

STATE OF MISSISSISSIPPI

CITIZEN PARTICIPATION PLAN

for the administration of

U.S. Department of Housing and Urban Development
Entitlement Programs

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MISSISSIPPI HOME CORPORATION



MISSISSIPPI

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Revision History

Version	Date Adopted	Description
1.0	June 2020	Original version
2.0	June 2025	Revises and replaces previous versions of the Citizen Participation Plan

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I. INTRODUCTION

Pursuant to Section 104(a)(2) and (a)(3) of the Housing and Community Development Act of 1974, as amended, 24 CFR Part 570.486 of the State CDBG Regulations, and State Consolidated Plan Regulations at 24 CFR 91.105, and 24 CFR 91.115, Participating Jurisdictions (“PJs”) that receive U.S. Department of Housing and Urban Development (“HUD”) entitlement grant funds must develop a Citizen Participation Plan (“CPP”) that outlines their policies and procedures for citizen participation in the development of community plans. The primary goal of the CPP is to provide citizens an opportunity to participate in an advisory role in the planning, implementation, and assessment of the programs, projects, and activities funded through HUD’s Community Planning & Development (“CPD”) programs.

The CPP describes efforts that will be undertaken to encourage public input in the development of the State’s Consolidated Plan, Annual Action Plan, Assessment of Fair Housing (“AFH”), Substantial Amendments, and the Consolidated Annual Performance and Evaluation Report (“CAPER”). It is designed to encourage the participation of citizens, particularly those residents who are predominantly low- and moderate-income, residents in slum or blighted neighborhoods, and residents in areas in which the State of Mississippi proposes to use federal funds. The CPP also encourages participation from local and regional institutions and other organizations (including businesses, developers, and community and faith-based organizations).

The CPP applies to the following areas of planning:

Assessment of Fair Housing

The Assessment of Fair Housing is a planning document prepared in accordance with HUD regulations at 24 CFR 91.105 and 24 CFR 5.150 through 5.166. It includes an analysis of fair housing factors and assessment of fair housing issues and contributing factors, and identifies fair housing priorities and goals for affirmatively furthering fair housing.

Consolidated Plan

A five-year plan that provides a comprehensive overview of the State’s housing and community development needs, its priorities and strategies, and how the State’s actions will address the identified needs over the subsequent five years.

Annual Action Plan

Describes the activities that the State plans to undertake using funds allocated by HUD for the fiscal year to achieve the goals identified in the Consolidated Plan.

Substantial Amendments

Describes major changes to the Consolidated Plan or Annual Action Plan. The CPP specifies the criteria the State will use for determining what changes constitute a substantial amendment.

Consolidated Annual Performance Evaluation Report (CAPER)

An assessment of the State's annual achievements relative to the goals described in the Consolidated Plan.

Needs Assessment

A needs assessment is a comprehensive evaluation of a jurisdiction's housing and community development needs.

The State of Mississippi has developed and will follow this detailed Citizen Participation Plan in accordance with all HUD regulations and requirements.

II. HUD PROGRAMS

The State of Mississippi receives the following entitlement grants from HUD:

A. Community Development Block Grant (CDBG)

Title I of the Housing and Community Development Act of 1974 (PL 93-383) created the CDBG program. It was re-authorized in 1990 as part of the Cranston-Gonzalez National Affordable Housing Act. The primary objective of the CDBG program is to develop viable urban communities by providing decent housing and a suitable living environment and by expanding economic development opportunities for persons of low and moderate income. The State develops locally defined programs and funding priorities for CDBG, but activities must address one or more of the national objectives of the CDBG program. The three national objectives are: (1) to benefit low- and moderate- income persons; (2) to aid in the prevention or elimination of slums or blight; and/or (3) to meet other urgent community development needs.

B. HOME Investment Partnership Program (HOME)

HOME was introduced in the Cranston-Gonzalez National Affordable Housing Act of 1990 and provides funding for housing rehabilitation, new housing construction, acquisition of affordable housing, and tenant-based rental assistance. A minimum of fifteen percent (15%) of the funds must be set aside for community housing development organizations (CHDOs) certified by the Mississippi Home Corporation.

C. Housing Trust Fund (HTF)

The HTF was established under Title I of the Housing and Economic Recovery Act of 2008, Section 1338 of the Federal Housing Enterprises Financial Safety and Soundness Act of 1992 (Public Law 110-289). Its purpose is to increase and preserve the supply of decent, safe, and sanitary affordable housing for extremely low-income and very low-income households, including homeless families.

D. Housing Opportunities for People with AIDS (HOPWA)

HOPWA funds may be used to assist housing designed to meet the needs of persons with HIV/AIDS, including the prevention of homelessness. Supportive services may also be included.

E. Emergency Solutions Grants (ESG)

The ESG Program is authorized by the Steward B. McKinney Homeless Assistance Act of 1987 and was amended by the Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act of 2009. ESG has four primary objectives: (1) to improve the quality of existing emergency shelters for the homeless; (2) to provide additional emergency shelters; (3) to help meet the cost of operating emergency shelters; and (4) to provide certain essential social services to homeless individuals. The program is also intended to help reduce the number of people at risk of becoming homeless.

III. LEAD AGENCY

The Mississippi Home Corporation (MHC) and the Mississippi Development Authority (MDA), to be collectively referred to as the “State of Mississippi” or “the State”, serve as the administrators of the above HUD Programs. MDA administers the CDBG program and MHC administers HOME, HOPWA, HTF, and ESG programs. MHC also serves as the lead agency responsible for developing the Consolidated Plan, Annual Action Plan, the Consolidated Annual Performance and Evaluation Report (CAPER), and any amendments in collaboration with MDA.

IV. THE CITIZEN PARTICIPATION PLAN (CPP)

A. Objectives of the CPP

The objectives of the CPP are to:

- Encourage citizens, especially low- and moderate-income persons, particularly those living in slum and blighted areas and in areas where CDBG funds are proposed to be used, and residents of predominantly low- and moderate-income neighborhoods to participate in the development of the Consolidated Plan, Annual Action Plan, any amendments, performance reports, and any revisions to the AFH (as applicable).
- Provide citizens with reasonable and timely access to local meetings, information, and records related to the State's proposed and actual use of funds;
- Provide guidance for public hearings to obtain citizens' views and to respond to proposals and questions at all stages of the HUD Federally funded programs, including at least the housing and community development needs, review of proposed activities, and review of program performance;
- Provide for timely written responses to written comments, complaints, and grievances;
- Describe the State's process for addressing the needs for non-English speaking persons in accessing the Consolidated Plan and Action Plan and participating in Public Hearings.

B. CPP Requirements for Local Units of Government Receiving CDBG Funds

Units of general local government must provide for and encourage citizen participation as prescribed at 24 CFR 570.486. All applicants for CDBG funds will be required to provide citizen notification in accordance with this CPP.

C. Amendments to the CPP

Citizens will be provided with a reasonable opportunity to comment on any substantial amendments to the Citizen Participation Plan. The State will follow the [public hearing requirements](#) established in this document.

D. Availability of the CPP

Copies of the Citizen Participation Plan may be obtained by contacting the Mississippi Home Corporation, 735 Riverside Drive, Jackson, MS 39202, (601) 718-4642.

V. PUBLIC HEARING PROCESS

A. Public Hearing

The State will conduct at least one (1) public hearing on housing and community development needs and proposed strategies (and actions for affirmatively furthering fair housing, as applicable) prior to publishing a draft of the Consolidated Plan or Action Plan for comments. The State will also conduct at least one (1) public hearing once a draft of the Consolidated Plan or Action Plan is published for comments.

All Public Hearings will be held at times and locations accessible and convenient to potential and actual beneficiaries. The State will make a translator available at all Public Hearings based upon individual(s) request or where a significant number of non-English speaking persons or interest groups notify the State at least three (3) business days prior to the Public Hearing and request appropriate translation service. The State will make special arrangements for the attendance of persons with disabilities who notify MHC at least three (3) business days prior to the Public Hearings and identify and request the special accommodations needed. However, all Public Hearings will be held at accessible locations.

At a minimum, the information to be provided at the Public Hearings will include:

- The amount of assistance the state expects to receive
- The range of activities that may be undertaken, including the estimated amount that will benefit persons of low- and moderate-income.
- The plans to minimize displacement of persons and to assist any persons who are displaced;
- And when and how the State will make this information available

B. Notice of Public Hearing

The State of Mississippi will publish a notice of the Public Hearing(s) in statewide and regional newspapers of general circulation and other publications directed to, or reaching minorities, and will utilize various social media outlets. The notice will include sufficient information regarding the subject of the hearing to encourage citizens, local units of government, and all interested parties to

participate and provide their comments and input on the draft documents.

Adds in the newspaper concerning the Consolidated Annual Performance and Evaluation Report (CAPER) will note the availability of the, or CAPER, which outlines the previous year's performance.

Adequate advanced notice of the hearing with sufficient information on the subject to permit informed comments will be published not less than fourteen (14) days and no more than twenty (20) days prior to the date of the Public Hearing(s) in the legal or non-legal section of a newspaper of general circulation. In calculating any period of publication, the first day of the advertisement will not be counted as the first day of publication. Public Hearing announcements will also be published on MHC's website at www.mshomecorp.com, MDA's website at www.mississippi.org, and advertised on social media. Email notifications of the public hearings will be sent to persons listed on a combined email listing developed by MHC and MDA.

C. Availability of Documents

Draft Documents

A draft of the Consolidated Plan, Annual Action Plan, AFH (as applicable), CAPER, and all related amendments will be available for public review on MHC's website at www.mshomecorp.com and MDA's website at www.mississippi.org. Citizens (especially low- and moderate-income persons, particularly those living in slum and blighted areas), local units of governments, public agencies, and other interested parties are encouraged to review and submit comments during the public comment period. Upon request, the State will make available a reasonable number of free copies of the draft documents.

Final Documents

A copy of the final Consolidated Plan, Annual Action Plan, AFH (as applicable), CAPER, and all related amendments as adopted will be available on MHC's website at www.mshomecorp.com and MDA's website at www.mississippi.org.

Hard copies of draft and final documents will be available upon request by contacting the Mississippi Home Corporation, 735 Riverside Drive, Jackson, MS 39202, (601) 718-4742.

The State will make available copies of documents in a form accessible to persons with disabilities upon request.

D. Public Comments

The State of Mississippi will establish a thirty (30) day public review and comment period for the Consolidated Plan, Annual Action Plan, AFH (as applicable), and any amendments and a fifteen (15) day public review and comment period for performance reports. All public comments must be submitted in writing to MHC or may be submitted orally at the public hearings. Notice of the public comment period will be included in the newspaper publications, the PowerPoint presentation during the Public Hearing, and posted on MHC's website at www.mshomecorp.com.

Following the public comment period, the State will consider any comments or views received in writing or orally, and if deemed appropriate, the State will make adjustments while preparing the final documents. A summary of these comments or views will be attached to the Consolidated Plan, Annual Action Plan, AFH (as applicable), Performance Reports, and any amendments. The comment section of the documents shall include said commentary and provide information regarding how the comment(s) was addressed or incorporated into the documents. An explanation will be provided for any comment or view that is not accepted.

VI. DEVELOPMENT OF THE CONSOLIDATED PLAN AND ANNUAL ACTION PLAN

A. Needs Assessment

Prior to developing its Consolidated Plan or Annual Action Plan, the State will conduct a needs assessment by collecting data, reviewing HUD-provided data, distributing community surveys, holding public hearings to discuss the State's past performance, and soliciting comments on the housing and community development needs as it relates to the use of Federal dollars in the implementation of HOME, HTF, ESG, HOPWA, and CDBG programs in Mississippi. At minimum, the Needs Assessment data will be made available with the draft plans and presented in at one public hearing. All public hearings will be held in accordance with the [Public Hearing requirements](#) set forth in this document.

B. Draft of Consolidated Plan and Annual Action Plan

A draft of the Proposed Consolidated Plan and Proposed Annual Action Plan is prepared for review and comment, by citizens (especially low- and moderate-income persons, particularly those living in slum and blighted areas), local units of government, public agencies (businesses, developers, community-based organizations, faith-based organizations), and other interested parties before the proposed plan (Consolidated Plan and Annual Action Plan) is adopted by the state (24 CFR 91(b)(1).

The Consolidated Plan and the Annual Action Plan draft will be made available no later than the day of the final public hearing date (24 CFR 91(b)(1)). The draft plan includes the amount of assistance that the State expects to receive, the range of activities that the State proposes to undertake, including the estimated amount that will benefit persons of low and moderate income. This will include the State's Relocation Plan, which sets forth the State's plan to minimize the displacement of persons and to assist any persons displaced, even if the State expects no displacement to occur, it is also included. This information is made available on MHC's and MDA's website prior to a public hearing. The State makes free copies of the plan available to the public, including translations of the plan, upon receiving a formal request (24 CFR 91(b)(2)).

C. Consultation

Once the draft Consolidated Plan and/or Annual Action Plan has been developed, a second public hearing will be held to obtain the views of citizens (especially low- and moderate-income persons, particularly those living in slum and blighted areas), local units of government, public agencies (businesses, developers, community-based organizations, faith-based organizations), and other interested parties on the contents of the draft.

In addition, the State will meet with an Advisory Committee. The Advisory Committee consists of MHC and MDA key stakeholders. Committee members may be represented by statewide and regional institutions, Continuums of Care and other organizations (including businesses, developers, non-profit organizations, philanthropic organizations, and community and faith-based organizations) that are involved with or affected by programs and activities covered by the Consolidated Plan. Members of the Advisory Committee are selected by MHC and MDA and are given an opportunity to provide input on housing and community development needs and priorities. The purpose of the Advisory Committee is to represent critical areas of the community and to facilitate collaborative community planning for housing and community development needs.

D. Submission to HUD

The State of Mississippi's Consolidated Plan will be submitted to HUD no later than 45 days prior to the beginning of the program year (unless HUD notifies grantees of delayed allocation announcements).

E. Adoption of Final Consolidated Plan and Annual Action Plan

Upon HUD approval, the State of Mississippi's adopted Consolidated Plan and Annual Action Plan will

be posted on MHC’s website (www.mshomecorp.com.) and MDA’s website (www.mississippi.org). In addition, upon request, copies will be provided in a form accessible to persons with disabilities.

VII. SUBSTANTIAL AMENDMENTS

Federal regulations require the State to determine what changes to the Consolidated Plan, Annual Action Plan, and AFH (if applicable) will constitute a substantial amendment. These requirements ensure that the public is informed of decisions that would affect them and provide opportunities for public comment.

The State of Mississippi has defined Substantial Amendments to the Plan(s) as those proposed changes that require the following decisions:

- Addition or deletion of the established priorities of the Plan(s)
- Any change in the purpose or location of an identified project
- Any change in the scope of work of a project which will negatively impact the originally proposed results
- Change in the planned beneficiaries
- Any change in contingency language.

In the event that any one of the above changes to the Consolidated Plan, Annual Action Plan, or AFH (if applicable) is proposed by the State, a Public Hearing will be held and public notification will be issued in accordance with the [public notice requirements](#) and [public comment requirements](#) described in this document.

VIII. PERFORMANCE REPORTS

The State of Mississippi publishes annually a Consolidated Annual Performance and Evaluation Report (CAPER) that details the State’s accomplishments and progress toward the Consolidated Plan goals. A draft of the CAPER will be made available on MHC’s website at www.mshomecorp.com for public review and comment prior to submission to HUD. Notice of availability of the draft will be published in statewide and regional newspapers of general circulation and other publications directed to, or reaching minorities. All comments received will be reviewed by MHC and a written response will be mailed to each citizen submitting a comment within fifteen (15) business days of receipt. A summary of the comments and responses will be included with the final draft submitted to HUD.

IX. AVAILABILITY TO THE PUBLIC

Copies of all planning documents and federal reports will be made available to the public upon

request through the Mississippi Home Corporation located at 735 Riverside Drive, Jackson, MS 39202. Public access includes the availability of materials in a form accessible to persons with disabilities as well as non-English speaking persons.

X. PUBLIC ACCESS TO RECORDS

The State will provide all interested parties with access to information and records related to the State's Consolidated Plan and the State's use of assistance under all programs covered by the Consolidated Plan during the preceding five years. The public will be provided with reasonable access to housing assistance records, subject to laws regarding privacy and obligations of confidentiality.

Access to public records for the HOME, HTF, ESG, and HOPWA programs can be obtained by following MHC's Public Records request policy located on MHC's website at www.mshomecorp.com or by clicking on the following link: [Microsoft Word - MHC Public Records Request Policy.DOC](#).

Upon request, arrangements will be made for the conversion of documents for those persons that may need additional methods of communication, such as Braille, electronic, large print, or other languages. Additionally, MHC's website allows for automatic translation to Spanish and Vietnamese.

Mississippi Home Corporation shall respond in writing within seven (7) working days from receipt of the request. If Mississippi Home Corporation is unable to produce the requested information within seven (7) working days, a written explanation will be issued to the person making the request that provides an expected timeframe for when the request may be fulfilled.

Documents available for request may include:

- All mailings and promotional materials
- Records of Public Hearings
- All pertinent documents, including prior applications on hand, letters of approval, grant agreements, the Citizen Participation Plan, CAPERs, other Performance Reports required by HUD, and the proposed and approved application for the current year
- Copies of the regulations and issuances governing the program(s)
- Documents regarding other important program requirements, such as contracting procedures, environmental policies, fair housing and other equal opportunity requirements, and relocation provisions

Access to public records for the CDBG program can be obtained by Lisa Maxwell,

Documents available for request may include: Plans, Programs, Program Data.

XI. TECHNICAL ASSISTANCE

The State offers technical assistance to help neighborhood-based organizations and other groups representative of persons of low- and moderate-income participate in housing and community development programs. This assistance may include developing proposals for funding assistance under any of the programs covered by the Annual Action Plan.

XII. COMPLAINTS

Written complaints related to the Consolidated Plan, Annual Action Plan, AFH (as applicable), any amendments, and performance reports may be directed at the Mississippi Home Corporation, Federal Grants Division, 735 Riverside Drive, Jackson, MS 39202. A timely, written, and substantive response to the complainant will be prepared within fifteen (15) business days of receipt of the complaint by MHC. If a response cannot be prepared within the 15-day period, the complainant will be notified within the 15-day period of the approximate date a response will be provided. The written complaint must include the complainant's name, address, email (if applicable), and daytime telephone number.

A record of complaints received will include the nature of the complaint, referrals made, and the final disposition. If the complainant is unable to file a complaint due to a disability, alternative filing methods will be allowed. All complaints and responses will be maintained with the program records for at least five years.