

CITY OF PITTSBURGH CITIZEN PARTICIPATION PLAN

Office of Management and Budget -
Community Development Division

Adopted October 16, 2025

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Introduction

The City of Pittsburgh receives an annual entitlement of Community Development Block Grant (CDBG) funding from the U.S. Department of Housing and Urban Development (HUD) for housing and community development activities that primarily assist low-income and moderate-income persons. Pursuant to the citizen participation requirements of 24 CFR Section 91.105 and 24 CFR Part 5 the City of Pittsburgh (“the City”) sets forth the following Citizen Participation Plan (the “Plan”) as it relates to the administration of federal funds provided by HUD.

The Plan relates to the planning, administration, and expenditure of funds provided to the City by the HUD Office of Community Planning and Development (CPD). CPD entitlement funds received by the City include the Community Development Block Grant (CDBG), HOME Investment Partnerships Program (HOME), Emergency Solutions Grant (ESG), Housing Opportunities for Persons with AIDS (HOPWA), Economic Development Initiative (EDI), Section 108 Loan Guarantee Program, and other federal grant programs, as may be added by law.

The Plan reflects the City’s proactive approach to involving citizens, nonprofit organizations, community development and social service agencies, local entities, and interested parties in the planning, decision making, and implementation of CPD-funded projects.

After a 30-day public comment and review period, this plan has been adopted by the City of Pittsburgh. It supersedes all previous versions. The Plan will be available on the Community Development website and in the Office of Management and Budget, Community Development division office.

Code of Federal Regulations for Citizen Participation:

[24 CFR Part 91.115](#) Citizen participation plan; States

[24 CFR Part 91.105](#) Local Governments Citizen Participation

[24 CFR Part 91.100](#) Local Governments Consultation

[24 CFR Part 91.401](#) HOME Consortia

[24 CFR Part 91.505](#) Amendments to the consolidated plan

Responsible Entity

The City of Pittsburgh’s Office of Management and Budget-Community Development Division (OMB-CD) conducts the planning and administration for the federal entitlement programs. This Plan presents the City’s responsibility to residents regarding the creation of planning documents and administration of funds. As the department in charge of managing CPD funds, OMB-CD is responsible for: informing residents of participation opportunities; encouraging resident participation in plan development and revision; and facilitating public meetings and hearings as required by the Plan. OMB-CD is also responsible for preparing and submitting documents required by CPD, which include the following:

- Five-Year Consolidated Plan (Con Plan)
- Annual Action Plan
- Consolidated Annual Performance and Evaluation Report (CAPER)
- Analysis of Impediments for Fair Housing Choice (AI)
- Amendments to the Citizen Participation Plan
- Amendments to Consolidated Plan or Annual Action Plan(s)
- The Section 108 Loan Guarantee Program
- Other grants, as may be added by law

Citizen Participation

The City of Pittsburgh believes that the Plan ensures all interested parties are afforded adequate opportunity to review and comment on plans, programs, activities, and reports covering the City's federally funded housing and community development programs.

This Plan actively encourages widespread resident participation, with a special emphasis on good faith efforts to encourage participation from the following populations:

- Low- and moderate-income persons
- Residents of slums, blighted areas, and predominately low- and moderate-income areas where 51% of the residents are at or below 80% of the area median income (AMI)
- Low-income residents of targeted revitalization areas
- Minority populations
- Non-English-speaking persons or those with limited English proficiency
- Persons with disabilities
- Individuals with lived experience of homelessness and residents of public and assisted housing

In addition, the following entities are invited and encouraged to participate in the development and implementation of plans and reports related to CPD funds:

- Public and private agencies addressing housing, health, and other public services
- City departments and authorities
- State and local health and child welfare agencies
- Local Public Housing Authority and other agencies providing assisted housing
- Local and regional institutions with metropolitan-wide planning responsibilities
- The Continuum of Care, particularly any publicly funded institutions or systems of care which may discharge individuals into homelessness
- Organizations such as businesses, developers, philanthropic organizations, and community- or faith-based organizations
- Organizations engaged in narrowing the digital divide, including broadband internet service providers
- Agencies managing flood-prone areas, public land, and public water resources
- Emergency management agencies
- Adjacent local governments and jurisdictions within the metropolitan statistical area
-

These groups are also encouraged to share plans and participation opportunities across their networks of contacts and clients.

Access to Participation

All meetings will be open to the public with times and locations convenient for interested parties. All meetings will have virtual and in-person attendance options and will be recorded and posted online for those who are unable to attend. Meetings and forums shall be held in ADA-accessible locations to ensure that architectural barriers do not preclude the attendance of people who have a disability.

The City shall take reasonable steps to ensure meaningful access to participation for low- and moderate-income populations, residents of CDBG-eligible census tracts, non-English speaking and

limited English proficient residents of the community, and residents with any disability which may impede access. Opportunities will be created for low- and moderate-income residents to participate and provide comments outside of set times to accommodate varied work schedules. Reasonable accommodations such as language interpretation at meetings or alternate formats for printed material are available upon request with a minimum of 7-days advance notice.

Accommodations

Residents with disabilities that may be unable to review these documents at publicized locations should contact OMB-CD for specific assistance in obtaining the Plan for review and submitting comments. The email address for the Office of Management and Budget-Department of Community Development is community.development@pittsburghpa.gov. TDD number is 711.

Residents with visual impairments may request documents in a more accessible format such as large print or Braille.

Language interpretation for meetings, including American Sign Language, will be provided for public meetings for persons who request such accommodation no less than seven days prior to the public meeting. Translated documents will also be provided upon request.

Access to Records

All programs operated by the City will be conducted in an open manner, with freedom of access to program information and public hearings for all interested parties. The City will provide reasonable and timely access to public information and records. The reasonability of a request may be determined by OMB-CD. Records are retained according to OMB-CD document retention policies. Information available to the public includes:

- All draft and final reports submitted to HUD, and amendments thereto
- Summaries of public meetings, including resident feedback
- Summaries of data collected via any resident outreach

Information and records may be accessed via the Community Development website. Residents may also request specific information or reports be emailed or printed and mailed to them. If residents wish to review documents in person, they may make an appointment to visit OMB-CD between 9:00 AM and 4:30 PM Monday through Friday by emailing community.development@pittsburghpa.gov or calling (412) 255-2667.

Communication

Communication from the City will follow specific formats, as required by the Code of Federal Regulations. The City will accept comments from City residents and other interested parties via as many channels as can reasonably be managed.

Public Notification

As required depending on the document (criteria listed in “Criteria for Public Notice, Hearings, and Comment Periods” section below), display style advertisements will be placed in one (1) major daily newspaper of general circulation. These ads will allow citizens reasonable notice and opportunity to comment on draft plans and revisions or amendments to any published plans. The

required contents of the advertisements are listed in “Criteria for Public Notice, Hearings, and Comment Periods” section below.

The City will notify subscribers to the Community Development email mailing list in the following situations:

1. A grant application is opening or closing
2. A public participation option is available
 - Public meetings/hearings
 - City events
 - Surveys or other feedback opportunities

All public notices will also be posted to the Community Development website. As possible, notices will be shared via contact networks such as nonprofit organizations, other City mailing lists, and City social media. Information will also be advertised at various City events such as Farmers’ Markets and budget engagement sessions.

Public Hearings

OMB-CD will hold two official public hearings over the course of the program year. Meetings will consist of an informative presentation followed by time for public comment. The first meeting will discuss tentative grant allocations from the City Capital budget, and the second will discuss the draft Annual Action Plan for the upcoming program year. The first meeting will take place before the draft document is published for comment.

The purpose of all public hearings will be to obtain citizen input for the development of the Consolidated Plan. The hearings will address housing and community development needs, development of proposed activities, proposed strategies and actions for affirmatively furthering fair housing, and reviews of program performance. In order to gain participation from the largest cross section of the community, public hearings for the Consolidated Plan will be held in accessible facilities near to public transit and have a virtual attendance option. Efforts will be made to announce meetings in various ways to ensure that low and very low-income residents are aware of the meetings. Meetings will be held at times and locations convenient to potential and actual beneficiaries, considering common work schedules and access to the hearing via the internet or public transit.

Prior to the hearing, draft documents and other information will be publicly available on the Community Development website in order to allow citizens a chance for informed comment. Meetings will also begin with an informational presentation on the topics being covered. Information on notices of public hearings is listed the “Criteria for Public Notice, Hearings, and Comment Periods” section below.

If the meeting needs to be rescheduled, OMB-CD will make every effort to announce the change via all previously used formats as soon as possible.

Public Comments

All City residents are encouraged to provide comments on planning and reporting documents throughout the year and particularly during specified public comment periods. Comments may be submitted by email, phone, written letter, or in person at public hearings or other official City events.

- Email: community.development@pittsburghpa.gov
- Phone: 412-255-2667
- Written letter:

Kelly Russell
City of Pittsburgh,
414 Grant Street, Room 501
Pittsburgh, PA 15219

All comments received before the specified deadlines will be considered by the City of Pittsburgh prior to submitting documents to HUD.

Criteria for Public Notice, Hearings, and Comment Periods

Summary graph

Document	Newspaper Notice	Email Notice	Online Notice	Comment Period	Public Hearing
Con Plan/AAP	Yes	Yes	Yes	30 days	Two annually
CAPER	Yes	Yes	Yes	15 days	No
Substantial Amendment	No	Yes	Yes	30 days	No
Minor Amendment	No	No	Yes	N/A	No
Environmental Review Record	No	No	Yes	15	No
Notice of Funding Availability	No	Yes	Yes	No	No
Citizen Participation Plan Amendment	No	Yes	Yes	30 days	No

Five-Year Consolidated Plan (Con Plan)/Annual Action Plan (AAP)

Each program year the City publishes an Annual Action Plan (AAP) explaining all proposed funding expenditures for the coming year. Every five years, the AAP is part of a Consolidated Plan (Con Plan) which outlines spending priorities for the coming five program years.

- **Public hearings:** At least two public hearings will be held per program year. Public hearing requirements are in the "Public Hearings" section above.
- **Public notice** will be provided ahead of public hearings and comment periods related to the Con Plan/AAP. At least two weeks but no more than four weeks prior to each public hearing, and on or one business day before the start of a public comment period, public notices will run in two (2) newspapers of general circulation. Meetings will also be announced via the Community Development email mailing list and publicized through other networks. The public notice will contain:
 - Purpose of the meeting
 - Time, date, and location of hearing
 - When and how relevant documents can be reviewed
 - How to request accommodations
 - How to provide comments outside of the meeting
 - Start and end dates of comment period

The notice for the second public hearing will also contain a summary of the draft document, including:

- Description of the contents and purpose of the document
 - Expected resources
 - Amount of funding estimated to benefit low- and moderate-income residents
 - Range of activities that may be undertaken
 - Plan to minimize displacement
 - How to provide comments
- **Comment period:** public comment periods for draft Con Plan/AAPs will last at least 30 calendar days and conclude no less than seven calendar days before the plan is due for submission.
 - **Public display:** draft documents will be displayed on the Community Development website and a reasonable number of free print copies will be made available upon request. Final documents will be available on the Community Development website.

Consolidated Annual Performance Evaluation Review (CAPER)

Within 90 days of the conclusion of a program year, the City will publish a Consolidated Annual Performance Evaluation Review (CAPER) describing projects which have been carried out during the program year.

- **Public notice** will be provided on or one business day before the first day of the public comment period. The notice will contain:
 - Description of the contents and purpose of the document
 - Dates of the program year being reported
 - Time frame of public comment period
 - How to provide comments
- **Comment period:** public comment periods for draft CAPERs will last at least 15 calendar days and conclude no less than five calendar days before the plan is due for submission.

- **Public display:** draft documents will be displayed on the Community Development website and a reasonable number of free print copies will be made available upon request. Final documents will be available on the Community Development website.

Substantial Amendment

After submission and approval of a planning document such as the Annual Action Plan or Con Plan, any major change will require a substantial amendment. The City will notify residents of such changes to the program via the Community Development email mailing list and provide the opportunity for comment. The criteria for what constitutes a substantial change which requires an amendment is as follows:

- An activity is added or dropped from the funding program.
- A change in the scope, purpose, or location of an activity in a way which impacts the estimated number of beneficiaries by 50 percent or more
- A 50% or higher change in the amount of CDBG funds awarded to a project.

Amendments to the Consolidated Plan will be advertised via the Community Development email mailing list. Following a thirty (30) day review and comment period, the amendments will be implemented. If funds are being added to an existing project, implementation can begin as soon as the comment period has been concluded. If funds are being added to a new project, implementation must wait for HUD approval of the amendment.

Any change which does not meet the above criteria will be considered a minor amendment. Minor amendments must be approved by the Director of OMB, but do not require public notice or review.

Once a substantial amendment has been approved, it will be published on our community development documents page, including a summary of any comments or views received, and why they were or were not accepted.

Once a minor amendment has been approved, it will be published on the community development documents page.

- **Public notice** will be provided on or one business day before the first day of the public comment period. The notice will contain:
 - Document being amended
 - Title and funding amount of projects being changed
 - Project description of any new activity
 - Time frame of public comment period
 - How to provide comments
- **Comment period:** public comment periods for draft substantial amendments will last at least 30 calendar days, and no funds will be expended based on the amendment until the comment period has concluded
- **Public display:** draft documents will be displayed on the Community Development website and a reasonable number of free print copies will be made available upon request. Final documents will be available on the Community Development website.

Environmental Review Records

Environmental reviews are required for projects funded by certain federal programs such as CDBG. These reviews investigate the environmental impact a project will have on its surroundings.

- **Public notice** will be posted on the Public Participation web page on or one business day before the first day of the public comment period. The notice will contain:

- Project title
- Project description, including address and reasoning for project
- Federal funds to be used and total project cost
- Expected impact on the human environment
- Time frame of the public comment period
- If there is no significant impact, notice of the request for release of funds
- How to provide comments
- **Comment period:** public comment periods for environmental review records will last at least 15 calendar days
- **Public display:** notices will be displayed on the Community Development website and a reasonable number of free print copies will be made available upon request.

Notice of Funding Availability

The City periodically makes funds available to nonprofits for specific eligible purposes. Grant opportunities will occur during set times in the program year, publicized on the Community Development website. Notice of grant application periods will be provided on or one business day before the first day grants will be accepted.

The City will provide adequate public notice as detailed below:

- Grant opportunities will be announced via the Community Development email mailing list at least twice
 - Once at the start of the application period
 - Once within seven calendar days of the close of the application period
- The Community Development website will make available a tentative timeline including the application due date, dates of technical assistance workshops (if applicable), and when funding decisions will be made
- At least one technical assistance video will be provided during the application period
- Eligibility requirements for grant recipients and projects will be available on the Community Development website
- Funding recommendations will be available via the Community Development website according to the posted timeline

Citizen Participation Plan Amendment

An amendment to the Citizen Participation is an edit which substantially changes how the City will communicate information to residents, time frames for public comment and display periods, or required reporting documents.

- **Public notice** will be provided on or one business day before the first day of the public comment period. The notice will contain:
 - Summary of changes
 - Time frame of public comment period
 - How to submit comments
- **Comment period:** draft documents will be put on display on the Community Development website for at least 30 calendar days

Technical Assistance

Upon request to the Community Development Division, technical assistance will be provided for the explanation of any information related to the programs operated by the City. In addition, technical assistance will be available for the development of funding proposals for these programs.

Response Procedures

Upon receipt of a written complaint, the City will issue a response, whenever possible, within fifteen (15) working days.

A summary of written and oral comments and complaints will be included in the City's Consolidated Plan. Any comments which are not used in the Plan will be noted and reason for non-inclusion will be stated.

Additionally, a summary of written and oral comments will be included in any Amendments, or Performance Reports, as required.

If a response is unacceptable to a concerned citizen or group, the City should again be contacted and, whenever possible, within (15) working days will issue a second written response from the Assistant Director of the Community Development Division or his/her designee.

Further comments can be directed to the U.S. Department of Housing and Urban Development's (HUD) Regional Office at:

U.S. Department of Housing and Urban Development
Pittsburgh Field Office
1000 Liberty Ave
Suite 1000
Pittsburgh, PA 15222

Emergency Protocol

If the City is in a federal, state, or locally declared emergency, public comment and display periods for planning documents and substantial amendments may be shortened to as little as five calendar days.

For emergency activities of recent origin, it is the policy of the City to grant a temporary waiver for the thirty (30) day "Citizen Review and Comment Period". The City will advertise the project for citizen comment concurrent with the start of the project.

In keeping with federal regulations, an emergency project can be defined as "an emergency activity of recent origin in which existing conditions pose a serious and immediate threat to the health, safety, or welfare of the community". The subrecipient must submit certification from a qualified official stating the nature of the emergency and that it poses a serious threat to the community.