



CITIZEN PARTICIPATION PLAN

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Applicability and Adoption of the Citizen Participation Plan

The City of Des Plaines will seek to engage the community to participate throughout the planning process of the CDBG program, including the Consolidated Plan, Annual Action Plans, and Consolidated Annual Performance Evaluation Reports (CAPERs). To this end, the City has developed this Citizen Participation Plan (CPP).

This Citizen Participation Plan (CPP) sets forth policies and procedures to provide for and encourage participation by the residents of Des Plaines in the development of the City's Consolidated Plan and subsequent Annual Action Plans. This CPP is a specific requirement of HUD Consolidated Submissions for Community Planning and Development Programs found in 24 CFR Part 91.105 (http://www.hud.gov/offices/cpd/about/conplan/pdf/24CFRPart91_11.21.11.pdf). Interested groups and individuals are encouraged to provide input into all aspects of the City's consolidated planning activities - from assessing needs and setting priorities through performance evaluation. This CPP offers opportunities for citizens to contribute information, ideas, and opinions about ways to provide decent housing, establishing and maintaining a suitable living environment, and expanding economic opportunities, particularly for low- and moderate-income persons. The CPP will be used to guide the City's interactions with the public in all facets of the CDBG program, and the plan itself will be available to the public through the City website (www.desplaines.org). Citizens will have a reasonable opportunity to comment on the CPP, as well as on any amendments to the CPP. The Department will publish public notices through regional newspapers and real-time updates via the City of Des Plaines website to ensure ample time and an equal opportunity to view all program documents. Hardcopies will also be available for review at City Hall and the public library. Residents may also request for a mailed copy by contacting the department.

Public Participation/Consultation and the Consolidated and Action Plans

As part of all CDBG Planning efforts, the City will solicit the opinions of the public, neighboring municipalities, sub-recipients and other agencies via various methods of participation and consultation. With regards to the once every five year Consolidated Plan and the following Annual Action Plans, the general public's considerations will be gathered by an online survey that will be available for two (2) weeks. The survey will serve to establish the Needs Assessment for the Consolidated Plan as well as inform participants in the next opportunities for public participation and comment. It will also help the City modify its programs in the Annual Action Plan to better meet the needs of the community. The web link to the survey will be emailed to potential contributors and published on the City website (www.desplaines.org).

In addition to an online survey, more focused meetings and discussions must take place with neighboring municipalities, social service agencies, sub-recipients, and city departments to better understand the needs of the community and more effectively administer the programs that will address this needs. These consultations, that will take place via e-mail, phone

conversations, and in person meetings, should be an on-going year round process as part of administering the CDBG program, but more emphasis should be placed on consultation in advance of and to support Consolidated Planning and Annual Action Plan efforts.

Two public meetings will be scheduled during the Consolidated Plan process to obtain citizen questions and concerns. In the initial meeting, Department staff will review the CDBG process and procedures, provide a brief history of the CDBG program, review past performance, and obtain community questions, concerns and suggestions. After the initial meeting the public will be given opportunity to comment on the draft Plan which will help the Department modify the Plan for final submittal. A second meeting will take place not less than thirty (30) days after a draft copy of the Plan has been published.

The Annual Action Plan will only require one public meeting for the public to assess the draft of the plan, and respond with comments. As with the consolidated plan, this public input will help shape the final version of the plan.

All CDBG plans, reports and substantial amendments submitted to HUD must be approved by the City Council where citizens are invited to raise comments, questions, and/or concerns. The City of Des Plaines will publish all CDBG Plans and substantial amendments for public comment not less than thirty (30) days and fifteen (15) days for performance reports and environmental assessments. All appropriate actions will be taken to encourage participation by all residents. Staff will utilize all available resources to assist non-English speaking and/or disabled persons. Staff will also ensure that notices are available in communities targeted by CDBG programs, i.e. low and moderate income populations. Comments of the community received in writing or at the public meetings for all CDBG documents will be considered and included in the public participation appendixes. The Department shall provide a written response to every relative question or complaint received within fifteen (15) working days of receipt. A summary of the received questions or complaints will also be attached to the appropriate CDBG plan or reports appendix.

Before the City adopts the Consolidated Plan and Annual Action Plans, the expected CDBG funding allocation (including grant funds and program income) and the range of activities that may be undertaken, including the estimated amount that will benefit persons of low- and moderate-income populations, will be made available to the public via the City website.

Amendments

Substantial amendments to the CDBG Consolidated and/or Action Plans will be considered to meet changing demands or emergencies of the community. A substantial change will be defined as: an elimination of a proposed program, addition of a new program not initially published, and/or a change in purpose, beneficiaries or location(s) of a proposed activity. As mentioned, the City will publish all proposed substantial amendments for public comment not less than thirty (30) days prior to adoption by the City Council. The City will also have more focused consultations with sub-recipients, public agencies, and neighboring municipalities to establish needs and strategies for the Plan. This process should begin well in advance of deadlines for submittal of the Consolidated Plan.

Consolidated Annual Performance Evaluation Report

The Consolidated Annual Performance Evaluation Report (CAPER) will be made available yearly via the City website. Comments can be reviled on the CAPER for a period not less than fifteen (15) days before its submittal. A public meeting will be held to summarize the prior program's year's accomplishments and should help inform the public as to how their input can shape future Action Plans and Consolidated Plans.

Public Hearings, Meetings, Availability to Public and Access to Records, Displacement

The City will notify the public of the availability of CDBG documents and the occurrence of public hearings with a minimum lead time of at least two (2) weeks by advertisement in the regional newspaper, public places (flyers) and City website. The notifications will include a brief summary of the proposed plan with beginning and ending dates of the public comment period, procedures for submitting oral or written comments and questions. Locations of the hardcopies will also be announced in the notification and the Des Plaines public library and City Hall will always have draft copies available. Staff will consider any recommendations in terms of additional hardcopy sites.

Requests for draft and final documents, access to information and technical assistance may be requested to the CDBG Coordinator at any time, and will be made available on the City website.

The City does not anticipate any displacements of any persons as a part of its CDBG programs. However, in the event of displacement as a result of a federally funded award, the City of Des Plaines will comply with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, to any household, regardless of income which is involuntarily and permanently displaced.