



Citizen Participation Plan for HUD Programs

Community Development Block Grant (CDBG)
HOME Investment Partnerships Program (HOME)

Adopted by Fargo City Commission on June 24, 2024

DRAFT



If you would like to request the Citizen Participation Plan in an alternative accessible format (e.g. oral, Braille, electronic, or large print copies), or request translation, please contact the Planning and Development Department at 225 4th St N, Fargo, ND 58102 (701.241.1474, ND Relay TTY 800.366.6888 or 711) or Planning@FargoND.gov

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Executive Summary [24 CFR Part 91 Subpart B]

The City of Fargo receives funding from the U.S. Department of Housing and Urban Development (HUD) for two federal programs: the Community Development Block Grant (CDBG) and the HOME Investment Partnerships (HOME). The City then distributes this funding throughout the Fargo community. As a recipient of these federal funds, the City is required to adopt, publish, and follow a Citizen Participation Plan (CPP).

The CPP was prepared in accordance with Section 104 of the Housing and Community Development Act of 1974, as amended, (42 U.S.C. 5301 *et seq.*), and 24 CFR 91 Consolidated Submissions for Community Planning and Development Programs, and guides the City of Fargo’s engagement with citizens, business owners, and other stakeholders. The objectives of the CPP are to ensure that the citizens of Fargo, particularly persons with low and moderate incomes, persons living in slum and blighted areas, and persons or units of local government with urgent needs, housing agencies, or other interested parties are provided with the opportunity to participate in the planning and preparation of Fargo’s plans. Through the use of public comment periods, public meetings, and public hearings, interested individuals, groups, and organizations help to identify community needs, priorities, and solutions for which federal CDBG and HOME funds may be used to address.

The following HUD-required documents will be addressed by this CPP:

- Consolidated Plan (“Five Year Plan”)(ConPlan) and ConPlan Amendments
- Annual Action Plans (AAP) and AAP Amendments
- Assessment of Fair Housing/Analysis of Impediments (AFH/AI)
- Consolidated Annual Performance and Evaluation Report (“CAPER”)

The annual timeline to develop the ConPlan, AAP, and the CAPER schedule is highly dependent upon the federal government’s budget cycle, and specifically the allocations to HUD as approved by the U.S. Congress and the President. The following schedule provides a sample timeline for development of the City’s plans. With the exception of the May 1 – April 30 program year start and end, the timeline will adjust as necessary to accommodate the federal award announcement and congressional budget approval, which varies year-to-year.

Sample Timeline	
May 1	Beginning of program year
July	CAPER Public Comment Period (15 days) CAPER at City Commission Meeting CAPER due to HUD by July 31 (unless granted an extension)
September - December	Community Consultations for AAP (annually) / ConPlan (every 5 years) Public Hearing/Public Input Meeting(s)
October - January	[Optional] Call for Proposals for AAP (“NOFO” or Notice of Funding Opportunity) Review submissions, project selection, and draft AAP/ConPlan
February - March	AAP/ConPlan Public Comment Period (30 days) AAP/ConPlan Public Hearing at City Commission Meeting

	AAP/ConPlan Final Consideration and Approval at City Commission Meeting
March 15	AAP/ConPlan Submission to HUD (45 days before start of new program year)
April 30	End of program year

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I. Introduction

Community Development Block Grant (CDBG)

The goal of the CDBG program is to develop viable urban communities by providing decent housing and suitable living environments, as well as expanding economic opportunities for low- and moderate-income persons. At least 70% of CDBG funds over a period of three years must be used to benefit people with low and moderate incomes. This does not include planning and administrative costs, but does include program income. Eligible activities under CDBG include, but are not limited to:

- Acquisition of real property
- Demolition
- Rehabilitation of residential and non-residential structures
- Construction of public facilities or neighborhood centers, improvements (e.g., water, sewer, streets), and the conversion of school buildings for eligible purposes or playground updates and modification for accessibility
- Public services (grant is capped, typically under \$125,000 per year for entire community)
- Activities relating to energy conservation and renewable energy resources
- Economic development and job creation/retention activities

HOME Investment Partnerships (HOME)

The goal of the HOME program is to create affordable rental or ownership housing for low-income households. Eligible activities enable communities to respond to affordable housing challenges within the community. All beneficiaries of HOME programs or projects must have incomes at or below 80% of the area median income (AMI). Specific activities under HOME may have stricter income requirements. Eligible activities under HOME include:

- New construction (ownership or rental)
- Rehabilitation (ownership or rental)
- Homebuyer Assistance (e.g., down-payment and closing cost assistance)
- Tenant-based Rental Assistance

Low- and Moderate-Income Households, Neighborhoods, & Clientele

HUD regulations require that at least 70% of CDBG funding and all of HOME funding must benefit people with low to moderate incomes. Depending on the program, HUD allows the City to use multiple methods to determine whether a program or project is benefitting people with low to moderate incomes. For the HOME program, the City may only use Method 1 below. For CDBG, the City may use both methods listed.

These are general definitions. A project or program may have specific (or lower) income requirements to be considered initially eligible to participate.

Method 1: Low- to Moderate-Income Household: HUD defines low- to moderate-income thresholds based on area median income (AMI) and family size on an annual basis. HUD generally considers a household as low- to moderate-income if its income is at or below 80% of the AMI.

Example: Sally lives alone and earns \$40,000 a year. The AMI of a one-person household in her area is \$100,000. Sally qualifies as low- to moderate-income because she earns 40% of the AMI.

Method 2: Low- to Moderate-Income Neighborhood (“Area Benefit” – “LMA”): This method does not consider the income of a specific household, but rather all the people living in a particular area. HUD uses estimates from the American Community Survey to determine whether 51% or more of people living in an area have income at 80% or less of AMI. If so, this area is considered to be a “low- to moderate-income area” (LMA). The City follows determinations made by HUD as to which census tracts qualify.

Description of HUD Plans and Reports

1. Five-Year Consolidated Plan: The Five-Year Consolidated Plan (also referred to as the Consolidated Plan, ConPlan, or Five-Year Plan) is a framework for the City’s priorities and goals related to housing and community development. As part of the planning process, the City consults with residents and stakeholders as to the needs and market conditions in order to make data-driven, place-based investment decisions. The City uses the ConPlan to help make annual funding decisions and demonstrate to HUD that annual projects align with the goals, strategies, and priorities identified in the ConPlan.
2. Annual Action Plan: The Annual Action Plan (AAP) identifies the specific projects or programs in the community that will receive HUD funds. It provides a concise summary of the actions, activities, budgets, and specific federal and non-federal resources that will be used each year to address the priority needs and specific goals identified by the ConPlan.
3. Consolidated Annual Performance and Evaluation Report (CAPER): The CAPER is a program year-end annual report about accomplishments and progress toward ConPlan goals during the program year. The City also reports on the beneficiaries of projects and programs which received HUD funding to demonstrate compliance with civil rights requirements and ensure at least 70% of CDBG funding and all of HOME funding has benefitted low- to moderate-income neighborhoods or individuals. CAPERs are due to HUD 90 days after the close of the program year.
4. Assessment of Fair Housing (AFH)/Analysis of Impediments to Fair Housing Choice (AI): The Assessment of Fair Housing/Analysis of Impediments to fair housing addresses patterns of integration and segregation; racially or ethnically concentrated areas of poverty; disparities in access to opportunity; and disproportionate housing needs. The AI helps to identify fair housing issues and other contributing factors. The City uses this

information to set goals that will address the identified impediments. These goals inform subsequent housing and community development planning processes. A new Assessment of Fair Housing/Analysis of Impediments to Fair Housing Choice will be conducted with each new Five-Year Consolidated Plan. The most recent Analysis of Impediments to Fair Housing was adopted May 2, 2022 by the Fargo City Commission.

Planning & Development

Planning & Development is the department of the City of Fargo which administers HUD funds. When instructed in the Citizen Participation Plan to contact the Planning & Development Department, interested parties can do so in the following ways:

City of Fargo Planning and Development 225 4th Street North Fargo, ND 58102	E-mail: Planning@FargoND.gov Phone: 701.241.1474 ND Relay TTY: 800.366.6888 or 711
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II. Encouraging Citizen Participation

Citizen participation is essential to the City and community in identifying community development needs and assets, assessing the effectiveness of ongoing housing and community development programs, and developing community development priorities and solutions.

Encouragement of Citizen Participation from Particular Groups

The City encourages all residents and stakeholders to participate in developing the ConPlan, AAP, CAPER, AFH/AI, and any substantial amendments. The City especially encourages participation from the following in accordance with 24 CFR 91.105 of the HUD Consolidated Plan regulations:

- Low- and moderate-income persons, particularly those persons living in:
 - areas designated by the City as a revitalization area
 - a slum and blighted area
 - areas where CDBG funds are proposed to be used
 - predominantly low- and moderate-income neighborhoods or areas
- People from marginalized or minority groups
- Non-English-speaking persons
- Persons with disabilities

The City will consult with, as applicable, and encourages participation from the following individuals and types of organizations in developing and implementing the AFH/AI, ConPlan, and AAP:

- Workforce and economic development agencies
- Local and regional institutions
- Continuum of Care
- Residents of public and assisted housing developments (including any resident advisory boards, resident councils, and resident management corporations), in conjunction with consultation with the Fargo Housing and Redevelopment Authority (FHRA)
- Other low-income residents of targeted revitalization areas in which public and assisted housing developments are located
- Public and private organizations, including broadband internet service providers, and organizations engaged in narrowing the digital divide
- Agencies whose primary responsibilities include the management of flood prone areas, public land, or water resources
- Emergency management agencies
- 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, homeless persons)
- Community-based and regionally based organizations that represent protected class members, and organizations that enforce fair housing laws

- Public and private agencies that address housing, health, social service, victim services, employment, or education needs of low-income individuals and families; homeless individuals and families, including homeless veterans; youth, and/or other persons with special needs
- Publicly funded institutions and systems of care that may discharge persons into homelessness (such as health-care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions)
- Business and civic leaders
- State or local health and child welfare agencies/departments concerning lead-based paint hazards
- Adjacent local governments and local and regional government agencies, including local government agencies with metropolitan-wide planning and transportation responsibilities
- Fargo Housing and Redevelopment Authority (FHRA) (Local PHA) regarding consideration of public housing needs, planned programs and activities, strategies for affirmatively furthering fair housing, and proposed actions to affirmatively further fair housing in the ConPlan
- Consultation with FHRA will also to help ensure activities with regard to affirmatively furthering fair housing, local drug elimination, neighborhood improvement programs, and resident programs and services, both those funded under the FHRA's program and those funded under a program covered by a ConPlan, are fully coordinated to achieve comprehensive community development goals and affirmatively further fair housing
- Other organizations, both private and public, such as businesses, for-profit and nonprofit developers, nonprofit organizations, philanthropic organizations and foundations, neighborhood associations, and community-based and faith-based organizations

The City will make best efforts to provide FHRA information about ConPlan activities, the Assessment of Fair Housing/Analysis of Impediments to Fair Housing Choice, and Affirmatively Furthering Fair Housing strategies and activities if those activities are related to the Public Housing Authority's (PHA) developments and surrounding communities. FHRA will then make this information available at its annual public hearing(s) required for the PHA Plan.

Community Development Mailing List

As part of the efforts to encourage participation, the City of Fargo's Planning Department staff maintain a mailing and e-mail list of housing and community organizations in the area, including social service organizations, local jurisdictions, businesses, developers, advocacy groups, non-profit and for-profit organizations, community agencies that provide services to or advocate for low-income individuals, individuals with disabilities, racial and ethnic minorities and female-headed households, and other interested parties. The City uses this list to keep in communication with organizations regarding community meetings, public hearings, requests for proposals (as applicable), and more related to the City's HOME and CDBG programs. An organization can be placed on the mailing and/or e-mail list by contacting Planning & Development.

III. Development of Plans and Reports

The following sections define the steps the City will take to engage residents and stakeholders in developing the ConPlan, AAP, CAPER, and the AFH/AI.

At a minimum, the City will hold two public hearings per program year, conducted at two different stages of the program year. One of these public hearings will be held as a public input meeting outside of a City Commission meeting.

ConPlan/AAP/and AFH/AI

The public participation requirements for the ConPlan, AAP, and AFH/AI are the same. During the first year of a ConPlan, both the ConPlan and the AAP will be prepared at the same time under the same public participation process. An AFH/AI may be conducted in tandem.

As soon as is feasible after the start of the public participation process, the City will make the HUD-provided data and any other supplemental information the City plans to incorporate into its ConPlan/AAP available to its residents, public agencies, and other interested parties. The City may make the HUD-provided data available to the public by cross-referencing to the data on HUD's website.

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Participation Process

The participation process is as follows:

Step 1

Initial Public Input Meeting

Held during the development of and prior to publishing the proposed plan to obtain views of citizens on housing and community development needs (including priority non-housing community development needs), development of proposed activities, and proposed strategies and actions for affirmatively furthering fair housing consistent with the AFH/AI.

Step 2

Call for Proposals/Notice of Funding Opportunity (NOFO)

After the initial public input meeting, Planning Department staff may choose to solicit annual and ongoing proposals from community organizations for programs or projects to receive funding for the program year, although this is not a requirement. If this step is undertaken, then after the submittal deadline for the proposals, Planning Department staff will make a preliminary determination of eligibility under federal rules and regulations and will review the proposals for completeness. The final stage of this step is funding consideration, which consists of the plan public hearing held at a City Commission meeting.

Step 3

Public Comment Period

After the initial public input meeting and at the start of the public comment period, the proposed plan will be made publicly available for a period of no less than thirty (30) calendar days unless otherwise prescribed by HUD (e.g., length of public comment period waivers) for residents, public agencies, and other interested parties to examine the content and submit comments. A public hearing will be held during the public comment period to receive and consider comments or views on the proposed plan during a regularly scheduled City Commission meeting. All comments or views received in writing, or orally at the public hearing, will be considered.

Step 4

Submission to HUD

At the conclusion of the public comment period, Planning Department staff will compile a summary of comments or views received and any comments or views not accepted with the reasons why and attach it to the final plan. This final document will be presented to the City Commission for consideration and approval. Once authorized to do so by the City Commission, Planning Department staff will submit this final plan, including the summary of comments and views to HUD through the Integrated Disbursement and Information System (IDIS).

CAPER

The public participation process for the CAPER, the City's required annual report to HUD summarizing accomplishments and progress toward ConPlan goals, is outlined below:

Participation Process

The participation process is as follows:

Step 1

Preparing the Report

Planning Department staff will draft the annual report (CAPER). During this time, staff may consult with community organizations and local agencies to solicit updated information about activities undertaken during the program year to further the goals of the ConPlan/AAP.

Step 2

Public Comment Period

The proposed CAPER will be made available for a public comment period of no less than fifteen (15) calendar days. During the public comment period, the City will hold a public hearing/meeting to provide a review of program performance for the previous program year and will receive and consider comments or views on the proposed CAPER during a regularly scheduled City Commission meeting. Any comments or views of citizens received in writing, or orally at the public hearing, will be considered.

Step 3

Submission to HUD

After the conclusion of the public comment period, Planning Department staff will compile a summary of comments or views submitted during the public comment period, and a summary of any comments or views not accepted with the reasons why and attach it to the final CAPER. This summary, along with the CAPER, will then be submitted to HUD through the Integrated Disbursement and Information System (IDIS).

IV. Amendments to Plans and Assessments

Amendments to the ConPlan or AAP

In accordance with federal regulation 24 CFR 91.505, the City will amend its approved plan whenever it changes its allocation priorities or changes the method of distribution of funds; carries out an activity using funds from any program covered by the ConPlan (including program income, reimbursements, repayment, recaptures, or reallocations from HUD) that was not previously described in the action plan; or changes the purpose, scope, location, or beneficiaries of an activity. There are two types of amendments to a ConPlan or AAP that may occur:

Substantial Amendment

The following criteria will constitute a substantial amendment:

- Changes in the use of funds from one eligible activity to another in excess of \$100,000.
- The proposed addition of a new activity or project not previously identified/described in the ConPlan or AAP.

The proposed substantial amendment shall be made publicly available for a public comment period of no less than thirty (30) calendar days unless otherwise prescribed by HUD.

All substantial amendments will be considered approved based on City Commission action and at the end of the public comment period. Planning Department staff will compile a summary of comments or views received, and a summary of any comments or views not accepted and the reasons why and attach it to the final substantial amendment. This summary, along with a notification of amendments will be provided to HUD through the Integrated Disbursement and Information System (IDIS) upon each amendment.

Non-Substantial Amendment

Non-substantial amendments are all of those that are not considered substantial in nature. Such changes will not be published or subject to a public participation process nor will they require approval by the City Commission. The Planning Director may execute agreement (subrecipient, developer, owner, sponsor, etc.) amendments following related non-substantial amendments.

Amendments to the Citizen Participation Plan (CPP)

Substantial Amendment

Substantial amendments to the CPP shall be made only after the public has been notified of the City's intent to amend the Plan in accordance with 24 CFR 91.105(a)(3). The City will make the amended version of the CPP publicly available for a public comment period of no less than thirty (30) calendar days, unless otherwise prescribed by HUD.

All substantial amendments will be considered approved at the end of the public comment period, after review and consideration of any public comments or views of citizens received verbally or in writing. Planning Department staff will compile a summary of comments or views received, and a summary of any comments or view not accepted and the reasons why and attach it to the final substantial amendment.

V. Availability and Access of Documents

Availability to the Public

The following documents, both proposed and as adopted, will be available to the public. A reasonable number of free copies will be provided upon request to Planning and Development.

- Consolidated Plan
- Annual Action Plan
- Consolidated Annual Performance and Evaluation Report
- Substantial Amendments
- Citizen Participation Plan
- Assessment of Fair Housing/Analysis of Impediments to Fair Housing Choice (and any revisions)

Full-length proposed documents will be made available to the public in the following ways:

- Electronic Formats
 - Online via the City's official website at www.FargoND.gov
 - Via e-mailed PDF
 - Fargo Main Library at 102 3rd St N, Fargo, ND 58102
 - Dr. James Carlson Library at 2801 32nd Ave S, Fargo, ND 58103
 - Northport Library at 2714 Broadway N, Fargo, ND 58102
 - Fargo Housing and Redevelopment Authority at 325 Broadway N, Fargo, ND 58102

The following documents will be made available on the City's website:

- Residential Anti-Displacement and Relocation Plan
- Language Access Plan

All full-length documents, upon request, may be obtained in hard copy format at the following location:

- Planning and Development Department at Fargo City Hall, 2nd Floor, 225 4th Street North Fargo, ND 58102
 - During the location's normal business hours, Monday - Friday from 8:00 a.m. to 4:30 p.m., excluding holidays

Access to Records

To the extent allowed by law, the City will provide citizens, public agencies, and other interested parties with reasonable and timely access to information and records relating to the

City's ConPlan, AAP, substantial amendments, CAPER, AFH/AI, and citizen comments. In addition, materials on formula grant programs covered by the ConPlan or AAP, including activities undertaken in the preceding five years, will be made available to any member of the public who requests information. Requests can be made to Planning & Development. Costs for duplication of materials and staff time to produce records will be subject to North Dakota open records laws beginning at North Dakota Century Code §44-04-17.1, as may be amended from time-to-time. A reasonable number of free copies shall be provided.

VI. Public Notices, Comment Periods, Meetings, and Hearings

Public Notices

Public notices are utilized to announce publications of plans, substantial plan amendments, and reports; alert the public of a public comment period; or give adequate and timely notice of a public hearing or meeting. A public notice will be distributed to news media, published on the City's website, circulated to recipients of the community development e-mail/ mailing list, and may be published in the newspaper and/or on the City's Facebook webpage (or other social media platforms). Public notices will contain:

- Summary of the contents and purpose of the proposed plan or amendment
- List of locations where a full draft plan or report can be accessed
- Dates of the public comment period
- How/where interested parties can submit comments
- Date and time of public hearing and final consideration if required
- Location of meeting/public hearing, including address for in-person meetings or access details on how to view and participate in virtual meetings

Additionally, public notices will include the following:

- Description of the meeting location as accessible to individuals with disabilities
- Information on how to request reasonable accommodations
- Availability of language interpretation and/or translation services and how to request
- Contact information for the Section 504 coordinator
- State TTY/Relay information
- Non-discrimination and equal employment/equal housing statements

Public notices for the 30-day public comment period for the ConPlan, AAP, and AFH/AI will also contain the following:

- Informational Title
- A description of the funding sources available
- The amount of assistance the City expects to receive, including grant funds and program income
- The range of activities that may be undertaken

- The estimated funding amount that will benefit persons of low- and moderate-income

The City will also use additional forms of communication, including methods of making plans publicly accessible to persons with disabilities and limited English proficiency. The City may alert the public and interested community development partners through flyers, e-mail distribution lists, social media, press releases, media advertisements, website publications, and public service announcements. Additional methods, such as leveraging service providers and other partner organizations may also be used to help generate interest and more broadly reach community members. Input may also be obtained from interviews with individuals working in housing and community development, waiting lists for housing assistance, and information from other City departments.

Public Comment Periods

During a public comment period, citizens are provided an opportunity to examine and submit comments in writing or verbally. All comments or views submitted must be considered by the City. Residents, public agencies, and other interested parties may submit comment the following ways:

- In writing:
 - In-person or mailed to City of Fargo, Planning & Development, 2nd Floor, 225 4th St N, Fargo, ND 58102
 - Via e-mail to Planning@FargoND.gov
 - Online via the Department's "Contact Us" page on the City of Fargo's website, currently located at: <http://fargond.gov/city-government/departments/planning-development/contact-us>
- Verbally:
 - Attending and speaking at the public hearing/meeting (as applicable)
 - Via telephone to the Planning & Development's office at 701.241.1474, ND Relay TTY 800.366.6888 or 711
 - In-person to the Planning & Development's office, 2nd Floor, Fargo City Hall, 225 4th St N, Fargo, ND 58102

Public Meetings and Hearings

The City provides citizens with reasonable and timely access to virtual and in-person local meetings and public hearings. For the purposes of this section, "meetings" shall mean both meetings and public hearings. Public meetings will be held at times and locations convenient to potential and actual beneficiaries.

Public meetings for the development of the ConPlan/AAP will be held at Fargo City Hall at 225 4th Street North, Fargo, ND 58102, another (publicized) accessible location, and/or virtually. These include but are not limited to the following:

- Initial public input meeting - typically held during the day.

- A possible second public input meeting – to be held during the evening to reach more potential or actual beneficiaries of CDBG and HOME programs.

Public hearings will be held at Fargo City Hall during regularly scheduled City Commission meetings.

Summary of Notice, Comment, and Meeting Timelines

	Notice Timing	Notice Location
ConPlan, AAP, and AFH/AI		
Initial Public Input Meeting	No later than 10 calendar days prior to initial public input meeting	News Release, City of Fargo Website, E-mail Notification, Newspaper (optional), City of Fargo Facebook webpage and Other Social Media Platforms (optional/as applicable)
Proposed Plan	After the initial public input meeting is held and one day prior to the start of the 30 calendar day public comment period	Electronic Formats found on City of Fargo Website (and made available to the Fargo libraries and Fargo Housing and Redevelopment Authority)
30-Day Public Comment Period	One day prior to the start of the 30 calendar day public comment period	News Release, City of Fargo Website, E-mail Notification, Newspaper (optional), City of Fargo Facebook webpage and Other Social Media Platforms (optional/as applicable)
Public Hearing (regularly scheduled City Commission Meeting)	No later than 10 calendar days prior to public hearing	News Release, City of Fargo Website, E-mail Notification, Newspaper (optional), City of Fargo Facebook webpage and Other Social Media Platforms (optional/as applicable)
Public Meeting (regularly scheduled City Commission Meeting)	After 30 calendar day public comment period ends and before submittal to HUD	News Release, City of Fargo Website, E-mail Notification, Newspaper (optional), City of Fargo Facebook webpage and Other Social Media Platforms (optional/as applicable)
CAPER		

Proposed Report	One day prior to the start of the 15 calendar day public comment period	Electronic Formats found on City of Fargo Website (and made available to the Fargo libraries and Fargo Housing and Redevelopment Authority)
15-Day Public Comment Period	One day prior to the start of the 15 calendar day public comment period	News Release, City of Fargo Website, E-mail Notification, Newspaper (optional), City of Fargo Facebook webpage and Other Social Media Platforms (optional/as applicable)
Public Hearing/Meeting	No later than 10 calendar days prior to public hearing/meeting	News Release, City of Fargo Website, E-mail Notification, Newspaper (optional), City of Fargo Facebook webpage and Other Social Media Platforms (optional/as applicable)
Substantial Amendments to ConPlan, AAP, and AFH/AI		
Proposed Plan Substantial Amendment	One day prior to the start of the 30 calendar day public comment period	Electronic Formats found on City of Fargo Website (and made available to the Fargo libraries and Fargo Housing and Redevelopment Authority)
30-Day Public Comment Period	One day prior to the start of the 30 calendar day public comment period	News Release, City of Fargo Website, E-mail Notification, Newspaper (optional), City of Fargo Facebook webpage and Other Social Media Platforms (optional/as applicable)
Public Hearing (regularly scheduled City Commission Meeting)	No later than 10 calendar days prior to public hearing	News Release, City of Fargo Website, E-mail Notification, Newspaper (optional), City of Fargo Facebook webpage and Other Social Media Platforms (optional/as applicable)
Public Meeting (regularly scheduled City Commission Meeting)	After 30 calendar day public comment period ends and before submittal to HUD	News Release, City of Fargo Website, E-mail Notification, Newspaper (optional), City of Fargo Facebook webpage and Other Social Media Platforms (optional/as applicable)

Substantial Amendments to CPP		
Proposed Plan	One day prior to the start of the 30 calendar day public comment period	Electronic Formats found on City of Fargo Website (and made available to the Fargo libraries and Fargo Housing and Redevelopment Authority)
30-Day Public Comment Period	One day prior to the start of the 30 calendar day public comment period	News Release, City of Fargo Website, E-mail Notification, Newspaper (optional), City of Fargo Facebook webpage and Other Social Media Platforms (optional/as applicable)

VII. Accessibility

Access for Limited English Proficiency (LEP) Persons

The City of Fargo has a Language Access Plan that was developed by utilizing American Community Survey data, HUD’s Four Factor Analysis to assist in identifying Limited English Proficiency (LEP) persons, and HUD’s “safe harbor” threshold. The City’s Language Access Plan identifies Nepali as the only LEP language group that may warrant regular translation of vital written materials.

The City of Fargo is unaware of non-English language publications in which to publish public notices. However, notices of public input meetings and hearings will be sent to organizations which frequently work or come into contact with LEP individuals. These notices are also posted to the City’s website which contains a translation tool that allows for translation to 164 different languages, including Nepali.

Interpretation services, within reason, will be provided for public meetings and hearings, if advance notice is provided to the City and such services are readily available. Written and/or interpretation services, within reason, will be provided for vital documents upon request, within a reasonable time period and as resources permit. When written and/or interpretation services are unavailable or unreasonable, the City may use Google’s Translate program. The City will preemptively provide these services if a significant number of individuals with interpretation or translation needs are reasonably expected to participate. Public notices will indicate if these services are scheduled to be available at a meeting.

Contact the Planning and Development Department via phone 701-241-1474 or via E-mail Planning@FargoND.gov to submit a request for services.

Access for Persons with Disabilities

Public meetings and hearings will be held in a location accessible for those with disabilities. All public hearings and most public meetings are held at Fargo's City Hall, which was constructed in 2018 and is a fully accessible location serviced by public transit. If meetings are held in an alternative location, the City will locate a facility serviced by public transit and accessible to individuals with disabilities. Reasonable accommodations for persons with hearing/vision impairments and/or other disabilities will be made upon request.

Alternative formats (e.g. oral recordings, Braille, electronic, or large print) of documents, including but not limited to the Citizen Participation Plan, ConPlan, AAP, AFH/AI, and CAPER, along with substantial amendments, as well as the proposed and adopted versions of these documents, will be made available upon request.

Contact the City of Fargo's Section 504/ADA Coordinator Bekki Majerus at 701-298-6966 to submit a request, a 48-hour notice may be needed. To access TTY/ND Relay service dial 800-366-6888 or 711.

VIII. Technical Assistance

Planning Department staff will provide technical assistance to groups representative of persons of low- and moderate-income that request such assistance in commenting on the Assessment of Fair Housing/Analysis of Impediments and in developing proposals for funding assistance under funding programs described in the Five-Year ConPlan and Annual Action Plan. The City will determine the level and type of assistance provided to a group on a case-by-case basis. Technical assistance provided by the City will not include the provision of funds to the group or grant writing.

IX. Complaints

Individuals or agencies with complaints related to the ConPlan, Action Plan, Assessment of Fair Housing/Analysis of Impediments, amendments or revisions, or the performance report may submit a written complaint to the Planning & Development Department:

City of Fargo
Planning & Development Department
225 4th Street N
Fargo, ND 58102

E-mail: Planning@FargoND.gov

Web: <http://fargond.gov/city-government/departments/planning-development/contact-us>

Response: Anyone who submits a written complaint to the Planning & Development Department will receive a written response within fifteen (15) working days where practicable.

If a substantive written response is not practicable within that time frame, a written acknowledgement will be mailed within fifteen (15) working days and include an estimate for when a substantive written response can be expected.

X. Alternative Participation Timelines in the Event of Emergency

In the event of a disaster or emergency (i.e., a natural disaster or a public health emergency), public participation activities may be altered upon direction from HUD in order to expedite grantee response to affected communities. Public participation activities will be facilitated by the most feasible means available at the time (i.e., call-in or virtual meetings in lieu of public meetings). Information to those with vision and hearing impairments, as well as non-English speakers will be provided to the extent possible. These expedited procedures can apply to drafting, proposing, or amending the ConPlan, AAP, or the CPP.

XI. Changes due to HUD Issued Guidance and Waivers

All of the requirements in the Citizen Participation Plan are subject to change in the event of guidance or waivers issued by HUD. This includes all timelines, publications and hearings, and all amendment procedures. In the event that HUD issues guidance or waivers that affect citizen participation in the planning process, City staff will attempt to provide as much notice as is possible while still complying with the guidance or waiver received from HUD.