funding and related assistance for the previous five years.

Technical Assistance

The City, in accordance with the Housing and Community Development Act of 1974 (as amended) and its implementing federal regulations, shall provide technical assistance to entities requesting support in understanding CDBG, ESG and/or other HUD CPD eligible activities., in the development of funding proposals for activities described in the ConPlan and AAP.

Anti-Displacement and Relocation

CITY OF TEMPE POLICIES ON DISPLACEMENT FOR COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUNDED ACTIVITIES

Residential Anti-displacement and Relocation Assistance Plan under Section 104(d) of the Housing and Community Development Act of 1974, as amended.

The City of Tempe, in accordance with Federal Regulations for Displacement, 24 CFR 570.606(b), hereby issues this statement of policy regarding the displacement of persons by CDBG funded activities.

Any entity receiving CDBG Program funds will replace all occupied and vacant units that will be demolished or converted to a use other than as low- or moderate-income housing.

All replacement housing will be provided within three years of the commencement of the demolition or rehabilitation relating to conversion. This includes any property obtained through a public undertaking. Before obligating or expending funds that will directly result in such demolition or conversion, the entity will make public and submit to the HUD Field Office the following information in writing.

- A description of the proposed assisted activity;
- The general location on a map and approximate number of dwelling units by size (number of bedrooms) that will be demolished or converted to a use other than for low/moderate income dwelling units as a direct result of the assisted activity;
- A time schedule for the commencement and completion of the demolition or conversion;
- The general location on a map and approximate number of dwelling units by size (number of bedrooms) that will be provided as replacement dwelling units;
- The source of funding and a time schedule for the provision of replacement dwelling units, and
- The basis for concluding that each replacement dwelling unit will remain a low/moderate income dwelling unit for at least 10 years from the date of initial occupancy (i.e.: Deed of Trust, Deed Restriction, etc.).

The entity will provide relocation assistance, as described in 570.606(b)(2), to each low/moderate income household displaced by the demolition of housing or by the conversion of a low/moderate income dwelling to another use. Benefits will be provided to relocatees and displacees according to the calculation of benefits derived pursuant to

requirements of regulations promulgated under the Uniform Property Acquisition and Relocation Act of 1970, as amended.

Assistance to Unlawfully Present Persons

A City of Tempe resident who is not lawfully present in the United States is prohibited from receiving assistance under the Uniform Relocation Act, per 49 CFR 24.208, and assisted housing programs. Circumstances may dictate that determination that an unlawfully present person is ineligible would result in exceptional and extremely unusual hardship to a spouse, parent, child who is a United States citizen. A final determination on the eligibility of the request will be made by HUD before any assistance is provided.

Permanent Displacement

Displacement is defined as follows: Permanent movement of person(s) or other entities from a dwelling unit or business location resulting from CDBG funded code inspection, rehabilitation, demolition or acquisition. Where appropriate, the City may use CDBG funds to pay for relocation-related costs in projects using Low Income Housing Tax Credits.

In order to minimize displacement and mitigate adverse effects, the policy shall consist of the following steps, in the event displacement is caused by current or future CDBG Program funded projects:

- Avoid or minimize permanent displacement whenever possible and only take such action when no other viable alternative exists.
- The impact on existing persons and properties will be considered in the development of CDBG Program funded projects.
- Citizens shall be informed of CDBG Program project area(s) through information made available as part of the annual proposed and final statements on use of CDBG Program funds.
- Current regulations, HUD notices and policies will be followed when preparing informational statements and notices.
- Written notification of intent will be given to eligible property owners who may be displaced and/or relocated due to an approved project activity.
- Assist those displaced in locating affordable, safe, decent and comparable replacement housing.
- Ensure that “just compensation” for CDBG Program acquired property (as determined by appraised fair market value) is paid with relocation benefits, if applicable.
- Provide for reasonable benefits to any person permanently displaced as a result of the use of CDBG funds to acquire or substantially rehabilitate property.

Reasonable benefits will follow established policies set forth in applicable federal, state

and local regulations.

- Provision of information about equal opportunity and fair housing laws in order to ensure that the relocation process does not result in different or separate treatment on account of race, color, religion, national origin, sex, or source of income.
- Displaced families will be given a preference through the Housing Choice Voucher Program, Conventional Public Housing or any other federally funded program for which they might qualify. This priority is contingent upon availability of certificates, vouchers or placement coupons by the agency certified to handle assistance in the jurisdiction.

Temporary Displacement

CDBG Program funded activities may involve temporary displacement. While strict adherence to provisions of the Uniform Relocation Act is not specified, it is the policy of the City of Tempe that all subrecipients shall take steps to mitigate the impact of CDBG Program funded code inspections, rehabilitation, demolition or acquisition that results only in temporary movement of person(s) from a dwelling unit. Such temporary displacement primarily involves demolition and reconstruction of a single-family owner-occupied home. Where appropriate, the City may use CDBG funds to pay for relocation-related costs in projects using Low Income Housing Tax Credits. Accordingly, the citizens involved in a temporary movement shall be fully informed of the below matters and appropriate steps shall be taken to ensure that fair and equitable provisions are made to:

- Ensure that owners receive compensation for the value of their existing house prior to demolition.
- Receive temporary living accommodations while their CDBG Program funded unit is being demolished and reconstructed.
- Move and temporarily store household goods and effects during the demolition and reconstruction evolution.
- Reimburse all reasonable out-of-pocket expenses incurred in connection with the temporary relocation, including moving costs and any increased rent and utility costs.

Fair Housing, Civil Rights, Complaints and Grievance Process

Title VIII of the Civil Rights Act of 1968 is known as the Fair Housing Act. The Act, as amended in 1974 and 1988, prohibits discrimination in the sale, rental, and financing of dwellings, and in other housing-related transactions, based on race, color, national origin, religion, sex, familial status, and disability.

These seven classifications are collectively termed federally protected classes. The federal familial status provision protects children under the age of 18 living with parents or legal custodians, pregnant women, and people securing custody of children under the age of 18.

Fair Housing complaints may be submitted to the City of Tempe Housing Services Division as outlined at <https://www.tempe.gov/government/community-health-and-human-services/housing-services/fair-housing>.

All complaints received related to the Consolidated Plan, Consolidated Plan amendments, and performance reports will be responded to as stated on page 7 of the Citizen Participation Plan.

[Title VI, Civil Rights Act of 1964 Requirements](#)

It is the policy of the City of Tempe that no person shall be denied the benefits of, or be subjected to discrimination in, any sponsored program, service, or activity provided by City of Tempe staff, contractors, or consultants on the grounds of race, color, national origin, limited English proficiency, age, disability, religion, marital status, familial status, sex, gender, gender identity, sexual orientation, or source of income. The City of Tempe is comprised of various and diverse individuals and groups of people; and values this diversity and wishes to encourage all persons to contribute to, fully participate in and contribute to the cultural, social, spiritual and commercial life and activities in Tempe. Existing practices in the City of Tempe already reflect anti-discriminatory practices among and toward its employees, contractors and vendors.

Filing a Title VI Complaint:

Complaints should be filed with the City of Tempe Diversity Office.

Complaint forms are available from the Diversity Office or by visiting <https://www.tempe.gov/government/diversity-equity-and-inclusion/anti-discrimination-ordinance>. The form can be submitted to the Diversity Office by mail or phone or submitted to the Human Relations Commission. For more information, please contact the Chief Diversity Officer, 480-350-8970.

If the complaint meets the legal requirements, the Diversity Office shall investigate and render written findings as to whether there is or is not a reasonable cause to substantiate the charge. The Diversity Office shall make every effort to conciliate complaints.

Appeals Process:

Party's to the complaint may appeal the findings to the City Manager within five (5) calendar days of receipt of the findings. For more information about the appeal process, see [Tempe City Code Chapter 2, Section 2-608](#).

For more information contact the:

City of Tempe Diversity Office
31 E. Fifth Street
Tempe, AZ 85281
480-350-8979
480-350-2907(Fax)