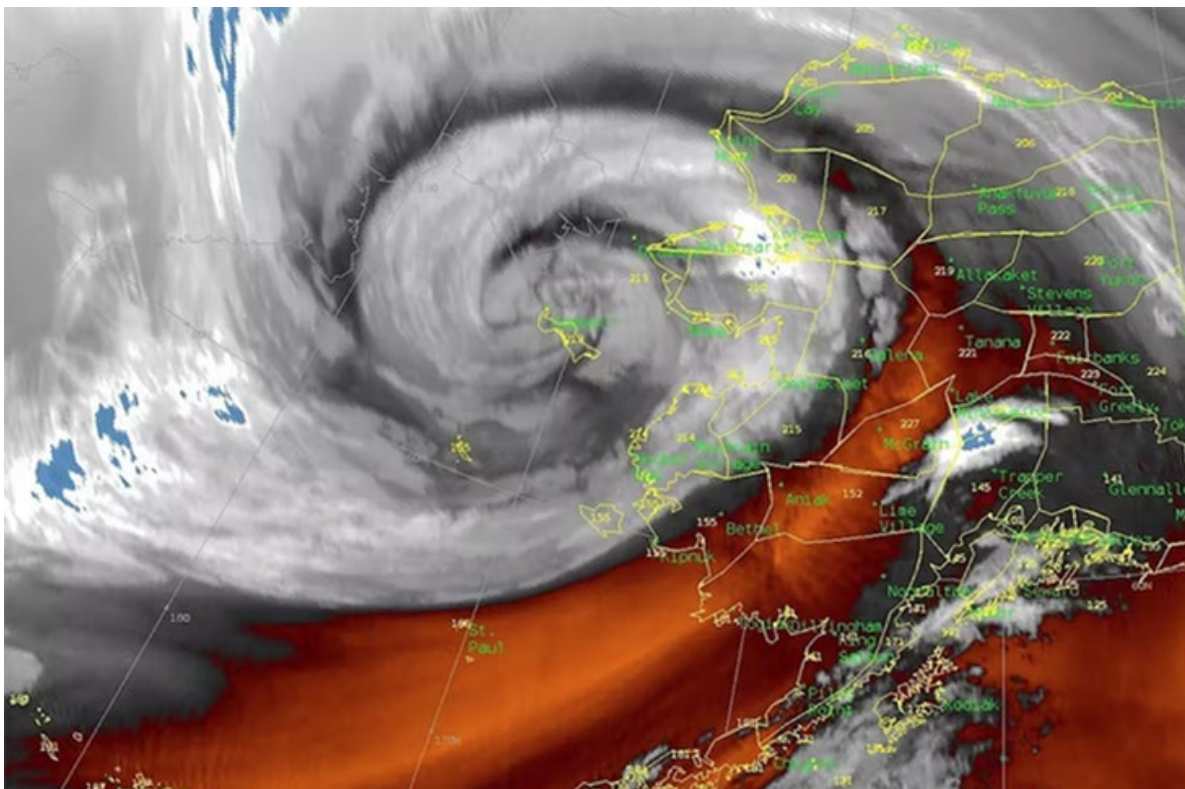




THE STATE OF ALASKA CDBG-DISASTER RECOVERY CITIZEN PARTICIPATION PLAN

2022 Typhoon Merbok

October 7, 2025





Version History

Version	Date	Notes
1.0	10/6/2025	Publication of Version 1.0 of The State of Alaska CDBG-Mitigation Citizen Participation Plan for 2022 Typhoon Merbok



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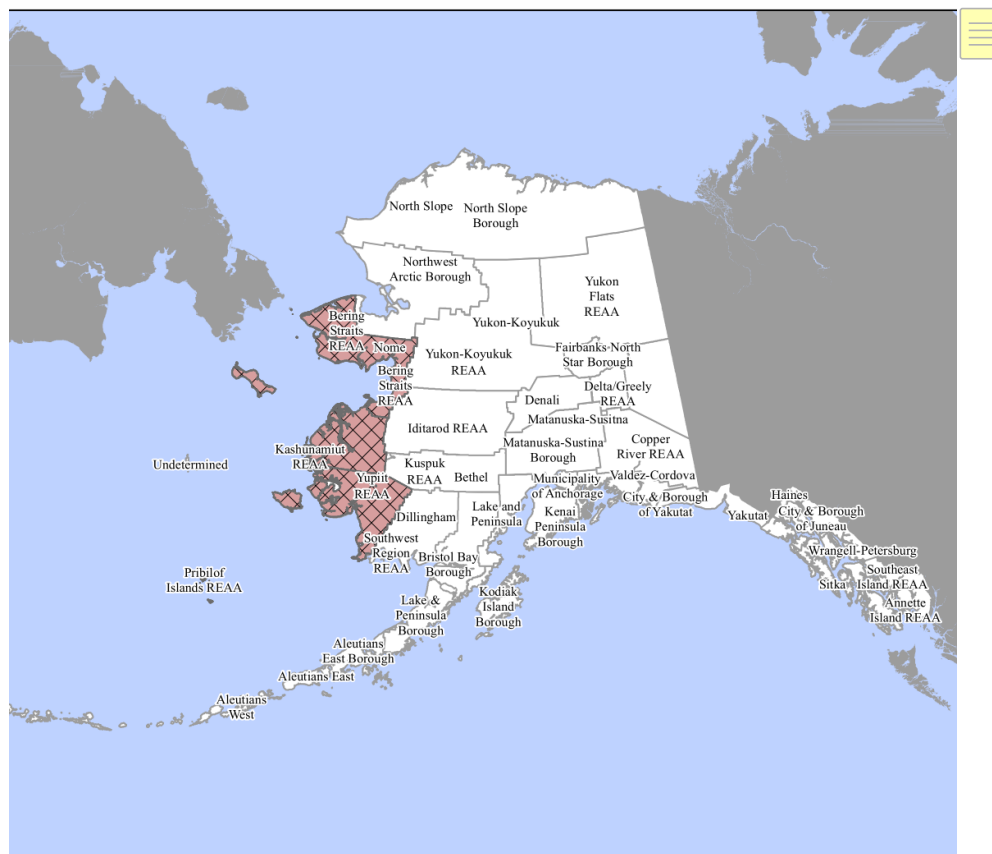
1. State of Alaska Citizen Participation Plan for Community Development Block Grant Disaster Recovery (CDBG-DR) Programs

1.1 Purpose

The State of Alaska Department of Commerce, Community and Economic Development (DCCED) has adopted a Citizen Participation Plan (CPP) that sets forth the State's procedures for citizen participation in the development and implementation of the U.S. Department of Housing and Urban Development (HUD) CDBG-DR activities and programs. The analysis of the impact from the disaster event, allocation identification, mitigation needs, and plans for resolving and responding to the needs of the community is identified within the federally required and developed CDBG-DR Action Plan. The overall purpose of the CPP is to provide for and encourage citizens to participate in an advisory role in the planning, implementing, and assessing of Alaska's CDBG-DR funded programs. The CPP has been developed to comply with the requirements outlined in 24 CFR Part 91.115 (Citizen Participation Plan for States) and the HUD requirements for allocating funds for disaster recovery contained within the Federal Register Notice issued on 5/18/2023 (FR 6393-N-01).



1.2 HUD Identified Most Impacted and Distressed (MID) Areas from 2022 Disaster (FEMA Disaster #4672)



HUD MID Areas

- Bering Strait Regional Education Area (Including Nome)
- Kashunamut Regional Education Area
- Lower Yukon Regional Education Area

State MID Areas

- Lower Kuskokwim Regional Education Area (Including Bethel)
- Pribilof Islands Regional Education Area
- Yupit Regional Education Area





1.3 Stakeholder Consultation During Plan Development

To ensure consistency of the Action Plan with applicable regional redevelopment plans and other recovery initiatives, DCCED will consult with the following stakeholders:

- Impacted Citizens
- Federally Recognized Tribes
- Regional Housing Authorities
- Local governments
- Federal partners
- Nongovernmental organizations
- Private sector
- Other affected parties in the surrounding geographic area
- Organizations that advocate on behalf of members of protected classes, vulnerable populations, and underserved communities impacted by the disaster
- Relevant government agencies including the State and local emergency management agencies that have primary responsibility for the administration of FEMA funds

1.4 CDBG-MIT Action Plans – Public Notice and Comment Periods

The State of Alaska is the recipient of HUD CDBG-DR funds allocated in response to the federally declared disaster in 2022, Typhoon Merbok. Citizen participation requirements for the CDBG-DR Action Plan are in the Federal Register Notice issued 5/18/2023 (FR 6393-N-01). The Federal Register Notice waives regular citizen participation requirements and states requirements for notifying the public regarding use of the disaster CDBG-DR funds and provides an alternative streamlined process.

1.5 CDBG-MIT Citizen Participation Waiver (FR 6393-N-01, 05/18/2023)

This section outlines the citizen participation waiver and alternative requirements. To permit a more streamlined process and ensure disaster recovery grants are awarded in a timely manner, provisions of 42 U.S.C. 5304(a)(2) and (3), 42 U.S.C. 12707, 24 CFR 570.486, 24 CFR 1003.604,



and 24 CFR 91.115(b) and (c), with respect to citizen participation requirements, are waived and replaced by the requirements below. The streamlined requirements require the State to include public hearings on the proposed action plan and provide a reasonable opportunity (at least 30 days) for citizen comment and ongoing citizen access to information about the use of grant funds. The streamlined citizen participation requirements for a grant under this notice are:

- The State must publish the action plan and provide an opportunity for public comment and substantial amendment criteria. Before the State adopts the action plan for this grant or any substantial amendment to the action plan, the State will publish the proposed plan or amendment.
- The manner of publication must include prominent posting on the State's official website and must afford citizens, affected agencies, and other interested parties a reasonable opportunity to examine the plan or amendment's contents.
- The topic of disaster recovery should be navigable by citizens from the State's (or relevant agency's) homepage.
- The State will notify affected citizens through electronic mailings, press releases, statements by public officials, media advertisements, public service announcements, and/or contacts with community organizations.
- Plan publication efforts must meet the effective communications requirements of 24 CFR 8.6 and other fair housing and civil rights requirements, such as the effective communication requirements under the Americans with Disabilities Act.



2. CDBG-DR Action Plan

2.1 Background

DCCED will post the draft initial CDBG-DR Action Plan or any substantial amendment for **at least 30 days of public comment on the State of Alaska's CDBG-DR website** <https://www.commerce.alaska.gov/web/dcra/GrantsSection/CDBG-DR-Merbok.aspx>.

Additionally, DCCED will convene at least one public hearing (including in person and/or virtual hearings) on the draft CDBG-DR action plan after being posted on its website for public comment and prior to submission to HUD, for review and approval. Notice of all hearings will be posted at least 10 business days before public hearings.

DCCED makes every effort to publish the draft CDBG-DR Action Plan in a manner that affords citizens, units of general local governments, public agencies, and other interested parties a reasonable opportunity to examine its contents and to submit comments. The plan will remain available on DCCED's CDBG-DR [website](#).

To notify the public of the plan's availability, public notification is provided through the following methods:

- Direct email notice to individuals who had signed up for updates on CDBG-DR plan development.
- Email notices to local and Federally Recognized Tribes and nonprofit/community-based organizations that have been active in supporting survivors in disaster recovery, e.g., Long Term Recovery Groups, Voluntary Organizations Active in Disasters (VOADs), disability service advocates, and culturally specific organizations.
- Press release to all applicable major news outlets state-wide.
- Announcements on agency-managed social media accounts.
- Formal notice and public announcement on DCCED's CDBG-DR [website](#).

The public announcement explains that interested parties are given a reasonable opportunity to examine the contents of the plans and submit comments, as DCCED will also provide a copy of the plans to interested parties upon request.

DCCED considers any comments or views of citizens and units of general local government received in writing or orally in preparing the final CDBG-DR Action Plan. DCCED will address the substance of any comments rather than only acknowledging receipt. A summary of these



comments and the State's response, including those not accepted and reasons, will be attached to the final CDBG-DR Action Plan and uploaded in the Disaster Recovery Grant Reporting system.

2.2 Website

To notify the public of the CDBG-DR Plan's availability, DCCED will post the CDBG-DR Action Plan and substantial amendments on the CDBG-DR website <https://www.commerce.alaska.gov/web/dcra/GrantsSection/CDBG-DR-Merbok.aspx>, which is linked to the State's main website www.alaska.gov.

To ensure the public knows how all funds are used and administered, DCCED will also post all performance reports, the citizen participation plan, the procurement policies, solicitations and contracts that will be paid with CDBG-DR funds, and a description of goods or services currently being procured on the State's CDBG-DR website. For further information regarding the website content see Appendix A – Website Policy and Procedures.

2.3 Public Hearings

Per the Federal Register's approach for CDBG-DR, at least one public hearing is required during the 30-day comment period. The process below will be followed for a public hearing regarding use of the CDBG-DR funds or a substantial amendment.

All public hearings will be held at a time and accessible location convenient to potential and actual beneficiaries, and with accommodations for persons with disabilities or Limited English proficiency (LEP). Both in-person and webinar hosted hearings will be promoted for at least 10 business days prior to the hearing.

Additionally, public hearing notifications are provided via:

- Direct email notice to individuals who had signed up for updates on CDBG-DR plan development.
- Email notices to local and Federally Recognized Tribes and non-profit/community-based organizations that have been active in supporting survivors in mitigation, e.g., Long Term Recovery Groups & VOADs, disability service advocates, and culturally specific organizations.
- Press release to all applicable major news outlets state-wide.
- Announcements on agency-managed social media accounts.
- Formal notice and public announcement on DCCED's [website](#).



2.4 Time Period for Comments

DCCED provides at least 30 days for public comments from citizens and units of local government on the CDBG-DR action plan. Written public comments may be made to DCCED by emailing cdbgdr@alaska.gov or by mail to **DCCED, 550 West 7th Ave., Ste 1650, Anchorage, AK 99501**.

The CDBG-DR Action Plan will be available on the DCCED CDBG-DR website <https://www.commerce.alaska.gov/web/dcra/GrantsSection/CDBG-DR-Merbok.aspx> and the State's main website www.alaska.gov from August 25, 2025 to September 24, 2025.

2.5 Consideration of Comments

DCCED considers any comments or views of citizens and units of local government received either in writing or orally when preparing the final CDBG-DR action plan. DCCED will address the substance of any comments rather than acknowledging receipt. A summary of those comments and the State's response will be attached to the final Action Plan or substantial amendment and uploaded in DRGR.

2.6 Substantial Amendment

Substantial amendments to the CDBG-DR Action Plan will require at least 30 days of public notice. The public notice will be made in the same manner as prescribed in this document. An amendment shall be considered substantial (requiring public notification and comment period) if the following events:

- A change in program benefit or eligibility criteria
- The addition or deletion of an activity
- A proposed reduction in the overall benefit requirement
- The allocation or reallocation which constitutes a change of 10 percent or greater of a program budget

Those amendments which meet the definition of a Substantial Amendment are subject to public notification and public comment procedures. Citizens and units of local government will be provided with reasonable notice and an opportunity to comment on proposed Substantial Amendments to the Action Plan. A notice and copy of the proposed Substantial Amendment will be posted on Alaska's official DCCED website. Copies will be provided: upon request, by DCCED, if otherwise not accessible for review by any residents. Citizens will be provided with no less than



thirty days to review and comment on the proposed Substantial Amendment. Written comments may be submitted to the Department of Commerce, Community and Economic Development, Division of Community Affairs via email at cdbgdr@alaska.gov or to **DCCED, 550 West 7th Ave., Ste 1650, Anchorage, AK 99501.**

A summary of all comments received will be included in the Substantial Amendment submitted to HUD for review and approval and posted to the DCCED official website.

Non-substantial Amendments are amendments that do not meet the threshold for a substantial amendment and do not require a public comment period. Non-substantial amendments to Action Plan will be posted on the DCCED official website after notification is sent to HUD and the amendment becomes effective. Every Amendment to the Action Plan (substantial and non-substantial) will be numbered sequentially and posted on the website.

2.7 Performance Reports

In accordance with the federal requirements for the CDBG-DR program, the State must submit a Quarterly Performance Report (QPR) through HUD's Disaster Recovery Grant Reporting (DRGR) system no later than thirty days following the end of each calendar quarter. QPRs will be posted on the Department of Community Affairs' official website for public review within 3 days of approval by HUD. The State's first QPR is due after the first full calendar quarter after the initial grant agreement is signed. QPRs will be posted on a quarterly basis until all funds have been expended, and all expenditures have been reported.

Each QPR will include information about the uses of funds in activities identified in the Action Plan as entered in the DRGR reporting system. This includes, but is not limited to: project name, activity, location, and national objective; funds budgeted, obligated, drawn down, and expended; the funding source and total amount of any non-CDBG-MIT funds to be expended on each activity; beginning and actual completion dates of completed activities; achieved performance outcomes such as number of housing units complete or number of low and moderate income persons benefiting; and the race and ethnicity of persons assisted under direct-benefit activities. The State must also record the amount of funding expended for each contractor identified in the Action Plan. Efforts made by the State to affirmatively further fair housing will also be included in the QPR.

During the term of the grant, the grantee will provide citizens, affected local governments, and other interested parties with reasonable and timely access to information and records relating to the approved program and to the grantee's use of grant funds as well as contracts procured with CDBG-DR funding. This information shall be posted on the grantee's official website and provided on request.



2.8 Citizen Participation Plan and Accessibility for CDBG-DR

To ensure Limited English Proficiency individuals and people with disabilities have prior notice and access to the public hearings, DCCED will take the following actions:

- Announce public hearings to organizations that represent minorities and people with disabilities at least 10 business days prior to the public hearing date(s).
- Include a statement in public hearing notices indicating that participants may request language interpretation to assist in their participation, via email or phone.
- Include a statement in notices of public hearings that the location of the meetings is accessible to people with physical disabilities.
- Include a statement in public hearing notices that attendees can request reasonable accommodation from DCCED to participate in the public meetings.
- DCCED will make a reasonable effort to translate significant documents to accommodate LEP communities.

Residents who require special accommodations to attend the hearing, should contact DCCED by emailing cdbgdr@alaska.gov or by mail to **DCCED, 550 West 7th Ave., Ste 1650, Anchorage, AK 99501** to make advance arrangements. For hearings that are held in areas that meet the minimum threshold for LEP accommodation, translations will be provided.

DCCED provides guidance to its units of local government and subrecipients on developing a local Language Access Plan (LAP). Provisions for interpretation shall be made for LEP citizens to encourage and ensure meaningful access to participation for public hearings, communication materials, websites, and public comments. DCCED's LAP indicates the concentration of populations speaking only Alaska Native languages fluently, with Limited English Proficiency, is high enough to warrant translation services for this group. DCCED will ensure each public hearing includes an option for live Alaska Native language interpretation and that hearing materials will be available in Alaska Native languages prior to and following the hearings.

2.9 Anti-Displacement

DCCED will follow HUD regulations and its local anti-displacement policies so that displacement is minimized and if displacement is necessary, people displaced will be provided with the types and levels of assistance as required by federal regulations. For CDBG-DR purposes, DCCED will revise relocation and anti-displacement policies to leverage (or conform with) waivers and alternative requirements as provided in the applicable Federal Register Notices.



2.10 Availability to the Public

DCCED will provide the Action Plan, substantial amendments, all performance reports, Citizen Participation Plan, procurement policies, contracts that will be paid with CDBG-DR funds, and a description of goods or services currently being procured to the public, including materials in a form accessible to people with disabilities and LEP individuals. These documents are made available to the public on the DCCED CDBG-DR website <https://www.commerce.alaska.gov/web/dcra/GrantsSection/CDBG-DR-Merbok.aspx> to ensure the public knows how all funds are used and administered.

2.11 Access to Records

Citizens, public agencies, and other interested parties are given reasonable and timely access to the information and records relating to the State's CDBG-DR action plan and the State's use of assistance under the programs covered by the plan. Presentation materials, resources used to compile the information in the plan, comments compiled at public hearings, and all other related materials are available to the public upon request.

2.12 Complaints

To comply with the requirements regarding complaints, the State has designated an appropriate and practicable procedure to handle complaints from citizens related to the CDBG-DR action plan, substantial amendments, and performance reports. Upon receiving a complaint, The Alaska Ombudsman will provide a timely, substantive written response within a 15 working day period.

Complaints should be sent via email or by U.S. Postal Mail to:

Alaska Ombudsman
1500 West Benson Blvd
Anchorage, AK 99503
Email: ombudsman@akleg.gov
Telephone: 907-269-5290

Complaints regarding fraud, waste, or abuse of government funds will be forwarded to the HUD OIG Fraud Hotline (phone: 1- 800-347-3735 or email: hotline@hudoig.gov).

Complaints regarding accessibility can be reported to the State's 504 Coordinator. The Alaska Department of Commerce, Community, and Economic Development (DCCED) administers all programs and activities free from discrimination based on race, color, national origin, age, sex, religion, marital status, pregnancy, parenthood or disability. The Department administers all



programs and activities in compliance with Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990, the Age Discrimination Act of 1975, and Title IX of the Education Amendments Act of 1972. Plan publication efforts must meet the effective communications requirements of 24 CFR 8.6 and other fair housing and civil rights requirements, such as the effective communication requirements under the Americans with Disabilities Act.

State 504 Coordinator:

David Newman, State 504 Coordinator
P.O. Box 110800
Juneau, AK 99811-0800
Email: david.newman@alaska.gov
Phone: 907-465-2500
TDD: 907-465-5437
Fax: 907-465-5442

2.13 Use of Citizen Participation Plan

DCCED will follow the citizen participation plan in full and to the best ability possible, as described above.



3. Requirements for Local Government Receiving CDBG-DR Funds

3.1 Summary of Requirements

Recipients of CDBG-DR funds must comply with the State Citizen Participation Plan for CDBG-DR requirements as found in FR 6393-01-AAN. All applicants and recipients of grant funds shall be required to conduct all aspects of the program in an open manner with access to records on the proposed and actual use of funds for all interested people. All records of applications and grants must be kept at the recipient's offices and be available during normal business hours. Any activity of the State regarding the CDBG-DR project, except for confidential matters relating to housing and economic development programs, shall be open to examination by all citizens.

The applicant/recipient must provide technical assistance to groups representative of persons of low and moderate income that request such assistance in developing proposals at the level of expertise available at governing offices. All application materials and instructions shall be provided at no cost to any such group requesting them. Citizens shall be provided with adequate and timely information, to enable them to be meaningfully involved in important decisions at the various stages of the program, including at least the determination of needs, the review of the proposed activities, and the review of past program performance, in the following manner:

- 1) At least one public hearing shall be held prior to the submission of an application for housing and/or non-housing needs being submitted to the DCCED for funding through the CDBG-DR program. Hearings shall be scheduled at a time and location felt to be most likely possible for the majority of interested citizens to attend without undue inconvenience. The development of needs and the review of the proposed activities and their possible environmental impact must be addressed at this hearing as reflected by minutes of the hearing. The hearing cannot be more than six months prior to application submittal.
- 2) Notification of all hearings shall be given a minimum of five full days, not including the day of posting and the day of the hearing in advance to allow citizens the opportunity to schedule their attendance. Notification shall be in the form of display advertisements in the local newspaper with the greatest distribution, and/or by posting letters, flyers, and any other forms that are clearly documented with wide circulation.

All hearings must be accessible to handicapped people. Provisions for interpretation shall be made at all public hearings for non-English speaking and for limited-English speaking residents if such residents are expected to be in attendance. The chief Elected Official's (e.g. Mayor, First



Chief, or Chief Executive Officer) office shall receive and relate feedback, views, or proposals to the appropriate persons or groups within the decision-making time. Any criticism submitted in writing at any time should be answered in writing within fifteen working days by the chief elected official's office. If the complaint is not resolved, it shall be referred to the governing body for final disposition.





4. Appendix A: State of Alaska Website Policies and Procedures for CDBG-DR

4.1 Website Purpose

A separate website will be developed for the CDBG-DR Program instead of adding it to the DCCED website as a tab. This is being done to make it easier for individuals and communities to access information in a straightforward manner.

4.2 Website Content

Per guidance contained in the CDBG-DR announcement the web site will contain the following information.

- The Action Plan and any amendments. It will include communication from HUD regarding the Action Plan and any comments received from the public as well as documented responses to the comments received.
- Each Performance Report from DRGR. This will be compiled and delivered by our Finance Division as well as documentation provided by the staff person in charge of the CDBG-DR program.
- The Citizen Participation Plan. This will be specifically geared towards the CDBG-DR Program. DCCED has specific requirements for communities which receive CDBG funding for projects. At a minimum there will be a public hearing in each of the jurisdictions that were designated in the HUD notice. Hearing notices will be in English and any other languages which may be necessary. Special outreach will be made to senior citizens, low- and moderate-income households and ethnic minorities within the jurisdiction.
- Procurement Processes and Procedures.
- Policies and Procedures regarding the duplication of benefits.
- Policies and Procedures to detect fraud, waste and abuse.
- All executed contracts with subrecipients.
- A description and status of services or goods being procured by subrecipients.
- Environmental review documents related to programs. We will not post the ER review documents for individual families, businesses or applicants.



- All applications for assistance so that the public will be able to determine what documentation they will need to access assistance. This will be especially important because of the documentation that is needed to ensure the non-duplication of benefits.
- Descriptions of all the programs being funded and the policies and procedures associated with each.
- Contact information for all subrecipients, as well as for DCCED staff associated with the programs.
- The DCCED will ensure that public hearings will be in English and any other languages which may be necessary as well as an ability for individuals to utilize translation through www.lep.gov.

4.3 Website Process

It is anticipated that the web site will be updated on a regular basis, perhaps as frequently as weekly, in the beginning of the CDBG-DR process as much of the information will be developed and implementation will get underway. Thereafter the web site will be updated at a minimum on a quarterly basis.

Website Coordinator:

Jason Whipple, Publication Specialist
Alaska Department of Commerce, Community & Economic Development
550 West 7th Ave., Ste 1650
Anchorage, AK 99501
Email: DCCED.publication@alaska.gov
Phone: 907-269-4560



4.4 Quarterly CDBG-DR Website Update Checklist

Website Reviewer	
Date of Review	
Date Updates Complete	

Required Content	Date Posted	Update Needed	Date Updated	Comments
CDBG-DR Action Plan (DRGR Version)				
CDBG-DR Substantial Action Plan Amendment				
CDBG-DR Non-Substantial Action Plan Amendment				
DRGR Performance Report				
Citizen Participation Plan				
Procurement Policies and Procedures				



Current Contracts with Vendors and Subrecipients				
Type of Contract	Contract Posted	Contracts Current	Closed Contracts Archived	Comments
CDBG-DR Contracts (Vendors)				
CDBG-DR Subrecipient Agreements				
Active Procurements by Status				
List Open Solicitations	Date Solicitation Opened	Date Solicitation Closed	Date Solicitation Awarded	Date Contract Posted to Website