



City of Moline
Citizen Participation Plan/Process
24CFR 91.105

Introduction

The City of Moline is required to adopt a Citizen Participation Plan as set forth by Regulation 24 CFR 91.105 CITIZEN PARTICIPATION PLAN; LOCAL GOVERNMENTS. The City is required to make this plan available to the public. The participation plan must contain the City's policies and procedures for public participation in regards to the Consolidated Annual Action Plan process, use of CDBG funds, as well as other public documents to be submitted to HUD on a yearly basis.

Incorporating 24 CFR Part 5 Affirmatively Furthering Fair Housing into 24 CFR 91.105 Consolidated Program Year, 24 CFR 91.105 Citizen participation plan for local governments and 24 CFR 91.115 Citizen participation plan for States

The U.S. Department of Housing and Urban Development (HUD) recently published a Final Rule at 24 CFR Part 5 regarding a grantee's obligation to Affirmatively Further Fair Housing (AFFH). At a minimum, the following Citizen Participation Plan must be followed. The new rule sets forth a meaningful and transparent process to identify and understand local and regional fair housing issues and to set goals for improving fair housing choice and access to opportunity.

24 CFR 91.105 and 91.115- Citizen Participation Plan

The AFFH Rule has revised the citizen participation process at 24 CFR 91.105(a)(1) and (a)(2)(i) through (iii). Paragraph 91.105(a)(4) is added and paragraphs§ 91.105(b), (c), (e)(l), (f) through U) and (l) are revised to reflect additional citizen participation plan requirements for local governments. For states, 24 CFR 91.115 is revised at§ 91.115(a)(l) and (2). Paragraph§ 91.115(a)(4) is added and paragraphs§ 91.115(b), (c),(f), (g), and (h) are revised to reflect additional citizen participation plan requirements. In addition to these new provisions, the regulation now replaces "citizens" with "residents" at§ 91.105(b), development of the AFH and the consolidated plan. Details of these additions and revisions are discussed in this section.

Encouragement of citizen participation:

In addition to existing citizen participation plan requirements, under§ 91.105(a)(2)(i) through (iii) for local governments and§ 91.115(a)(2)(i) through (iii) for states, the plan must also encourage citizens to participate in the development of the AFH and any revisions to the AFH in the same manner one would encourage citizen participation in the consolidated plan, any substantial amendments to the plan and the performance report. This process shall include persons living in areas designated by the local jurisdiction as a revitalization area, areas designated by either a local jurisdiction or a state as a slum and blighted area and areas where CDBG funds are proposed to be used.

The citizen participation plan shall encourage the participation of local and regional institutions for jurisdictions and statewide and regional institutions for states. The plan shall also encourage the participation of Continuums of Care, businesses, developers,

nonprofit organizations, philanthropic organizations, and community-based and faith-based organizations, in the process of developing and implementing the AFH and the consolidated plan.

States, under§ 91.115(a)(2)(iii), should explore alternative public involvement techniques, such as focus groups and use of the internet. These techniques should encourage a shared vision of change for the community and the review of program performance.

For local jurisdictions, the citizen participation plan, under§ 91.105(a)(2)(iii), shall also encourage, in conjunction with public housing agency consultations, participation of residents of public and assisted housing developments, including any resident advisory boards, resident councils, and resident management corporations, in the process of developing and implementing the AFH and the consolidated plan, along with other low-income residents of targeted revitalization areas in which the developments are located. The jurisdictions shall make an effort to provide information to the PHA about the AFH, AFFH strategy, and consolidated plan activities related to the jurisdiction's developments and surrounding communities so that the PHA can make this information available at the annual public hearing(s) required for the PHA Plan.

Assistance provided to non-English speaking residents of the community, previously addressed under§ 91.105(e), is now located at§ 91.105(a)(4) for local governments and§ 91.115(a)(4) for states. The citizen participation plan shall describe the grantee's procedures for assessing its language needs and identify any need for translation of notices and other vital documents. At a minimum, the citizen participation plan shall require that the grantee take reasonable steps to provide language assistance to ensure meaningful access to participation by non-English-speaking and limited English proficiency residents of the community.

Development of the AFH and the consolidated plan:

Under§ 91.105(b) for local governments and§ 91.115(b) for states, the citizen participation plan must include the following minimum requirements for the development of both the AFH and the consolidated plan.

- The citizen participation plan must require that the grantee make available to the public, residents, public agencies, and other interested parties any HOD-provided data and other supplemental information the grantee plans to incorporate into its AFH at the start of the public participation process (or as soon as feasible after).
- The grantee may make the HOD-provided data available to the public by cross-referencing to the data on HUD' s website.
- The citizen participation plan must require the grantee to publish the proposed AFH and the proposed consolidated plan in a manner that affords its residents, units of general local government, public agencies, and other interested parties a reasonable opportunity to examine its content and to submit comments.

- The citizen participation plan must set forth how the grantee will make public the proposed AFH and the proposed consolidated plan and give reasonable opportunity to examine each document's content.
- The requirement for publishing may be met by publishing a summary of each document in one or more newspapers of general circulation, and by making copies of each document available on the Internet, on the grantee's official government web site, as well as at libraries, government offices, and public places.
- The summary must describe the content and purpose of the AFH or the consolidated plan, as applicable, and must include a list of locations where copies of the entire proposed document may be examined.
- In addition, a reasonable number of free copies of the plan or the AFH, as applicable, must be provided to residents and groups that request a copy of the plan or the AFH.
- The citizen participation plan must provide for at least one public hearing during both the development of the AFH and development of the consolidated plan and must provide a period, not less than 30 calendar days, to receive comments from residents of the community on the consolidated plan or the AFH. The required public hearing must occur before the proposed consolidated plan is published for comment.
- The citizen participation plan shall require the grantee to consider the comments or views of residents, whether received in writing or orally at the public hearings, in preparing in the final AFH or the final consolidated plan. A summary of any comments or views, and a summary of any comments or views not accepted and the reasons why, shall be attached to the final AFH or the final consolidated plan.

States must comply with the same requirements as local governments; new language at § 91.115(b)(2) also addresses the need for states to ensure that the AFH, the consolidated plan and the PHA plan are informed by meaningful community participation by employing communications means designed to reach the broadest audience.

Consolidated plan amendments and AFH revisions:

Under § 91.105(c)(1) for jurisdictions and § 91.115(c)(1) for states, the criteria for amendments to the consolidated plan remain the same; the rule adds a section on criteria for revisions to the AFH. Grantees must specify the criteria they will use for determining when revisions to the AFH will be required. At a minimum, the specified criteria must address the situations described in 24 CFR 5.164, which include a material change in circumstances in the jurisdiction that affects the information on which the AFH is based, to the extent that the analysis, the fair housing contributing factors, or the priorities and goals of the AFH no longer reflect actual circumstances. Under § 1.105(c)(2) and § 91.115(c)(2), the citizen participation plan must provide community residents (and units of general local government for states) with reasonable notice and an opportunity to comment on substantial amendments to the consolidated plan and revisions to the AFH. The citizen participation plan must state how reasonable notice will be provided and the opportunity to comment will be given. The period of notification remains the same, not less than 30 calendar days, and now covers any revision to the AFH before the revised AFH is submitted for review. The grantee

must still consider any comments or views of residents (and units of general local government for states) received in writing or orally at public hearings in regard to a substantial amendment to the consolidated plan or significant revision to the AFH, as applicable. A summary of these comments or views and a summary of any comments or views not accepted and the reasons why, shall be attached to the substantial amendment to the consolidated plan or the revision to the AFH.

Public hearings:

In addition to obtaining residents' views through the required public hearing addressing housing and community development needs, development of proposed activities, and review of program performance, § 91.105(e) for local governments and § 91.115(b)(3) for states, require that the grantee must also address the proposed strategies and actions for affirmatively furthering fair housing consistent with the AFH. At least one of the public hearings must be held before the proposed consolidated plan is published for comment. Under § 91.105(1)(iii) for local governments and § 91.115(b)(3) for states, the citizen participation plan must provide that at least one public hearing is held before the proposed AFH is published for comment, in order to obtain the views of the community on AFH-related data and affirmatively furthering fair housing in the grantee's housing and community development programs.

Meetings:

Under § 91.105(t) for jurisdictions and § 91.115(b)(3)(ii) for states, the citizen participation plan must provide residents of the community with reasonable and timely access to local meetings, consistent with accessibility and reasonable accommodation requirements. in accordance with section 504 of the Rehabilitation Act of 1973 and implementing regulations at 24 CFR part 8 as well as the Americans with Disabilities Act and implementing regulations at 28 CFR part 35 and 36, as applicable.

Availability to the public:

Under § 91.105(g) for local governments and § 91.115(0) for states, the citizen participation plan must state how documents will be available to the public. In addition to the consolidated plan and any substantial amendments thereto, the BUD-accepted AFH and any subsequent revisions must be made available to the public. This includes making materials available in a form accessible to persons with disabilities or limited English proficiency upon request.

Access to records:

Under § 91.105(h) for local governments and § 91.115(g) for states, the citizen participation plan must state how the grantee will provide residents of the community, public agencies, and other interested parties with reasonable and timely access to information and records relating to the grantee's AFH, consolidated plan, and use of assistance under the programs covered by this part during the preceding 5 years.

Technical Assistance:

Under § 91.1 05(i), the citizen participation plan for local governments must provide for technical assistance to groups representative of persons of low-and-moderate income that request such assistance to comment on the AFH, or in developing proposals for funding assistance under any of the programs covered by the consolidated plan, with the level and type of assistance determined by the jurisdiction. The assistance need not include the provision of funds to the groups.

Complaints:

Under § 91.1 050) for local governments and § 91.115(h) for states. the citizen participation plan shall describe the grantee's appropriate and practicable procedures to handle complaints from its residents related to the consolidated plan, consolidated plan amendments, the AFH, any revisions to the AFH, and the performance report. At a minimum, the citizen participation plan shall require that the grantee must provide a timely, substantive written response to every written resident complaint, within an established period of time (normally within 15 working days, where practicable).

Jurisdiction responsibility:

The new AFFH rule adds an AFH reference at § 91.105(1) to ensure that citizen participation requirements do not restrict the responsibility or authority of the local governments for the development and execution of its consolidated plan or AFH.

The revised standards for local government and state citizen participation plans are applicable to formula grant programs administered by the Office of Community Planning and Development (**CPD**). It is important that both local governments and states incorporate the new provisions described in this memorandum into their consultation and citizen participation process in order to remain in compliance with regulatory requirements.

Grantees with questions concerning this Notice should direct their inquiries to their local **HUD** Field Office Community Planning and Development Division. Field Offices should direct their questions to the Office of Block Grant Assistance at (202) 708-1577 for the Entitlement **CDBG** program or (202) 708-1322 for the State **CDBG** program.

The City of Moline - Adopted Citizen Participation Plan

Citizen Advisory Council on Urban Policy

Participation must be an integral part of the planning process for the Consolidated Submission for Community Planning and Development Programs (Consolidated Annual Action Plan). Thus, the City of Moline has a Citizen Advisory Council on Urban Policy (CACUP) to act as ambassador for citizens.

In 1975 the City of Moline established CACUP pursuant to the regulations established by Congress in passing the Housing Community Development Act of 1974. From this Act the Community Development Block Grant (CDBG) program was formed. In association with Section 105 of the ACT and the regulations therein, the Office of Assistant Secretary of Community Planning and Development created Title 24 of the Code of Federal regulations. The code provides guidance and direction on the implementation of CDBG programs and a process for developing the citizen participation plan/process. CACUP's main objectives are as follows:

1. Conduct public hearings to insure citizen participation in planning, implementation and assessment of CDBG programs.
2. Formulate recommendations to city council for the annual allocation of Federal Community Development Block Grant funds for public service, administration, property and infrastructure improvements, and economic revitalization activities targeted to low and moderate income individuals.
3. To identify Community Development needs, particularly those of low/moderate income persons.
4. To promote public information efforts to educate citizens regarding the availability of CDBG funded programs.
5. To review and approve the 5-year Consolidated Plan
6. To support efforts of the City Council and other City Commissions in assessment of general development needs of the community.

The aforementioned objectives are in harmony with 24CFR 91.100-91.115 of the Code of Federal Regulations.

However, the responsible legislative body in matters relating to the Consolidated Plan and annual Action Plan process is City Council. As directed by City Council, CACUP shall be involved in the development of the consolidated plan and annual action plan. Nevertheless, CACUP is directed to make specific funding and program recommendations on the use of community development block grant funds to the city council.

The citizens' advisory council meetings are held on the second floor in the Committee of the Whole Room at City Hall, 619 16th Street, and are open to the public. The Committee is not intended to exclude any individual citizen input. All citizens of Moline are encouraged to participate in every public meeting and to contact the community development division with any questions concerning the process and the programs pertaining to the consolidated or annual action plan.

The Consolidated Plan is a single submission process for the Community Development Block Grant (CDBG), program. A part of the Consolidated Plan is the Action Plan, which establishes the annual budget for this program. The Department of Housing and Urban Development (HUD), in its attempt to assure adequate opportunity for participation by program beneficiaries, has prescribed minimum submission, performance, and record maintenance requirements. These requirements are spelled out under 24 Code of Federal Regulations (CFR), 570.507 (Performance Report), 570.704(a) (Loans

Guarantee Pre-submission and Citizen Participation Requirements) and 570.506 (Records to be Maintained by Recipient) 24CFR Part 91.105 (Citizen Participation Plan; Local Governments) and 24 CFR Part 91.505(Amendments to the Consolidated Plan).

The CDBG Program is administered by the Planning Department, Community Development Division of the City of Moline. The local citizen participation process generally includes a yearly series of public meetings held at city hall, which is centrally located in a lower income census tract; this in effort to obtain additional participation of low to moderate income families in the Consolidated Plan and Performance Report review process. All meetings/hearings are advertised in accordance with applicable HUD, State and local regulations. Public notices for environmental procedures and project related purposes are also part of the citizen participation process.

Encouragement of Citizen Participation

The City of Moline encourages participation by low- and moderate- income persons in the development of the Consolidated Annual Action Plan, substantial amendments and performance reports. These persons would most likely live in the areas in which the CDBG funds are proposed to be used. The City of Moline will take whatever action necessary to include minorities, non-English speaking persons, and persons with disabilities to participate.

Planning Process

The Consolidated Plan is a U.S. Department of Housing and Urban Development (HUD) requirement that combines the planning and application process for four existing HUD grants: The Community Development Block Grant (CDBG), the Emergency Shelter Grant (ESG), HOME Investment Partnerships Program (HOME), and Housing Opportunities for Persons with AIDS (HOPWA).

In effect, the Consolidated Plan examines the current housing situation, explores the housing and community development needs of the City, and sets priorities for spending HUD grant funds. Public comment is a vital component of exploring the City's housing and community development needs and setting spending priorities. The Consolidated Plan offers the opportunity for strategic Citywide planning to occur alongside citizen participation.

HUD requires development of a Citizen Participation Plan that outlines policies and procedures of how the City intends to solicit citizen participation. The purpose of the Citizen Participation Plan is to outline and define the citizen participation process.

Development of the Consolidated Annual Action Plan

The City of Moline must make the Consolidated Annual Action Plan available to citizens, public agencies and other interested parties prior to adopting the plan. The City proposes to do so by the following:

Public Comment on the Proposed Consolidated Plan:

Before the Consolidated Plan is drafted, it will be advertised and a public meeting will be held to gather input from citizens regarding proposed changes. Generally, this meeting will be held in Moline City Hall Committee of the Whole Room. If for some reason the advertised sites are not available, the meeting will be held at the Moline Township Hall. The public will be encouraged to send their comments in writing. Written comments are encouraged at any time.

Notices of the meeting will be published in the Dispatch/Argus newspaper no less than 15 days prior to the meeting and a press release will be forwarded to all local newspapers.

Once drafted and before the Consolidated Plan is adopted, it will be made available to interested parties for a comment period no less than 30 days. This comment period will begin between 90 and 120 days before the Consolidated Plan's submission date to HUD, which is approximately November 15th of each year.

A public meeting will be conducted during the 30-day comment period to gather comments on the proposed plan.

Citizens will be notified of the Consolidated Plan's availability through newspaper notification. A display ad will be published in the daily newspapers at the beginning of the comment period along with a press release that will be forwarded to all newspapers in English and Spanish in the Metro Area.

Along with the notification that the proposed Consolidated Plan is available for public comment, a summary of the Consolidated Plan's contents and the Consolidated Plan's purpose will be published. The notification will be published on the day the Consolidated Plan comment period begins. Locations where copies of the entire proposed consolidated plan may be obtained will also be stated in the notice.

The proposed Consolidated Plan will be available at The City of Moline's website at www.moline.il.us for the full public comment period. Copies of the Consolidated Plan will also be available from City of Moline Community Development Division during the public comment period. Citizens or groups that have attended the public hearings will receive a letter notifying them of the Consolidated Plan's availability for comment if their address is provided to the Planning Department at the time of the hearing.

Amendment Criteria

The following criteria will constitute a substantial amendment to the Consolidated Annual Action Plan.

1. A change in the use of CDBG money from one activity to another, in excess of \$100,000.00.
2. The elimination of an activity originally described in the Annual Action Plan.

3. The addition of an activity not originally described in the Annual Action Plan.
4. A change in the purpose of an activity, such as a change in the type of activity or its ultimate objective; for example, a change in a construction project from housing to commercial.
5. A meaningful change in the location of an activity.
6. A change in the type or characteristics of people benefiting from an activity. Among the “characteristics” are:
 - a. The HUD-recognized income levels of: 0-30% of area median income; between 31%-50% of AMI; and between 51% and 80% of AMI.
 - b. Race or ethnicity.
 - c. Renter or homeowner
 - d. Single households, small ones (2-4 people), large ones (5+ persons).
7. A 50% decrease in the number of low or moderate income people benefiting from an activity.
8. A change in the scope of an activity, such that there is a 50% increase or decrease in the amount of money allocated to the activity.

In the event of an amendment to the Consolidated Plan, the proposed amended Consolidated Plan will be made available to interested parties for a comment period of no less than 30 days.

Citizens will be notified of the amended Consolidated Plan's availability through newspaper notification. The notification will appear in at least two newspapers that are circulated through the Metro Area. The notification will be published the day the amended Consolidated Plan comment period begins.

The amended sections will be available for viewing on The City of Moline's website www.moline.il.us or copies may be obtained from the City of Moline Planning and Development Department during the public comment period.

Consideration of the Public Comment on the Amended Plan

Comments on the amended Consolidated Plan by individuals or groups received in writing or at public meetings will be considered. A summary of the written and oral public comments on the amendments, and a summary of those not accepted and the reasons therefore, will be included in the addendum to the final Consolidated Plan.

Consolidated Annual Performance Evaluation Report

Before the Consolidated Annual Performance Evaluation Report (CAPER) is submitted to HUD, it will be made available to interested parties for a comment period of no less than 15 days. This comment period will begin between 20 and 45 days before the APR's submission date to HUD, which is March 30th.

Citizens will be notified of the CAPER's availability through newspaper notification. The notification will appear in at least two newspapers that are circulated throughout the Metro Area and on The City of Moline's website. The notification will be published the day the CAPER comment period begins.

The CAPER will be available at The City of Moline's website for the full public comment period. Copies of the APR will be available from the City of Moline's Planning Department by mail during the public comment period.

Comments will be considered from individuals or groups received in writing. A summary of the written comments and a summary of those not accepted and the reasons therefore, will be included in the final CAPER.

The CAPER will contain the following information and

- Executive Summary
- Narratives
 - Assessment of Three- to Five- Year Goals and Objectives
 - Affirmatively Furthering Fair Housing
 - Affordable Housing
 - Continuum of Care
 - Other Actions
 - Leveraging Resources
 - Self-Evaluation
- Citizen Participation
- Community Development Block Grant
 - Narrative
 - IDIS Reports
 - PR03
 - PR10
 - PR26
 - PR06
 - PR23
- Home Investment Partnerships
- Emergency Shelter Grants

Public Hearings

Two public hearings per year will be held to obtain citizen's views and responses to proposals and questions. These meetings will be at two different stages of the program year. These meetings will address housing and community development needs, development of proposed activities and review of program performance. At least one of

the meetings will be held prior to the Consolidated Annual Action Plan being published for comment. Citizens will be notified of the hearing by newspaper publishing.

Public Comment on the Proposed Consolidated Plan

Before the Consolidated Plan is drafted, it will be advertised and a public meeting will be held to gather input from citizens regarding proposed changes. Generally, this meeting will be held in Moline City Hall Committee of the Whole Room. If for some reason the advertised sites are not available, the meeting will be held at the Moline Township Hall the public will be encouraged to send their comments in writing. Written comments are encouraged at any time.

Notices of the meeting will be published in the Dispatch/Argus newspaper no less than 15 days prior to the meeting and a press release will be forwarded to all local newspapers.

Once drafted and before the Consolidated Plan is adopted, it will be made available to interested parties for a comment period no less than 30 days. This comment period will begin between 90 and 120 days before the Consolidated Plan's submission date to HUD, which is approximately November 15th of each year.

A public meeting will be conducted during the 30-day comment period to gather comments on the proposed plan.

Citizens will be notified of the Consolidated Plan's availability through newspaper notification. A display ad will be published in the daily newspapers at the beginning of the comment period along with a press release that will be forwarded to all newspapers in English and Spanish in the Metro Area.

Along with the notification that the proposed Consolidated Plan is available for public comment, a summary of the Consolidated Plan's contents and the Consolidated Plan's purpose will be published. The notification will be published on the day the Consolidated Plan comment period begins. Locations where copies of the entire proposed consolidated plan may be obtained will also be stated in the notice.

The proposed Consolidated Plan will be available at The City of Moline's website at www.moline.il.us for the full public comment period. Copies of the Consolidated Plan will also be available from City of Moline Community Development Division during the public comment period. Citizens or groups that have attended the public hearings will receive a letter notifying them of the Consolidated Plan's availability for comment if their address is provided to the Planning Department at the time of the hearing.

Availability to the Public

The approved Consolidated Plan, APR, and any substantial amendments will be available to the public within 30 days of HUD's approval of the document. Copies of the Consolidated Plan and APR will be available through the City of Moline's website. Copies may be requested from the City of Moline Planning Department.

Upon request, the Consolidated Plan and APR will be made available in a form accessible to persons with disabilities.

Access to Records

Interested parties will be provided access to information and records relating to the Consolidated Plan and any other uses of assistance under the programs covered by this part during the preceding five years. The public will be provided reasonable access to housing assistance records, subject to City and local laws regarding privacy and obligations of confidentiality, during the APR public comment period.

Technical Assistance

City staff 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 staff in the Community Development Division for technical assistance before completing a proposal form.

Complaints

Substantive written response to every written citizen complaint will be provided within 15 working days of receiving the comment.

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or by accessing The City of Moline's website at www.moline.il.us