



## **CITIZEN PARTICIPATION PLAN**

### **VILLAGE OF OAK PARK**

#### **COMMUNITY DEVELOPMENT BLOCK GRANT AND EMERGENCY SHELTER GRANT PROGRAM**

##### **1. Overview**

The Village of Oak Park receives Federal Community Development Block Grant (CDBG) and Emergency Shelter Grant (ESG) funds annually. Each grant has different regulations, program requirements, and target populations. The two grants are awarded based on a formula that takes into account several factors, including low and moderate income population and age of housing stock.

The consolidated plan is intended to establish a unified vision of housing and community development strategies for the two federal grants received by the Village. The plan is also designed to assist the community in meeting the goals intended by Congress to provide decent housing, a suitable living environment, and expand economic opportunities for low-income or disabled persons.

##### **2. Citizen Participation**

The Village shall follow a detailed citizen participation plan that addresses the following issues: participation, access to meetings, access to information, access to records, publishing the plan, public hearings, notice of hearings, public comments, technical assistance, complaints, and amendments.

**a) Encouragement of Citizen Participation in CDBG/ESG Planning & Activities:** All citizens, including low- and moderate-income persons, persons living in low-and moderate-income neighborhoods, minority populations, non-English speaking persons, persons with disabilities, persons with HIV/AIDS and their families, homeless persons/agencies and residents of public and assisted housing developments are encouraged to participate in the development and review of the:

- Five-Year Consolidated Plan;
- Annual One-Year Action Plan;
- Substantial Amendments to the One-Year Action Plan or Five-Year Plan;
- the Citizen Participation Plan; and
- Consolidated Annual Performance and Evaluation Report (CAPER)

All meetings are open to the public and are scheduled at times and locations convenient to potential and actual beneficiaries with accommodations for persons with disabilities and with assistance for non-English speaking persons available as needed. Those wishing to be regularly informed of meetings/activities can be added to the program mailing and e-mail lists.

**b) Public Review/Comment on the Adoption of/Amendments to Citizen Participation Plan:**

- **Public Notice Requirement & Comment Period:** A public hearing for the adoption of/amendments to the Citizen Participation Plan is advertised in The Wednesday Journal and/or The Oak Leaves at least 15 days before the date of the hearing. The public hearing notice shall include a summary of the contents and purpose of the Citizen Participation Plan, and shall include a list of the locations where copies of the entire proposed plan may be examined.
- **Public Review:** During the 15-day public comment period, copies of the proposed Citizen Participation Plan will be made available for public review at the Village of Oak Park CDBG/ESG Program Office and at all public library branches in Oak Park listed below:

<u>Main Library</u>	<u>Dole Branch</u>	<u>Maze Branch</u>
834 Lake Street Oak Park, IL 60301	255 Augusta Street Oak Park, IL 60302	845 Gunderson Avenue Oak Park, IL 60304

Reasonable accommodations will be made for non-English speaking persons and for people with disabilities.

- **Public Comments:** The public may comment on the proposed Citizen Participation Plan in writing or at the public hearing. Written comments must be directed to the Grant Programs Manager, Village of Oak Park Department of Community Planning and Development, 123 Madison Street, Oak Park, Illinois. 60302. The Village shall consider any comments or views received in preparing the Citizen Participation Plan.
- **Public Hearing Location:** The public hearing shall be held in the Village of Oak Park, Council Chambers, 123 Madison Street, Oak Park, Illinois 60302.

**c) Final Policy/Implementation Authority:** The plan recognizes that as the elected governing body of The Village of Oak Park, Board of Trustees has the ultimate responsibility and authority for the implementation of the Consolidated Plan and CDBG and ESG activities.

**3. Public Meeting Notice and the Corresponding Public Comment Period Requirements:**

Notices of public meetings, public hearings, substantial amendments, notifications of 15 or 30-day comment periods, and the notification of The Village of Oak Park's proposed and actual use of CDBG/ESG funds will be published in The Wednesday Journal.

To further encourage the attendance and participation of persons of low- and moderate-income, notices will also be sent to:

- The Oak Park Housing Authority;
- public and private agencies that provide housing, health, and social services, including those that provide services to children, elderly, disabled, HIV/AIDS, and the homeless;
- organizations representing non-English speaking citizens in Oak Park; and
- other interested parties on the Oak Park HOME/ESG mailing list.

#### 4. Access to Records

The Village of Oak Park shall provide citizens, public agencies, and other interested parties with reasonable and timely access to information and records of the CDBG and ESG Programs during the preceding five years.

Copies of the adopted consolidated plan, adopted substantial amendments, and annual performance reports, as well as information regarding use of funds and other program information will be maintained by the Village's Community Development Block Grant and Emergency Shelter Grant program staff.

The public may access these materials by contacting the Grant Programs Manager, the Village of Oak Park Community Development Division, Department of Community Planning and Development, 123 Madison St., Oak Park, Illinois 60302, voice (708) 358-5419 TDD (708) 383-0048. 8:30 a.m. to 5:00 p.m., Monday through Friday. Reasonable accommodation for persons with disabilities will be made upon request. The CDBG and ESG Program web page address is:

[http://www.oakpark.us/planning/Community\\_Development\\_and\\_Planning.html](http://www.oakpark.us/planning/Community_Development_and_Planning.html)

#### 5. Development of the Annual Action Plan (and/or Five Year Consolidated Plan)

a) **Notice of Availability of CDBG and ESG funds:** In April, the Village of Oak Park publishes a Notice of Availability of CDBG and ESG funds. Through this notice, Oak Park will make available to citizens, public agencies, and other interested parties information that includes the amount of assistance Oak Park expects to receive (including grant funds and program income) and the range of activities that may be undertaken. The Notice also informs the public of the time and place of the CDBG and ESG workshop described more fully in Section 6 of this Plan.

b) **Annual Action Plan (and/or Five Year Consolidated Plan) - Public Hearing & Comment Period:** The Village of Oak Park shall provide for a public review process that affords citizens, public agencies, and other interested parties a reasonable opportunity to examine the proposed Action/Consolidated Plan and to submit comments upon the proposed Action/Consolidated Plan.

- **Public Notice Requirement & Comment Period:** The public hearing is advertised in The Wednesday Journal at least 30 days before the date of the hearing. The public hearing notice shall include a summary of the contents and purpose of the Action/Consolidated Plan, and shall include a list of the locations where copies of the entire proposed plan may be examined.
- **Public Review:** During the 30-day public comment period (which shall begin during the second or fourth week of September), copies of the proposed

Action/Consolidated Plan will be made available for public review at the Village of Oak Park Community Planning and Development Grant Programs Office and at all public library branches in Oak Park. Reasonable accommodations will be made for non-English speaking persons and for people with disabilities. Oak Park will also have a copy of the Plan available on its website for viewing or download at <http://www.oak-park.us>.

- **Public Comments:** The public may comment on the Action/Consolidated Plan in writing or at the public hearing. Written comments must be directed to the Grant Programs Manager, the Village of Oak Park Community Development Division, Department of Community Planning and Development, 123 Madison St., Oak Park, Illinois 60302. Oak Park shall consider any comments or views received in preparing the Action/Consolidated Plan. A summary of all comments or views, and a summary of any comments or views not accepted and the reasons therefore, shall be attached to the final Action/Consolidated plan.
- **Public Hearing Location:** The public hearing(s) shall be held in the Village of Oak Park, Council Chambers, 123 Madison Street, Oak Park, Illinois 60302.

## **6. Competitive Fund Allocation Process**

The Village utilizes separate competitive fund allocation processes to recommend ESG and CDBG projects for funding to the Board of Trustees. The public is notified about the availability of the funding applications by newspaper advertising and direct mailings to new and past recipients. The process also includes an application workshop and technical assistance.

**CDBG & ESG Funding Workshops:** In April, the Village of Oak Park publishes a Notice of Availability of CDBG and ESG funds. The notice informs the public of the estimated amount of CDBG and HOME funds available for the following program year. The notice also informs the public of the time and place of the CDBG and ESG application workshop. Workshops are conducted to assist applicants who may apply to Oak Park for CDBG or ESG funds. At the workshops, program objectives, eligible activities, eligible applicants, funding policies, application forms and the proposal evaluation and selection process are discussed. Department staff will also meet with applicants individually (upon request), to discuss proposal development and to provide assistance. Each workshop participant receives a copy of the annual Request for Proposals, Proposal Forms and Instructions, and the Village' funding policies. The locations of the workshops are handicapped accessible.

### **Project Selection**

The Community Development Citizen's Advisory Committee selects CDBG and ESG projects based on several qualifying factors, including priority needs, cost per benefit, project feasibility and more. The CDCAC consists of up to 9 Oak Park residents serving multi-year terms and is attended by a Village Board Trustee liaison. The projects selected are recommended to the full Village Board of Trustees for final approval and submission to HUD. CDCAC meetings are regularly scheduled for two months of activity in the summer.

## **7. Program Performance Review**

**Public Review:** Public notice of the availability of the annual performance review document for

review and public comment is advertised in the Wednesday Journal. During the 15 day public comment period, copies of the CAPER will be made available for public review at the Village of Oak Park CDBG/ESG Program Office, on the Village of Oak Park website, and at all public library branches in Oak Park. Reasonable accommodations will be made for non-English speakers and for people with disabilities.

Public Comments: The public may comment on the CAPER in writing to the Board of Trustees. Written comments must be directed to the Grant Programs Manager, Village of Oak Park Community Development Division, Department of Community Planning and Development, 123 Madison St., Oak Park, Illinois 60302. The Village shall consider any comments or views received in preparing the Consolidated Plan. A summary of all comments or views, and a summary of any comments or views not accepted and the reasons therefore, shall be attached to the final CAPER.

## **8. Non-English Speaking and Persons with Disabilities**

Public Hearing/Meeting Accommodation All public meetings, workshops, and hearings are held in facilities that are accessible to people with disabilities. Upon reasonable request, the Village will provide translators at public hearings and meetings.

People requiring auxiliary aids or special arrangements in order to participate in hearings should call (708) 358-5416 or TDD (708) 383-0048 at least two days prior to the scheduled hearing.

CDBG/ESG Document & Materials Review Accommodations Reasonable accommodations will be provided to disabled persons, or non-English speaking persons needing assistance in reviewing CDBG/ESG program materials or documents.

People requiring auxiliary aids or special arrangements in order to participate in hearings should call (708) 358-5416 or TDD (708) 383-0048 at least two days prior to the scheduled hearing.

## **9. Technical Assistance**

The Village of Oak Park Community Development Division will provide technical assistance to groups representing low- and moderate-income persons that request such assistance to develop an application to the Village or HUD. Such technical assistance may include an explanation of:

- a) Program rules and regulations;
- b) Requirements for implementing and managing projects;
- c) Project eligibility and national objectives requirements; and
- d) The evaluation process used by the CDCAC and Board of Trustees.

The Village's provision of technical assistance does not include the preparation of grant applications for individuals or organizations. The Village's provision of technical assistance is limited by funds and staff availability.

## 10. Procedures for Complaints or Grievances

Complaints, inquiries, and grievances shall be submitted in writing to the Grant Programs Manager, Village of Oak Park, Department of Community Planning and Development, 123 Madison St., Oak Park, Illinois 60302. A written response shall be provided to the complaining or aggrieved party within 15 working days of the date of receipt of the written complaint or grievance.

## 11. Program Year Schedule

January	Start of program year
April	Notice of Availability of CDBG/ESG Funds Published
May	Applications available for next funding round of CDBG and ESG funds
June	CDBG and ESG applications due
August	CDBG and ESG projects recommended by CDCAC for funding
September	Public Hearing on Action Plan/Consolidated Plan (30-day comment period prior to hearing)
October	Public Hearing and Adoption of Action Plan/Consolidated Plan by Board of Trustees

## 12. Criteria & Procedures for Amendments & Substantial Amendments to Action Plans and/or the Five Year Consolidated Plan

A “substantial amendment” is an amendment to the Consolidated Plan or Annual Action Plan that requires 30 days of public comment. Prior to submitting substantial amendments to HUD, The Village of Oak Park will provide citizens with a 30-day notice (advertised in The Wednesday Journal) of an opportunity to comment whenever a substantial amendment is being proposed for the Village of Oak Park CDBG and ESG programs. The Village of Oak Park shall consider any comments received in preparing substantial amendments. A summary of all comments received shall be attached to any substantial amendment of the plan. Any comments that are not accepted (that is, comments that do not result in changes) shall be included in this summary along with the reason they were not accepted.

A substantial amendment is defined as:

- a) Changes to any of the goals, policies, or procedures identified in the Consolidated Plan;
- b) Changes to the CDBG or ESG budget for a project by an amount in excess of twenty-five percent (25%) or \$5,000, whichever is greater;
- c) Changes in the purpose, scope, beneficiaries, or location of the project; d) A change in allocation priorities or method of distribution of funds; e) A change in the source of funding, from one source to any other source (including program income) covered by the consolidated plan; or
- d) Cancellation of an existing project or adding a new project.

Changes that are not considered substantial amendments:

- a) Changes to the CDBG or ESG budget for a project by an amount that is less than 25% or \$5,000, whichever is greater;
- b) Consolidated Plan data updates: Consolidated Plan data updates such as census data, income limits, and fair market rents, HOME high and low market rents, Home subsidy limits, and similar types of data shall not be considered a substantial amendment;
- c) Minor change in project location: A minor change in location on a specific property is not considered a substantial change as long as the purpose, scope, and intended beneficiaries remain essentially the same;
- d) Project Budget Line Item change: The transfer of some (but not all) funds within a project from one approved budget line item to another approved budget line item (e.g., construction rather than engineering) does not constitute a substantial change

### **13. Minimizing Displacement**

Consistent with the goals and objectives of activities assisted under the Act, the Village of Oak Park Community Development Block Grant and Emergency Shelter Grant Programs will take the following steps to minimize the displacement of people, businesses, and non-profits:

- a) Discourage projects involving displacement/relocation through a proposal scoring process, which assigns lowest points to projects with displacement;
- b) Encourage project sponsors to plan or stage projects to minimize and/or prevent the adverse impacts of displacement;
- c) Provide advisory services as may be necessary to determine relocation needs, or other assistance for which displaced persons may be eligible;
- d) Coordinate code enforcement with rehabilitation and housing assistance programs; and
- e) Stage the rehabilitation of apartment units to allow tenants to remain in the building/complex during and after rehabilitation by working with empty units or buildings first.

Any residential tenant who will be permanently and involuntarily displaced shall be entitled to the following services and benefits:

- a) **Timely Information.** The tenant will be contacted and provided timely information that fully explains the reason for the displacement and the relocation assistance available;
- b) **Advisory Services.** The tenant will be provided appropriate advisory services necessary to minimize hardships in adjusting to the relocation;
- c) **Advance Notice.** Unless there is an urgent need for the property (e.g., substantial danger to a person's health or safety) or the tenant is evicted for cause, the tenant shall be given at least 90 days' advance notice of the earliest possible date which they must vacate the property;
- d) **Replacement Housing Assistance.** Replacement housing assistance is available to both renters and owners in the form of rental assistance or purchase assistance. The

- replacement assistance is based on a number of factors as provided in the Uniform Relocation Act and its regulations at 24 CFR Part 24; and,
- e) Moving Expenses. The tenant will be reimbursed for reasonable, documented costs of his/her moving and related expenses or the tenant may elect to receive a fixed payment for moving and related expenses.