

CITY OF SPRINGFIELD, IL. **CITIZEN PARTICIPATION PLAN**

Updated 4-15

INTRODUCTION

The City of Springfield is required by law to have a detailed Citizen Participation Plan containing the City's policies and procedures for public involvement in the Consolidated Plan process and the use of Community Development Block Grant (CDBG) and Home Investment Partnerships (HOME) entitlements. This Citizen Participation Plan is a part of the Consolidated Plan and is available to the public both as part of the Consolidated Plan and as a separate document. The Citizen Participation Plan conforms to HUD regulations 24 CFR 91.105.

Encouraging Public Participation

The law requires the City's Citizen Participation Plan both provide for and encourage public participation, emphasizing involvement by low and moderate-income people – especially those living in low and moderate-income neighborhoods. Also, the U.S. Department of Housing and Urban Development (HUD) expects the City to, and the City will, take whatever actions are appropriate to encourage participation of minorities, people who do not speak English and people with disabilities.

The City seeks to involve residents of areas where a significant amount of activity is ongoing or proposed. The City of Springfield seeks to involve particularly low and moderate income persons and residents of low income neighborhoods, members of racial minority groups, the elderly, persons with physical, developmental or mental disabilities, youth, residents of public or assisted housing, members of the business community, and representatives of agencies or organizations that serve these and other special populations. Springfield's Community Development Block Grant (CDBG) and HOME program activities are concentrated within 14 neighborhoods, namely, all or parts of Census Tracts 3, 8, 9, 13, 14, 15, 16, 17, 18, 19, 23, 24, 28, and 38, which contain 51% or more low and moderate income persons according to HUD- generated figures based on 1990 census data.

The Role of Low Income People

The primary purpose of the programs covered by this Citizen Participation Plan is to improve communities by providing decent housing, a suitable living environment, and growing economic opportunities – all principally for low and moderate income people.

The City of Springfield believes genuine involvement by low income people must take place at all stages of the process, including:

- Identifying needs.

- Setting priorities among these needs, deciding how much money should be allocated to each high-priority need and suggesting the types of programs to meet high-priority needs.
- Overseeing the way in which programs are carried out.

The Stages of the Consolidated Plan Process

The policies and procedures in this Citizen Participation Plan relate to several stages of action mentioned in law or regulation. In general these stages or events include:

1. Identification of housing and community development needs:
2. Preparation of a draft use of funds for the upcoming year called the proposed Annual Action Plan. Sometimes there may also be the development of a proposed new Five-Year Consolidated Plan.
3. Formal approval by elected officials of a final Annual Action Plan or Five-Year Consolidated Plan.
4. On occasion during the year, it might be necessary to change the use of the money already budgeted in an Annual Action Plan, or to change the priorities established in the Five-Year Strategic Plan. In that case, a formal Substantial Amendment will be proposed, considered and acted upon.
5. After a program year is complete, a Consolidated Annual Performance Evaluation Report must be drafted and sent to HUD.

The Program Year

The program Year chosen by City of Springfield is July 1 through June 30.

PUBLIC NOTICE

Items Covered by the Public Notice Requirements

There shall be advanced public notice when a federally required standard document is available. In addition, there shall be advanced public notice of all public hearings relating to the funds or planning process covered by this Citizen Participation Plan.

“Adequate” Public Notice

These notices shall be timely, that is, given with enough lead time for the public to take informed action. The amount of lead-time may vary. Specific amounts of time intended are given for events later in this Citizen Participation Plan. The content of these notices will give residents a clear understanding of the event being announced.

Forms of Public Notice

Public Notices will be advertised in the legal section of the City’s newspaper of general circulation. Public Notices will also be published, as funds and time allow, in neighborhood and community newspapers. Public Notice will be published for the public hearing on the identification of housing and community development needs. Public Notices will be published at least 10 days prior to the presentation of any standard document for public comment.

Public Notices will be posted at:
City Hall, City Clerk’s Office, Room 106, 300 South 7th St

Lincoln Library, Sangamon Valley Collection, 3rd floor, 326 South 7th St.
Dept of Public Health, Eastside Neighborhood Facility Center, 1411 E Jefferson

Notice will be sent to any person or organization requesting to be put on a mailing list.

Upon request, notices will be sent to neighborhood organizations, public housing resident groups, and religious organizations in low-moderate income neighborhoods and agencies providing services to lower income persons.

PUBLIC ACCESS TO INFORMATION

As required by law, the City of Springfield will provide the public with reasonable and timely access to standard documents. Records for past use of funds shall be limited to uses of funds during the past five years.

As required by law, the City of Springfield will provide the public with reasonable and timely access to local meetings relating to the proposed or actual use of funds.

Standard Documents

Standard documents include:

- The proposed and final Annual Action Plans.
- The proposed and final Five-Year Consolidated Plan.
- Proposed and final Substantial Amendments to either an Annual Action Plan or the Five-Year Consolidated Plan.
- Consolidated Annual Performance and Evaluation Reports (CAPER)
- The Citizen Participation Plan.

Availability of Standard Documents

In the spirit of encouraging public participation, copies of standard documents will be provided during normal working hours to the public at no cost within a reasonable time after a request is made.

Standard documents will be available at:

Municipal Center West, City Clerk's Office, 300 So 7th St Room 106

Lincoln Library, Sangamon Valley Collection, 3rd floor, 326 South 7th St.

Dept of Public Health, Eastside Neighborhood Facility Center, 1411 E Jefferson

Office of Planning and Economic Development, Municipal Center East, 800 E Monroe Room 107.

Via e-mail upon request

City's web site www.springfield.il.us

These materials will be available in a form accessible to persons with disabilities when requested.

PUBLIC HEARINGS

Public Hearings are required by law in order to obtain the public's view and to provide the public with the City of Springfield's responses to public question and proposals.

The law requires at least two public hearings. One public hearing must be held to obtain the views of citizens on housing and community development needs, including priority non-housing community development needs. This will occur when updating the Consolidated Plan or when the draft of the Annual Plan is prepared. The other required public hearing must provide citizens reasonable notice and an opportunity to comment on performance reports (CAPER). The City may opt to provide additional public hearings.

Access to Public Hearings

Public hearings will be held only after there has been adequate notice in a form as described in the Public Notice part of this Citizen Participation Plan.

Public hearings will be held at times and places convenient to people who might benefit from the use of funds. The times and places of the needs assessment hearings and hearings on the draft standard documents may vary from year to year in order to attempt to provide information to, and an opportunity to be heard to by, a demographically diverse population. Public hearings on the standard documents will principally be held at the City Council Chambers, 800 E Monroe.

Populations with Unique Needs

All public hearings will be held at locations accessible to people with disabilities, and provision will be made for people with disabilities when requests are made at least five working days prior to a hearing.

Translators will be provided for people who do not speak English when requests are made at least five working days prior to a hearing.

THE STAGES OF THE PROCESS

Identifying Needs

Laws and regulation require a public hearing each year to obtain residents' opinions about their needs and what is the priority of those needs. In order to encourage public involvement, public meetings may be held in different neighborhoods to determine the specific needs and priorities identified by low and moderate income people.

Public hearings to understand citizen's needs will be completed at least 30 days prior to the date a draft Five-Year Consolidated Plan is presented for comment or on the day the draft Annual Action Plan is presented for comment.

The "Proposed" Annual Action Plan and Consolidated Plan

The law providing the funds covered by this Citizen Participation Plan calls for improved accountability of participating jurisdictions to the public. In that spirit and in compliance with the terms of the law, the City of Springfield will use the following procedures.

General Information

At the beginning of this stage, City of Springfield will provide the public with an estimate of the amount of CDBG, HOME funds it expects to receive in the upcoming year, along with a description of the range of types of activities that can be funded with these resources. Also, the public will be given an estimate of the amount of these funds that will be used in ways that will benefit low and moderate-income people.

The City of Springfield does not intend to fund any activities that will cause low and moderate-income people to leave their homes (called “displacement”). In the unlikely event any funds are used in such a way, the plan of the City of Springfield to minimize the extent to which low and moderate-income people will have to leave their homes will also be available at this time. This “anti-displacement plan”, also known as The Tenant Assistance Policy updated March of 2000, describes how the City of Springfield will compensate people who are actually displaced as a result of the use of these funds, specifying the type and amount of compensation.

Technical Assistance

The staff of the City of Springfield will work with organizations and individuals representative of low and moderate-income people who are interested in submitting a proposal to obtain funding for an activity. All potential applicants for funding are encouraged to contact City of Springfield staff for technical assistance before completing a proposal form.

Complaints

Complaints from citizens related to the consolidated plan, substantial amendments, and the performance report will be received by City of Springfield in written form. The City of Springfield will respond in writing within 15 working days, where practicable.

Availability of a Proposed Annual Action Plan or Consolidated Plan

The City of Springfield will notify the public that a draft Annual Action Plan or draft Consolidated Plan is available. This date will be at least thirty days prior to the submission of a final Annual Action Plan or final Consolidated Plan so that low and moderate-income people and agencies dealing with this income group have an opportunity to examine it and submit comments. The City will publish a summary of the proposed Consolidated Plan in a newspaper of general circulation.

Public Hearing and Further Action

A public hearing will be held at least 30 days prior to the submission of the final Annual Action Plan or on years when the Consolidated Plan is updated, 30 days prior to presentation of the draft.

In preparing the final Annual Action Plan or Five-Year Consolidated Plan, careful consideration will be given to all comments and views expressed by the public, whether given as verbal testimony at the public hearing or submitted in writing during the review and comment period. The final Annual Action Plan or Five-Year Consolidated Plan will contain a section presenting all citizens comments and views received orally or in writing and a summary of any comments and views not accepted and the reasons therefor.

The “Final” Annual Action Plan and Five-Year Consolidated Plan

Copies of the Final Annual Action Plan and Final Five-Year Consolidated Plan and an executive summary of the Consolidated Plan will be made available to the public for free. Copies will also be distributed for citizen’s review at:

Municipal Center West, City Clerk’s Office, 300 South 7th St. Room 106
Lincoln Library, Sangamon Valley Collection, 3rd floor, 326 South 7th St.
Dept of Public Health, Eastside Neighborhood Facility Center, 1411 E Jefferson
Office of Planning and Economic Development, Municipal Center East, 800 East Monroe, Room 107
Via e-mail upon request
City’s web site www.springfield.il.us

The Consolidated Annual Performance and Evaluation Report

Every year the City of Springfield must send to HUD a Consolidated Annual Performance and Evaluation Report (CAPER) within 90 days of the close of the program year. This report must describe how funds were actually used and the extent to which these funds were used for activities that benefited low and moderate-income people.

A complete copy of the CAPER will be made available to the public at least 15 days prior to its submission to HUD.

In preparing a CAPER, for submission to HUD, careful consideration will be given to all comments and views expressed by the public. The CAPER will contain a section presenting all citizens' comments and views received orally or in writing and a summary of any comments and views not accepted and the reasons thereof.

Time Frame Summary

3-15 Public Hearing to assess needs of community to update 5 yr Consolidated Plan
4-15 Public Hearing for annual Action Plan
4-15 Draft annual Action Plan available for public comment
4-15 Draft 5 yr Consolidated Plan available for public comment
5-15 Final annual Action Plan submitted to HUD
5-15 Final 5 yr Consolidated Plan submitted to HUD
6-30 End of federal funding year
9-15 Public Hearing on draft CAPER
9-30 CAPER submitted to HUD

AMENDMENTS

The City may occasionally need to make a substantial change to the approved Annual Action Plan or Five-Year Consolidated Plan. The Public will be notified whenever there is a substantial amendment.

"Substantial" Amendments

The following will be considered "substantial" amendments:

A change in the use of CDBG, HOME funds from one activity to another activity if the change involves a sum of funds greater than nineteen per cent of the CDBG grant for the year in which the change is being made.

A meaningful change in the geographic location if the change in location would result in a substantial decrease in the number of low or moderate-income persons benefiting from the activity.

Public Notice of "Substantial" Amendments

There must be reasonable notice of a proposed Substantial Amendment so those residents will have an opportunity to review it and comment on it. A detailed written description of the Substantial Amendment will be made available to the public. No Substantial Amendment will be submitted to HUD until the public has had no less than 30 days to comment on the amendment. In preparing the amendment, careful consideration will be given to all views expressed by the public. Comments received orally or written will be attached to the substantial amendments of the Consolidated Plan.