

NEBRASKA CITIZEN PARTICIPATION PLAN

Relating to the Consolidated Planning Process for Federal Housing & Urban Development Programs

Pursuant to the citizen participation requirements of 24 CFR Section 91.115, the State of Nebraska Department of Economic Development (DED) and the Nebraska Department of Health and Human Services (DHHS), hereinafter collectively referred to as the “State”, set forth the following Citizen Participation Plan as it relates to the consolidated planning process for housing and community development programs funded by the U.S. Department of Housing and Urban Development (HUD). The Citizen Participation Plan presents the State’s plan for providing and encouraging all citizens, particularly low- and moderate- income citizens, to participate in the development and adoption of four components of the consolidated planning process:

1. Citizen Participation Plan
2. Five-Year Consolidated Plan
3. Annual Action Plan (AAP)
4. Consolidated Annual Performance and Evaluation Report (CAPER)

This plan relates to the following programs and future program funding as received from HUD:

- Community Development Block Grant Program (CDBG),
- Home Investment Partnerships Program (HOME),
- National Housing Trust Fund (HTF),
- Emergency Solutions Grant Program (ESG),
- Housing Opportunities for Persons with Aids Program (HOPWA),
- CDBG Coronavirus Response Funds (CDBG-CV),
- ESG Coronavirus Response Funds (ESG-CV)¹, and
- HOPWA Coronavirus Response Funds (HOPWA-CV).

All of these funds are collectively known as Community Planning and Development (CPD) funds. DED is the lead agency responsible for the Consolidated Planning process. Subsequent to approval of this Citizen Participation Plan by DED and DHHS, the plan shall be effective until it is amended or otherwise replaced.

SECTION I: ENCOURAGEMENT OF CITIZEN PARTICIPATION

The State of Nebraska provides for and encourages citizens to participate in the development of the Citizen Participation Plan, Consolidated Plan, AAP, and CAPER. The State encourages participation by low- and moderate-income persons, particularly those living in slum and blighted areas and in areas where CPD funds are proposed to be used, and by residents of predominantly low- and moderate- income neighborhood. The State will also take appropriate actions to encourage the participation of all its citizens, including minority groups and non- English speaking persons, as well as persons with disabilities.

The State encourages the participation of local and regional institutions, the Continuum of Care and other organizations (including businesses, developers, nonprofit organizations, philanthropic organizations, and community-based and faith-based organizations) in the process of developing, amending, and implementing the Consolidated Plan especially with regard to homelessness issues. Throughout the process of developing and implementing the Consolidated Plan, the State encourages consultation with public housing agencies, the participation of residents of any public and assisted housing development located within the State, along with

¹ Per the CARES Act, ESG-CV funds shall not be subject to the consultation, citizen participation, or match requirements that otherwise apply to the Emergency Solutions Grants program, however the State must publish how it has and will utilize its allocation, at a minimum, on the DHHS Nebraska Homeless Assistance Program website or through other electronic media.

other low-income residents of targeted revitalization areas in which the developments are located.

The State may also explore alternative public involvement techniques and quantitative ways to measure efforts that encourage citizen participation in a shared vision for change in communities and neighborhoods, and the review of program performance. The Citizen Participation Plan has been and will continue to be amended as the State continues to gain access to technology that improves the avenues of participation. Unless otherwise noted in this document, all communication regarding the Citizen Participation Plan and the Consolidated Plan documents, complaints, access to records, reasonable accommodations for disabled persons, or translation services should be directed to:

Nebraska Department of Economic Development
Attn: Consolidated Plan Coordinator
245 Fallbrook Blvd., Suite 002
Lincoln, NE 68521
Phone: 1-800-426-6505

SECTION II: STATE CITIZEN PARTICIPATION

The following describes the process and procedures related to the development of the Citizen Participation Plan.

a) Plan Development

As a part of the Citizen Participation Plan process, and prior to the adoption of the Consolidated Plan, the State will make available the information required by HUD. This information will be made available to citizens, public agencies, and other interested parties.

b) Plan Review and Public Comment

The draft Citizen Participation Plan shall be made available for public review for a 30-day period prior to the State's consideration and adoption, and may be done concurrently with the public review and comment process for the five year Consolidated Plan and/or the Annual Action Plan. The Citizen Participation Plan shall be provided in a format accessible to persons with disabilities upon request. Such formats may include, but are not limited to providing oral, Braille, electronic or large print versions of the plan to those visually impaired and delivering copies to those who are homebound.

The plan will encourage comment and participation by minority groups and non-English speakers, and, when feasible, translation services will be available upon request by contacting the representative stated in Section I. The plan will encourage comment and participation by low- and moderate-income residents, especially those living in low- and moderate-income neighborhoods and in areas where CDBG funds are proposed to be used.

Written comments will be accepted by the representative, or designee during the public review period. A summary of all written comments and those received during the public hearing as well as the State's responses will be attached to the Citizen Participation Plan prior to submission to HUD.

*If a federal and/or state disaster declaration is made, refer to Section VIII.

c) Public Hearing

The State shall conduct a public hearing to accept public comments on the draft Citizen Participation Plan prior to its approval and submittal to HUD, this may be done concurrently with the public review and comment process for the five year Consolidated Plan and/or Annual Action Plan. After public comments are heard and considered by the State, the State may approve or reject the Citizen Participation Plan.

Section VI describes the process for publishing notice for and conduction public hearings.

d) Submittal to HUD

The Citizen Participation Plan shall be approved as a stand-alone document and shall be submitted to HUD with a summary of all written comments and those received during the public hearing as well as the State's responses and proof of compliance with the public review and comment period requirement. A summary of any comments or views not accepted and the reasons therefore shall be supplied to HUD as applicable.

e) Amendments

The State shall amend the Citizen Participation Plan, as necessary, to ensure adequate engagement and involvement of the public in making decisions related to the programs and documents governed by 24 CFR Part 91.115. Formal amendment of the Citizen Participation Plan may be required should a provision of the Citizen Participation Plan be found by the State to conflict with HUD regulations.

i) Plan Review and Public Comment

Amendments to the Citizen Participation Plan shall be made available for public review for a 30- day period prior to the State's consideration and adoption. A public hearing shall be conducted by the State so that citizens may express their views prior to consideration and adoption. Written comments will be accepted by the representative identified in Section I or designee during the public review period. A summary of all written comments and those received during the public hearing as well as the State's responses will be attached to the amended Citizen Participation Plan prior to submission to HUD.

Edits to the plan that only include updated contact information or editorial changes for clarity will not be released for public review and comment. Copies will be made available following the process described in Section VI of this document.

*If a federal and/or state disaster declaration is made, refer to Section VIII.

ii) Public Hearing

The State shall conduct a public hearing to review and accept public comments on the draft amendment to the Citizen Participation Plan prior to its approval and submittal to HUD. After public comments are heard and considered by the State, the State may approve or reject the amendment to the Citizen Participation Plan. Section VI describes the process for publishing notice for and conducting public hearings.

iii) Submittal to HUD

A copy of the Amended Citizen Participation Plan, including a summary of all written comments and those received during the public hearing will be submitted to HUD for their records. A summary of any comments or views not accepted and the reasons therefore shall be supplied to HUD as applicable.

f) Citizen Participation for Local Governments (Local CDBG Grantees)

The Citizen Participation Plan includes citizen participation requirements for local governments receiving CDBG funding that will ensure citizens are provided with reasonable advance notice of, and opportunity to comment on, proposed CDBG applications to the State. Local governments shall hold a minimum of two public hearings, including one hearing prior to submission of CDBG applications to the State, which must cover community development and housing needs and proposed community development and/or housing activities. A second hearing is required to review program performance. To comply with the Citizen Participation requirements of 24 CFR 570.486 and Section 507 and 508 of the Housing and Community Development Act of 1987, CDBG applicants are required to do the following:

- i) Conduct at least one public hearing on the activities proposed in the application. The hearing must include:
 - 1) How the need for the activities was identified;
 - 2) How the proposed activities will be funded and the sources of funds;
 - 3) Requested amount of federal funds;
 - 4) Estimated portion of federal funds that will benefit low-and moderate-income persons;
 - 5) Where the proposed activities will be conducted;
 - 6) Plans to minimize displacement of persons and businesses resulting from funded activities;
 - 7) Plans to assist persons actually displaced; and
 - 8) The nature of the proposed activities.
- ii) Conduct at least one public hearing on the status of funded activities. The hearing must include a review of the following:
 - 1) General description of accomplishment to date;
 - 2) Summary of expenditures to date;
 - 3) General description of the remaining work; and
 - 4) General description of changes made to the project budget, performance targets, activity schedules, scope, location, objectives or beneficiaries.
- iii) Publish hearing notices in a manner consistent with requirements of Nebraska and the local unit of government, and submit a copy of the public notice and minutes with the application.
- iv) Ensure the public's reasonable access to all local meetings, project records and information relating to the proposed and actual use of federal funds.
- v) Conduct all related public meetings or hearings in public buildings or facilities that are accessible to persons with disabilities.
- vi) Provide citizens with names and addresses of the following:
 - 1) The person(s) authorized to receive and respond to citizen proposals, questions and complaints concerning proposed and funded activities; and
 - 2) The person(s) available and able to provide technical assistance to groups representative of low-and moderate-income persons in preparing and presenting their proposals for the request and use of federal funds.
- vii) Provide translators during or written translations after public hearings attended by non-English speaking residents upon their request whenever they represent a significant proportion of the persons benefited by proposed or actual activities. A determination of what constitutes "...a significant proportion of the persons benefited by proposed or actual activities" shall be at the sole discretion of CDBG Program Manager.

SECTION III: Five-Year Consolidated Plan

The following describes the process and procedures related to the development of the Five-Year Consolidated Plan. To comply with 24 CFR Part 91 Subpart D, the information supplied to the public in the Consolidated Plan in general will include:

- The information required in 24 CFR Sec. 91.300 through Sec. 91.330, submitted in accordance with instructions prescribed by HUD (including tables and narratives), or in such other format as jointly agreed upon by HUD and the state.
- The lead agency or entity responsible for overseeing the development of the plan and the significant aspects of the process by which the Consolidated Plan was developed; the identity of the agencies, groups, organizations, and others who participated in the process; and a description of the State's consultations with social service, health, and child service agencies and other entities.
- A concise executive summary that includes the objectives and outcomes identified in the plan as well as an evaluation of past performance. The plan shall also contain a concise summary of the citizen participation process, public comments, and efforts made to broaden public participation in the development of the Consolidated Plan.

In the notice of public hearing(s) on the proposed Consolidated Plan the State will provide to citizens, public agencies and other interested parties information that outlines the amount of assistance the State expects to receive and the range of activities that may be undertaken, including the estimated amount that will benefit low- and moderate-income persons, the plans to minimize displacement of persons and to assist any persons displaced.

In years when the allocation announcement will delay submission of the plan by notice from HUD, the state will not complete another 30-day comment period unless the new allocation results in a change in a program allocation greater than 20%.

a) Plan Development

The State encourages the participation of residents and stakeholders in the development of the Consolidated Plan. The State shall follow the following procedure in the drafting and adoption of the Consolidated Plan:

i) Public Participation and Consultation

In the development of the Five-Year Consolidated Plan, the State will consult other public and private agencies.

ii) Plan Review and Public Comment

- 1) At least one public hearing on the State's housing and community development needs will be held before the proposed Consolidated Plan is published for comment. Oral and written input will be sought through this public hearing process and written comments received via email and the written comment process will be considered when preparing the proposed Consolidated Plan.
- 2) The draft Consolidated Plan shall be made available for public review for a 30-day period prior to State consideration and adoption. The Consolidated Plan shall be provided in a format accessible to persons with disabilities upon request. Such formats may include, but are not limited to providing oral, Braille, electronic or large print versions of the plan to those visually impaired and delivering copies to those who are homebound.
- 3) The plan will encourage comment and participation by minority groups and non-English speakers, and translation services will be available upon request.
- 4) The plan will encourage comment and participation by low- and moderate-income residents, especially those living in low- and moderate-income neighborhoods and in areas where CDBG funds are proposed to be used.
- 5) Written comments will be accepted by the representative identified in Section I., or designee during the public review period. A summary of all written comments and those received during

the public hearing as well as the State's responses will be attached to the Consolidated Plan prior to submission to HUD.

iii) **Public Hearing**

The State shall conduct a public hearing to accept public comments on the draft Five-Year Consolidated Plan prior to its approval and submittal to HUD. After public comments are heard and considered by the State, the State may approve or reject the Consolidated Plan. Section VI describes the process for publishing notice for and conducting public hearings.

iv) **Submittal to HUD**

The Consolidated Plan shall be submitted to HUD with a summary of all written comments and those received during the public hearing as well as the State's responses and proof of compliance with the minimum 30-day public review and comment period requirement. A summary of any comments or views not accepted and the reasons therefore shall be supplied to HUD as applicable. The Consolidated Plan will be submitted to HUD 45 days before the program year pursuant to regulations, unless an extension is approved by HUD.

b) Amendments

i) The state shall use the following procedures to complete substantial and minor amendments to the Consolidated Plan as needed. The State shall amend its approved Consolidated Plan whenever it makes one of the following decisions

- 1) To make a change in its allocation priorities or a change in the method of distribution of funds;
- 2) To carry out an activity, using funds from any program covered by the Consolidated Plan (including program income), not previously described in the Annual Action Plan; or
- 3) To change the purpose, scope, location, or beneficiaries of an activity.

ii) **Substantial Amendments**

The State will provide citizens and units of local governments with reasonable notice an opportunity to comment on substantial amendments to the adopted Consolidated Plan, and Annual Action Plan prior to the State's consideration and adoption. The following criteria will determine what changes to planned or actual activities constitute a substantial amendment to the Consolidated Plan:

- 1) If the State proposes to change the adopted method of distribution for CDBG funds by adding or eliminating eligible activity, or to change the funding allocation for an individual activity within the method of distribution approved in the applicable Annual Action Plan in an amount greater than 15% or;
- 2) If the State proposes to change its adopted investment strategy for HOME, ESG, HTF, or HOPWA funds by adding or eliminating an eligible activity, or to change the funding allocation for an individual activity within the method of distribution approved in the applicable Annual Action Plan in an amount greater than 15%; or
- 3) If the State proposes to change its adopted method of distribution relating to the Coronavirus Response Funds (CDBG-CV; ESG-CV; HOPWA-CV) by adding or eliminating eligible activity, or to change the funding allocation for an individual activity within the method of distribution approved in the applicable Annual Action Plan in an amount greater than 25% or;
- 4) A substantial change in the purpose, scope, location, or beneficiaries of an activity.

All other changes to the method of distribution or investment strategy that do not meet the criteria defined above will be revised and approved by staff, and will not be subject to public comments. These changes will be fully documented.

The State will submit a copy of each amendment to HUD as it occurs.

iii) **Plan Review and Public Comment**

In order to formally amend the Consolidated Plan or the Annual Action Plan, the following procedure will be followed:

- 1) Citizens and local governments will be given a reasonable opportunity to comment on the proposed substantial amendment to the Consolidated Plan or Annual Action Plan at least 30 days in advance of the substantial amendment.
- 2) The State will consider any comments or views of citizens and local governments received in writing in preparing the Substantial Amendment to the Consolidated Plan or Annual Action Plan. A summary of any comments or views, not accepted and the reasons for not accepting the comments/views shall be attached to the Substantial Amendment.
- 3) The draft Substantial Amendment to the Consolidated Plan or Annual Action Plan shall be made available for public review for a 30-day period prior to the State's consideration and adoption. The State will publish a newspaper and web site summary describing the Substantial Amendment contents and purpose, and listing the locations where the entire Substantial Amendment may be examined. The Substantial Amendment shall be provided in a format accessible to persons with disabilities upon request. Such formats may include, but are not limited to providing oral, Braille, electronic or large print versions of the plan to those visually impaired and delivering copies to those who are homebound.

*If a federal and/or state disaster declaration is made, refer to Section VIII.

- 4) The plan will encourage comment and participation by minority groups and non-English speakers, and translation services will be available upon request.
- 5) The plan will encourage comment and participation by low- and moderate-income residents, especially those living in low- and moderate-income neighborhoods and in areas where CDBG funds are proposed to be used. Written comments will be accepted by the representative identified in Section I, or designee during the public review period. A summary of all written comments as well as the State's responses will be attached to the Substantial Amendment.

iv) **Submittal to HUD**

A copy of the Amended Consolidated Plan, including a summary of all written comments and those received during the public hearing as well as the State's response and proof of compliance with the minimum 30-day public review and comment period requirement shall be submitted to HUD for their record. A summary of any comments or views not accepted and the reasons therefore shall be supplied to HUD as applicable.

SECTION IV: Annual Action Plan

a) Plan Development

The State encourages the participation of residents and stakeholders in the development of the Annual Action Plan. The State shall use the following procedure in the drafting and adoption of the Annual Action Plan:

i) Public Participation and Consultation

In the development of the Annual Action Plan, the State will consult other public and private agencies including but not limited to those providing: assisted housing, health services; and social services and fair housing services (including those focusing on services to children, elderly persons, persons with disabilities, persons with HIV/AIDS and their families, homeless persons, economic development, neighborhood development and other housing and community development services).

A variety of mechanisms may be used to solicit input from these persons, service providers, and/or agencies. For example telephone or personal interviews, mail surveys, internet-based feedback and surveys, and consultation workshops.

ii) Plan Review, Hearing, and Public Comment

- (1) At least one public hearing on the State's proposed Annual Action Plan will be held. Oral and written input will be sought through this public hearing process and written comments received via email and the written comment process will be considered when preparing the proposed Annual Action Plan. This may be done concurrently with the public review and comment process for the five year Consolidated Plan during any year that a new five year Consolidated Plan is being proposed.
- (2) The State will consider any comments or views of citizens and local governments received in writing, or orally at public hearings in preparing the Annual Action Plan. A summary of any comments or views, not accepted and the reasons for not accepting the comments/views shall be attached to the Annual Action Plan.
- (3) The draft Annual Action Plan shall be made available for public review for a 30-day period prior to the State's consideration and adoption, The Annual Action Plan shall be provided in a format accessible to persons with disabilities upon request. Such formats may include, but are not limited to providing oral, Braille, electronic or large print versions of the plan to those visually impaired and delivering copies to those who are homebound.
- (4) The plan will encourage comment and participation by minority groups and non-English speakers, and translation services will be available upon request.
- (5) The plan will encourage comment and participation by low- and moderate-income residents, especially those living in low- and moderate-income neighborhoods and in areas where CDBG funds are proposed to be used.
- (6) Written comments will be accepted by the contact person identified in Section I, or designee during the public review period. A summary of all written comments and those received during the public hearing as well as the State's responses will be attached to the Annual Action Plan. A summary of any comments or views not accepted and the reasons therefore shall be supplied to HUD as applicable.

iii) Submittal to HUD

The Annual Action Plan shall be submitted to HUD with a summary of all written comments and those received during the public hearing as well as the State's responses and proof of compliance with the minimum 30-day public review and comment period requirement. A summary of any comments or views not accepted and the reasons therefore shall be supplied to HUD as applicable. The Annual Action Plan will be submitted to HUD 45 days before the program year pursuant to regulations, unless an extension is approved by HUD.

b) Amendment

The State shall follow the procedure described in Section III b) Amendments to complete substantial and minor amendments to the Annual Action Plan, as needed: A copy of the Amended Annual Action Plan, including a summary of all written comments as well as the State's responses and proof of compliance with the minimum 30-day public review and comment period requirement shall be submitted to HUD for their records. A summary of any comments or views not accepted and the reasons therefore shall be supplied to HUD as applicable.

*If a federal and/or state disaster declaration is made, refer to Section VIII.

SECTION V: Consolidated Annual Performance and Evaluation Report (CAPER)

a) Plan Development

i) Report Consideration

State staff will evaluate and report the accomplishments of the previous program year for CDBG, HOME, HTF, ESG, and HOPWA and will summarize expenditures that took place during the previous program year.

ii) Report Review and Public Comment

The State encourages citizen participation in the development of the CAPER. The draft CAPER shall be made available for public review for a 15-day period prior to submission. Written comments will be accepted during a public review period as stated in Section VII. A summary of the comments and the State's responses to the comments will be attached to the draft CAPER. Copies will be made available following the process described in Section VI.

iii) Submittal to HUD

Upon adoption of the CAPER pursuant to HUD regulations, the State shall submit the CAPER to HUD. Documents related to the public participation process, including copies of the public notices and a summary of all public comments received, shall be attached to the CAPER. The CAPER shall be submitted to HUD within 90 days following the end of the program year pursuant to regulations, unless HUD approves an extension request.

SECTION VI: Public Hearings, Notifications and Access

a) Public Meetings and Hearings

The following describes the process and procedures related to public meetings and hearings, and applies to the development of the Five-Year Consolidated Plan, Citizen Participation Plan, and Annual Action Plan.

i) Public Hearing Process

The State will conduct at least one public hearing per year to obtain citizens' views and comments on the Consolidated Plan and its related documents during the public review and comment period. These meetings may cover the following topics:

- Housing and Community Development Needs,
- Development of Method of Distribution of Funds, and/or
- Review of Program Performance.

During a program year when the State develops a Consolidated Plan, at least one additional public meeting will be conducted prior to the Plan being published for comment.

Public hearings may be held in-person or virtually.

ii) Public Hearing Notification

Staff will ensure adequate advance notice of all public meetings and hearings. Notices will be printed/posted at least 14 days prior to the meeting date. Adequate noticing will include, but not be limited to

- (1) Following preparation of the proposed consolidated planning documents, a summary of each document will be published in one or more newspapers of general circulation at least 14 days prior to the public hearing. This brief summary will describe the contents and purpose of the consolidated plan, and will include a list of locations where copies of the entire proposed consolidated may be examined.
- (2) The State will make every effort to hold the hearing(s) and meeting(s) at a time and place which is convenient to the actual and potential beneficiaries of the program by holding the meeting(s) in the evening in location(s) accessible to these potential participants. Public hearings may be held in-person or virtually. If a public hearing is held virtually (alone, or in concert with an in-person hearing), the technology used must be able to allow participants to ask questions in real time,

with questions coming directly from the presenter to all participants.

- (3) For citizens that are not able to attend the public hearing, all notices will contain information on how to submit comments by other means.

*If a federal and/or state disaster declaration is made, refer to Section VIII.

b) Access to Meetings

Efforts to ensure access to public meetings and/or hearings may include, but are not limited to, scheduling meetings during the evening and weekend and requesting feedback from stakeholders for guidance in effective meeting scheduling. Such meetings will be posted and advertised to allow sufficient notice to all interested persons.

It is the intention of the State to comply with the Americans with Disabilities Act (ADA) in all respects. If an attendee or participant at a public meeting and/or hearings needs special assistance beyond what is normally provided, the State will attempt to accommodate these persons in every reasonable manner. Efforts may include, but are not limited to, accessible seating, video recording for those homebound, sign language services and production of written transcripts.

Requests for reasonable accommodations shall be made with the representative identified in Section I above at least two business days prior to the public hearing.

c) Access to Records

The State will ensure timely and reasonable access to information and records related to the development of the Consolidated Plan documents and the use of HUD CPD funds from the preceding five years. Information to be made available will include budget and program performance information, meeting minutes, and comments received by the State during the development of the Consolidated Plan and its supporting documents. Requests for information and records must be made to the representative identified in Section I above in writing. Staff will respond to such requests within 15 working days or as soon as possible thereafter.

The approved documents will be kept on file and online by the State at: <https://opportunity.nebraska.gov/reports>.

Hard copies can be made available to those requesting the document by contacting the representative identified in Section I. Upon request, the approved document will be made available in a manner accessible to non-English speakers or those with disabilities.

SECTION VII: Comments and Complaints

a) Comments

Written and verbal comments received at public hearings or during the comment period, will be considered and summarized, and included as an attachment to the State's final consolidated planning documents. Written comments should be addressed to:

Nebraska Department of Economic Development
Attn: Consolidated Plan Coordinator
245 Fallbrook Blvd., Suite 002
Lincoln, NE 68521
Email: DED.publiccomment@nebraska.gov

Staff will ensure adequate advance notice of all public review/comment periods. Notices will be printed / posted prior to the commencement of the public review period alerting residents of the documents for review. The public comment period for each Consolidated Plan document is listed below:

Document	Period of Public Comment	Public Hearing
Consolidated Plan	30 Days	Yes
Annual Action Plan	30 Days	Yes
CAPER	15 Days	No
Citizen Participation Plan and Amendments	30 Days	Yes
Substantial Amendments	30 Days	Yes

The above comment periods will be followed unless a federal and/or state disaster declaration is made, refer to Section VIII.

b) Complaints

A complaint regarding the Consolidated Planning process, Consolidated Plan amendments, and applicable programs must be submitted in writing to the State contact person in writing. A written response from the Department will be made within 15 working days, acknowledging the letter and identifying a plan of action, if necessary. The State will accept written complaints provided they specify:

- The description of the objection, and supporting facts and data; and
- Provide name, address, telephone number, and a date of complaint.

All written complaints shall be submitted to the representative identified in Section I.

SECTION VIII: Disasters

If a federal and/or state disaster declaration is made, the State will evaluate the CPD resources available to address the disaster. If the State determines that resources are available to address the disaster, the State will follow the process for amendments as identified in Section III b. In an effort to expedite actions to address the disaster, the State will request waivers from the HUD Omaha Field Office for the following requirements within 24 CFR 91.115(c)(2) and (i):

1. *Citizen Participation Plan Comment Period for Substantial Amendments* – Reduce the public comment period from thirty days to no less than five days or as otherwise approved by HUD.
2. *Citizen Participation Reasonable Notice and Opportunity to Comment* – allows the State to determine to adjust what constitutes reasonable notice and opportunity to comment given the circumstances.