



**Department of City Development**  
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## ***MEMORANDUM***

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FOR MEETING DATE: [DATE]  
TO: Community Development Committee  
FROM: City Development Staff  
SUBJECT: Citizen Participation Plan Update

The Department of City Development is recommending the adoption of the updated Citizen Participation Plan.

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.

The City of Racine has an existing Citizen Participation Plan on file which dates back to 1995. The Department of Community Development has updated the plan to officially reflect modern technology and communication practices. This updated plan was recommended by HUD to happen within the 2017 calendar year. The plan creates a structure for City Development staff to follow during all planning aspects involving any of the above mentioned grants. The creation of this plan will allow for consistent planning into the future.

Staff recommends that the Community Development Committee approve the drafted amendments to the existing Public Participation Plan.