

**City of Racine
Citizen Participation Plan**

DRAFT

I. PURPOSE

On January 5, 1995, the U.S. Department of Housing and Urban Development (HUD) issued a final rule that consolidates into a single submission the planning and application aspects of the following four HUD community development formula grant programs: Community Development Block Grant (CDBG), Emergency Solutions Grant (ESG), Home Investment Partnerships (HOME), and Housing Opportunities for Persons with AIDS (HOPWA). The rule also consolidates the reporting requirements for these programs.

The Citizen Participation Plan provides an opportunity for the community to work in partnership with the City to identify needs and to allocate CDBG, ESG and HOME funds on a yearly basis. While the CPP will aim to ensure participation of all residents, special assurances will be made to ensure participation of the following groups:

- Extremely low, low and moderate income persons;
- Minorities;
- Non-English speaking persons; and
- Persons with physical disabilities.

II. BACKGROUND

In the City of Racine, the Department of City Development (City Development) is the lead agency responsible for the consolidated submission and reporting to HUD. City Development administers all aspects of the CDBG Program, HOME Program and the ESG Program. City Development works in collaboration with the Department of Community Development (Community Development) on housing-related CDBG and HOME program activities. The City of Racine does not receive HOWPA funding at this time.

The Community Development Committee (CD Committee) is a 14-member advisory body charged with public oversight of Community Development and its HUD-funded activities. Seven members are comprised of elected officials (six alderman and the Mayor), and seven members are City of Racine residents appointed by the Mayor, and represent a broad cross-section of communities served by the activities funded and administered through City Development. The CD Committee holds public hearings, assists with the identification of community needs and formulation of program priorities, reviews proposals, makes funding recommendations on CDBG, ESG and HOME programs to the Common Council, and oversees City Development's administration of HUD-funded programs. The CD Committee has meetings as needed, but not usually less than quarterly, with more meetings required during plan development, grant allocation and annual reporting periods.

Community Development receives community input from several sources, including public forums, consultation with groups that represent target special populations (e.g. the elderly, persons with physical impairments, illiterate adults, victims of domestic violence, homeless persons, etc.), City of Racine Loan Board of Review, the Community Development Committee, planners and professionals in community development fields, and more. This plan

is to ensure that all groups and persons representing the needs of our community have an opportunity to voice their opinion and offer input on the funding priorities on an annual basis.

III. PREPARING PLANS AND REPORTS & THE CITIZEN PARTICIPATION PROCESS

The following citizen participation plan shall apply to all HUD plans and reports as required by federal regulations:

- 5-year Consolidated Plan (ConPlan)
- Annual Action Plan (AAP)
- Consolidated Annual Performance and Evaluation Report (CAPER)
- Citizen Participation Plan

The City of Racine develops and submits its ConPlan every five years, which is a long-range plan that identifies community development and housing needs of low-income citizens of the City of Racine, establishes priorities, and describes goals, objectives and strategies to address identified priorities.

The Annual Action Plan (AAP) is an implementation document that lists specific activities for CDBG, ESG and HOME funding in the upcoming program year. It serves as the annual planning document within the priorities identified within the ConPlan.

The CAPER is a document that must be submitted within 90 days after the completion of a program year, reporting on the accomplishments of that year and evaluating the program year's successes and areas of opportunity.

The Citizen Participation Plan is this document and shall serve as the plan for soliciting public input and ensuring that the Consolidated Plan reflects the needs of the community.

All documents are submitted to HUD for their review and approval.

A. Development of the Consolidated Plan & Annual Action Plan

Consultation with Other Community Development and Housing Agencies

In developing the ConPlan and AAPs, the City Development will consult with other public and private agencies representing community development and housing needs within the City of Racine wherever possible. There will be an email list maintained of agencies who expressed interest in being contacted regarding opportunities for input and notification of funding availability.

For the development of the ConPlan, this will include soliciting input on community needs through surveys and other methods determined to be appropriate (e.g. soliciting agency reports pertaining to community needs, round table discussions, meeting minutes of consortia dealing with community development needs, etc.).

During development of an Action Plan, consultation with other agencies will be conducted primarily for coordination of resources for community development and housing activities.

Public Hearings and Notification of Hearings

During the initial development of each Action Plan and/or Consolidated Plan, the Community Development Committee will convene at least one public hearing to solicit input on community development and housing needs. The City Development staff will then prepare a Notice of Funding Availability (NOFA) for the CDBG, HOME and ESG funds, identifying the community needs priority areas as identified in the ConPlan and that year's AAP, soliciting funding proposals to fulfill the community's needs.

The City Development staff will prepare a staff recommendation with notations as to who they recommend for funding, discussing how the proposals meet the needs of the plan as well as the agency's ability to carry out the program in accordance with HUD requirements. The CD Committee will convene a second public hearing after the annual preliminary funding recommendations are made available to the public. The purpose of this hearing is to solicit comments from the public on the proposed uses of funds.

Prior to the submission of the Action Plan to HUD, the City of Racine's legislative process requires the Common Council to authorize the funding allocation and the Annual Action Plan, which is primarily the list of proposed projects as well as the set asides for administrative funds. Therefore, another opportunity for the public to comment on the list of proposed projects to be included in the Action Plan is during the Common Council meeting.

All public hearings will be held on dates and times to encourage citizen participation, and at facilities that are wheelchair accessible and convenient for residents. City Development will make special efforts to solicit input from communities of color, persons with limited English proficiency (LEP), persons with disabilities, and low-income persons residing in distressed neighborhoods and in public and assisted housing developments.

With advance notice, City Development will accommodate the needs of LEP residents with translation services. If requested in advance, accommodations will also be extended for persons with disabilities. Notices announcing public hearings will be published in the primary community newspaper, made available online as well as emailed to the list of interested agencies and individuals. For development of the ConPlan, additional outreach will be done to community centers and social service agencies.

The publication of notices in newspapers, display on City Development's website, and email mailings will take place approximately two weeks prior to the date of a public hearing. CD Committee hearings will be noticed in newspapers, displayed on City Development's website, and in mass mailings to social service providers and consumer groups. Notices will encourage persons who cannot attend a hearing to submit written comments to City Development.

A summary of oral and written comments will be included with the final submission of the

Consolidated Plan and/or annual Action Plan.

C. Public Review of Draft Consolidated Plan/Action Plan

Prior to the submission of the Consolidated Plan and Action Plan to HUD, City Development will publish a notice in the local newspaper that is currently designated by the Common Council of the City of Racine for public notices, which summarizes the content of the document, and informs the public of locations where a copy of the draft document may be reviewed. For each Action Plan, the notice will also include a summary of the amount of assistance expected to be received from HUD, the range of activities to be funded, and the amount of funding expected to directly benefit low- and moderate-income persons. Notices will also be published in neighborhood newspapers and ethnic group-specific publications, to the greatest extent possible. The City of Racine does not expect any displacement of persons to occur as a result of CDBG, ESG, or HOME-funded activities. However, in the rare event that displacement does occur, City Development has an Anti-Displacement Plan, Replacement Housing and Relocation Assistance Policy to minimize displacement and to assist any persons displaced. Information related to any displacement will be included in the notice and in the Draft Action Plan.

After public notice of approximately 7-10 days, the Draft Consolidated Plan and/or annual Action Plan will be available for public review and comment electronically on City Development's website, at the office of City Development, and at the Main Branch of the Racine Public Library. Interested persons will have 30 days to provide written comments on the Consolidated Plan and/or Action Plan. Interested parties may also provide oral comments at the regular CD Committee meeting that is conducted within the 30-day review period.

A summary of all comments received within the 30-day period will be included in the final Consolidated Plan/Action Plan that is submitted to HUD.

The list of proposed funding recommendations associated with the annual Action Plan requires Common Council approval, in order for the City of Racine to have an authorized Action Plan submission to HUD. The public has a final opportunity to comment on the list of proposed projects to be included in the Action Plan during the Common Council budget approval process.

V. AMENDMENTS TO THE CONSOLIDATED PLAN/ACTION PLAN

Consolidated Plans and/or annual Action Plans may be revised during the program year. Certain changes will be minor in nature, and will not require public notification or citizen participation prior to the implementation of such changes. Other changes, defined as substantial, will require public notification and public review.

A. Substantial Amendments

The following changes shall be considered substantial amendments to the Consolidated Plan

and/or Action Plan:

1. A cumulative change in the use of CDBG funds from one activity to another activity in excess of 10% of the total CDBG grant allocation for the program year. Examples of activities are planning/administration, public services, economic development, capital projects, and housing.
2. A change in the method of distribution of CDBG funds to sub-recipients for an amount that is more than 10% of the total CDBG grant allocation for the program year. The primary method of distribution of CDBG funds is through a competitive selection process, which is generally a Request For Proposals (RFP), a Request For Qualifications (RFQ), or a Notice of Funding Availability (NOFA) process.

B. Public Review Process for Substantial Amendments

In cases of substantial amendments to the Consolidated Plan and/or Action Plan, the public notification/review process is as follows:

1. City Development will publish a notice in the local newspaper that is currently designated by the City of Racine Common Council for public notices, which will inform the public of proposed changes, and locations where a copy of the draft amendment may be reviewed. Notices will also be published in neighborhood newspapers and ethnic group-specific publications, to the greatest extent possible.
2. After public notice of approximately 7-10 days, the draft amendment will be available for public review and comment electronically on City Development's website, at the office of City Development, and at the Main Branch of the Racine Public Library. Interested persons will have 30 days to provide written comments on the proposed amendment. Interested parties may also provide oral comments at the regular CD Committee meeting that is conducted within the 30-day period.
3. A summary of all comments received within the 30-day period will be included in the substantial amendment to the Consolidated Plan/Action Plan that is finally submitted to HUD.

VI. CONSOLIDATED ANNUAL PERFORMANCE AND EVALUATION PREPORT

On an annual basis, City Development must prepare a Consolidated Annual Performance and Evaluation Report (CAPER) that is submitted to HUD 90 days after the end of the program year. Racine's program year is from January 1 to December 31. The CAPER represents the annual report of Racine's implementation of the CDBG, ESG, and HOME Programs.

Prior to the submission of the CAPER to HUD, Community Development will publish a notice in the local newspaper that is currently designated by the Common Council of Racine for public notices, which will inform the public of the availability of the CAPER for review and comment, and of the locations where a copy of the draft document may be reviewed. Notices

will also be published in neighborhood newspapers and ethnic group-specific publications, to the greatest extent possible.

After public notice of approximately 7-10 days, copies of the Draft CAPER will be available for public review and comment electronically on City Development's website, at the office of City Development, and at the Main Branch of the Racine Public Library. Interested persons will have 15 days to provide written comments on the CAPER. Interested parties may also provide oral comments at the monthly CD Committee meeting that is within or closest to the 15-day review period.

A summary of all comments received within the 15-day period will be included in the CAPER that is finally submitted to HUD.

VII. AMENDMENTS TO THE CITIZEN PARTICIPATION PLAN

This Citizen Participation Plan may be revised to meet changing Federal guidelines or to enhance citizen participation. Certain changes will be minor in nature, and will not require public notification or citizen participation prior to the implementation of such changes. However, other changes defined as substantial, will require public notification and public review.

A. Substantial Amendments

The Citizen Participation Plan provides a list of circumstances that constitute a substantial amendment to a Consolidated Plan and/or annual Action Plan and require a public review process. A change to this list shall be considered a substantial amendment to the Citizen Participation Plan.

B. Public Review Process for Substantial Amendments

Whenever there is a substantial amendment to the Citizen Participation Plan, the public notification/review process will be as follows:

1. Community Development will publish a notice in the local newspaper that is currently designated by the Common Council of Racine for public notices, which will inform the public of proposed changes, and locations where a copy of the draft amendment can be reviewed. Notices will also be published in neighborhood newspapers and ethnic group-specific publications, to the greatest extent possible.
2. After public notice of approximately 7-10 days, the draft amendment will be available for public review and comment electronically (e-mail) on City Development's website, at the offices of City Development, and at the Main Branch of the Racine Public Library. Interested persons will have 15 days to provide written comments on the proposed amendment. Interested parties may also provide oral comments at the monthly CD Committee meeting that is within or closest to the 15-day review period.
3. A summary of all comments received within the 15-day period will be included in the

substantial amendment to the Citizen Participation Plan that is submitted to HUD.

C. Public Comments

Citizens who wish to make written comments for consideration by the CD Committee or the Common Council may do so by sending their comments to: Department of Community Development, City of Racine, 730 Washington Ave. Room 102, Racine, WI 53403.

All written complaints shall be received by the Community Development within 30 days of the publication notice, unless otherwise stated. City Development shall respond, where applicable, within 15 days of the receipt of the comment.

D. Agency Consultation

City Development will maintain an electronic communication list of local Nonprofit Organizations, Community Housing Development Organizations, Community Groups, Individuals, and other interested parties who will be notified of:

- The current Consolidated Plan
- The current annual Action Plan
- Substantial amendments to the current Consolidated Plan and/or Action Plan, if any
- The most recent CAPER
- The current Citizen Participation Plan and any substantial amendments

E. Accessibility, Availability of Documents and Access to Public Records

No person shall be excluded from participation in the City of Racine's Community Development Programs on the grounds of race, color, national origin, gender, sexual orientation, age, religious creed or disability. Persons with disabilities who need accommodations to attend meetings are encouraged to contact the noted department on the meeting notice at least twenty-four (24) hours before the meeting.

It is the policy of Community Development to make available to all interested parties and organizations the following documents:

- The current Consolidated Plan
- The current annual Action Plan
- Substantial amendments to the current Consolidated Plan and/or Action Plan, if any
- The most recent CAPER
- The current Citizen Participation Plan and any substantial amendments

These documents are available electronically on Community Development's website and at City Hall at the Community Development's office (address listed below in "Additional Information"). Upon request, Community Development will make documents available in a form that is accessible to persons with disabilities.

Persons, agencies and other interested parties may access information and records related to City of Racine's Consolidated Plan, annual Action Plan, and the City's use of CDBG, ESG and HOME funding during the preceding five years. Interested parties will be afforded reasonable and timely access to records in accordance with applicable public records access regulations.

F. CONTACT INFORMATION

Additional information regarding the City of Racine's Community Development programs can be obtained at the following:

City of Racine
Department of Development
730 Washington Avenue, Room 102
Racine, WI 53403
Phone: 262-636-9151
Email: development@cityofracine.org
Website: <http://www.cityofracine.org/Development.aspx> (go to "Community Development Block Grant" tab on left)