



**CITIZEN PARTICIPATION
PLAN**

for the Community Development Block Grant Program

**City of Rock Island
Planning & Redevelopment Division**

Adopted June 2004

I. INTRODUCTION

HUD requires development of a Citizen Participation Plan that outlines policies and procedures regarding how the City intends to solicit citizen participation. The purpose of this Citizen Participation Plan is to outline and define the citizen participation process. This Citizen Participation Plan was drafted in accordance with Section 91.105 of HUD's Consolidated Plan Regulations

II. PURPOSE OF CITIZEN PARTICIPATION PLAN

This amended Citizen Participation Plan (CPP) sets forth the City's policies and procedures for citizen participation in development of the following documents: **Consolidated & Annual Action Plan**, and the **Consolidated Annual Performance and Evaluation Report (CAPER)**, and **Substantial Amendments**.

- The **Consolidated Plan** is a comprehensive five-year plan addressing the housing and community development needs of Rock Island, and identifies strategies to meet those needs. The current Plan covers the years 2008-2013. The U.S. Department of Housing and Urban Development (HUD) requires that any City seeking funding under the Community Development Block Grant program prepare and submit a Consolidated Plan.
- The **Annual Action Plan** is the annual update to the five-year Consolidated Plan and specifies what particular activities will be undertaken that year to address the needs and strategies identified.
- The **Consolidated Annual Performance Evaluation Report (CAPER)** assesses how CDBG funds were spent and identifies achievements of the program year.
- A **Substantial Amendment** is any modification of the intent, extent of undertaking, site, or service area where a clear majority (51% or more) of the newly proposed undertaking differs from the previously described activity. Budget increases or decreases, by themselves, do not constitute substantial changes except to the extent they trigger the aforementioned criteria.

This document further outlines how citizens can be involved in the implementation of federally funded programs. Additionally, this CPP discusses how the City will report on the activities carried out through the Consolidated Plan and Annual Action Plan.

III. ENCOURAGEMENT OF CITIZEN PARTICIPATION

Participation by low-income individuals, minorities and non-English speaking persons is encouraged throughout the creation of the Consolidated Plan, the CAPER, as well as any amendments to the Plan. Residents of public and housing developments are also encouraged to participate. The City will provide information about the Consolidated Planning Process to the Rock Island Housing Agency (RIHA) and other community organizations.

IV. THE CITIZEN PARTICIPATION PLAN

- **Notification of Plan Availability:** Citizens will be informed that a draft Plan is available by publishing an announcement in the Rock Island Argus.

- **Plan Availability:** The amended CPP will be posted on the City of Rock Island website at www.rigov.org and a hard copy will be made available for review at the locations identified below.
 - Martin Luther King Community Center. 630 Martin Luther King Drive, Rock Island, IL 61201;
 - Rock Island Public Library. 401 19th St, Rock Island, IL 61201;
 - City of Rock Island. Planning & Redevelopment Division. 1528 Third Avenue, Rock Island, IL 61201;
 - Non-English speaking residents and sight-impaired individuals may call 732-2900 to make accommodations.
- **Commenting on the Plan:** Citizens are encouraged to make comments on the CPP.
 - Citizens will have **thirty (30) days** to review the amended CPP;
 - Citizens may submit comments by calling (309) 732-2900 or writing to “Citizen Comments on the Citizen Participation Plan,” Planning and Redevelopment, City of Rock Island, 1528 Third Avenue, Rock Island, IL 61201.

V. THE CONSOLIDATED AND ANNUAL ACTION PLAN

- **Drafting the Plan:** The City believes it is important to include citizens in drafting and prioritizing the Consolidated Plan and annual activities. The City will utilize information from the following sources in preparing the Consolidated and Annual Action Plan:
 - 2000 Census Data;
 - HUD CHAS Data Tables;
 - Information from the City’s Public Hearing;
 - Comments and suggestions from low and moderate income citizens;
 - Comments and suggestions from community organizations serving low and moderate income groups;
- **Citizens Advisory Committee:** The Citizens Advisory Committee (CAC) is the advisory group responsible for making recommendations to City Council on how CDBG funds should be spent in Rock Island.
 - The CAC is comprised of the following representatives who are appointed by the Mayor and approved by the City Council:
 - 4-5 members are neighborhood residents;
 - 1-2 members are affiliated with financial institutions;
 - 1 member is affiliated with real estate;
 - 3-4 members are affiliated with civic and community groups;
 - The CAC makes recommendations based on the following information:
 - Review of activities considered eligible under the federal regulations governing the CDBG program;
 - Feedback from Citizens stated during the Needs Hearing;

- The needs evident in Rock Island and described in the 2008-2013 Consolidated Plan;
 - The quality of the programs proposed and the capacity of organizations to implement the proposed activities.
- **Notification of Plan Availability:** Citizens will be informed that the draft Plan is available by publishing announcements through the following sources:
 - Public Notice in the Rock Island Argus;
 - Press Release to the Rock Island Argus and other local media.
 - Notification via the City's Website;
 - Distribution of notices to interested public agencies and nonprofit organizations.
 - **Plan Availability:** A copy of the Plan will be made available at the following locations:
 - The City's website, www.rigov.org;
 - Martin Luther King Community Center. 630 Martin Luther King Drive, Rock Island, IL 61201;
 - Rock Island Public Library. 401 19th St, Rock Island, IL 61201;
 - City of Rock Island. Planning & Redevelopment Division. 1528 Third Avenue, Rock Island, IL 61201;
 - Non-English speaking residents and sight-impaired individuals may call 732-2900 to make accommodations.
 - **Commenting on the Plan:** Citizens may comment on the Plan for a period of **thirty (30) days** from the date of publication.
 - Citizens may call (309) 732-2900 or write to the Planning and Redevelopment Division, City of Rock Island, 1528 Third Avenue, Rock Island, IL 61201 to provide their comments on the Plan;
 - The City will consider any comments or views of citizens received in writing, or orally at the public hearings. A summary of these comments or views, and a summary of the comments or views not accepted and the reasons will be attached to the final Plan.
 - **Public Hearings**
 - The City will hold the following 4 public hearings and two review meetings to solicit comments on the development of the Consolidated and Annual Action Plan and community priorities.

HEARING	DESCRIPTION
Public Hearing #1 Performance and Evaluation Hearing	This hearing is typically held during the first week of September. During this public hearing, prior year CDBG funding subrecipients described their annual performance to the CAC. The CAC then has the opportunity to ask further questions about program performance. This process assists CAC members in making recommendations about future funding.
Public Hearing #2 Needs Hearing	This hearing is typically held during the second week of September. This public hearing provides a forum for community members, residents, and past funding recipients to identify existing or emerging community needs.

Review Meetings (Open meetings, but not “Public Hearings”)	The CAC will hold two Review meetings to hear CDBG funding requests. One Review meeting will focus on City and non-social service requests. The second Review Meeting will focus on social service requests.
Public Hearing #3 City Council Hearing of CAC Allocations	This public hearing is typically held during the second or third week of October. This public hearing provides an opportunity for citizens and others to give feedback to City Council on the allocation amounts and programs recommended by the CAC
Public Hearing #4 Public Hearing of the One-Year Action Plan	This public hearing is typically held during the end of January. It provides a final opportunity for residents and others to provide feedback on the Draft Action Plan before it is submitted to HUD.

→ Non-English speaking individuals and persons needing other special accommodations may call the Planning and Redevelopment Division at (309)732-2900.

- **Information about the Plan:** Information to be available to citizens, public agencies, and other interested parties includes:
 - The amount of assistance the city expects to receive – including grant funds and program income;
 - The range of activities that will be undertaken;
 - The amount of funds that will benefit low and moderate income households;
 - The City will enact its policy regarding Uniform Relocation Guidelines if activities proposed cause displacement.

VI. THE CONSOLIDATED ANNUAL PERFORMANCE AND EVALUATION REPORT (CAPER)

- **Notification of Plan Availability:** Citizens will be informed that the CAPER is available by publishing announcements through the following sources:
 - Public Notice in the [Rock Island Argus](#);
 - Notification via the City’s Website;
 - Distribution of notices to interested public agencies and nonprofit organizations.
- **Plan Availability:** A copy of the CAPER will be made available at the following locations:
 - The City’s website, www.rigov.org;
 - Martin Luther King Community Center. 630 Martin Luther King Drive, Rock Island, IL 61201;
 - Rock Island Public Library. 401 19th St, Rock Island, IL 61201;
 - City of Rock Island. Planning & Redevelopment Division. 1528 Third Avenue, Rock Island, IL 61201;
 - Non-English speaking residents and sight-impaired individuals may call 732-2900 to make accommodations.
- **Commenting on the Plan:** Citizens may comment on the CAPER for a period of **thirty (30) days** from the date of publication. The CAPER is released for public comment in May.

→ Citizens may call (309) 732-2900 or write to the Planning and Redevelopment Division, City of Rock Island, 1528 Third Avenue, Rock Island, IL 61201 to provide their comments on the CAPER.

→ The City will consider any comments or views of citizens received in writing, or orally at the public hearings. A summary of these comments or views, and a summary of the comments or views not accepted and the reasons will be attached to the final CAPER.

- **Public Hearings**

→ The City will hold one public hearing in June to obtain feedback on the CAPER. This meeting will provide an opportunity for citizens to comment on the CAPER prior to its submission to HUD.

→ Non-English speaking individuals and persons needing other special accommodations may call the Planning and Redevelopment Division at (309)732-2900.

VII. SPECIAL ACCOMMODATIONS

- All hearings covered by this Citizen Participation Plan will be held at times and places convenient to potential and actual beneficiaries, and with accommodations for persons with disabilities.
- The hearing notice will request persons with disabilities or other special needs to notify the City so that appropriate arrangements may be made.
- Where a significant number of non-English speaking residents are expected to attend, a translator may be employed upon request.

VIII. NOTICE OF PLAN MEETINGS AND HEARINGS

- Notices regarding public hearings and release of public documents will be published **ten business days** prior to the date of the hearings.
- Notice of where drafts may be obtained will be published in The Argus ten business days prior to the public hearing. The hearing notice will also include a summary describing the contents and purpose of the proposed Plan and locations where the proposed Plan may be reviewed.
- To further encourage the participation of all citizens, including minorities and non-English speaking persons, persons with disabilities and residents of public and assisted housing developments, the hearing notice will also be distributed to public agencies and nonprofit groups.
- A timeline of hearings and other related Plan events will also be made available on the City's website.

IX. PLAN PUBLICATION

- Comments and views of citizens received in writing or orally at the public hearings will be considered in preparing the final Plan as well as any substantial amendments to the Plan. A summary of these comments or views and the City's response will be attached to the final Plan prior to submission to HUD.

- Comments or views not accepted and the reasons therefore, shall also be attached to the final Plan.

X. SUBSTANTIAL AMENDMENT CRITERIA

- Occasionally, circumstances will warrant an amendment to the Consolidated Plan. The criteria for whether an amendment requires citizen participation are referred to by HUD as “Substantial Amendment Criteria”.

- A Substantial Amendment is defined as:

Any modification of the intent, extent of undertaking, site, or service area where a clear majority (51% or more) of the newly proposed undertaking differs from the previously described activity. Budget increases or decreases, by themselves, do not constitute substantial changes except to the extent they trigger the aforementioned criteria.

- The City will amend its approved plan under the following circumstances:
 - Change allocation priorities or change the method of distribution of funds
 - Add an activity not previously described in the action plan of any year within the five-year Consolidated Planning period; or
 - Change the purpose, scope, location, or beneficiaries of an activity.
- In the event that the City should need to make a substantial amendment to the approved Consolidated or Annual Plan, the City will publish a notice of the change in The Rock Island Argus.
- All amendments will be reflected in the CAPER that is submitted to HUD at the end of the program year.
- Citizens may comment on **Substantial Amendments** for a period of **thirty (30)** days from the date of publication.

X. TECHNICAL ASSISTANCE

Groups representative of persons who have low and moderate incomes that desire assistance in developing proposals for funding assistance may contact the City of Rock Island, Planning and Redevelopment Division, 1528 Third Avenue, Rock Island, IL 61201.

XI. COMPLAINTS

The City will provide a written response to every written citizen complaint related to the Plan, Substantial Amendments to the Plan, and Consolidated Annual Report within 15 working days. Citizens may write to “Plan and / or Report Complaints,” Planning and Redevelopment Division, 1528 Third Avenue, Rock Island, IL 61201.