

## **Introduction**

The purpose of the Citizen Participation Plan, required by the U.S. Department of Housing and Urban Development (HUD), is to adopt policies and procedures for public engagement as a prelude to the allocation and expenditures of Community Development Block Grant (CDBG), HOME Investment Partnerships (HOME), Emergency Shelter Grants (ESG), and Housing Opportunities for Persons with AIDS (HOPWA) funds. The policies outlined in this plan build on extensive community engagement and public processes already in practice by the City of Chicago.

HUD requires several planning documents be developed by grantees to aid in the process of identifying affordable housing and community development priority needs, and to assist with establishing goals and strategies to address those needs. The Assessment of Fair Housing (AFH) and Analysis of Impediments (AI) identifies local and regional fair housing issues and sets goals for improving fair housing choice and access to opportunity. The Consolidated Plan is designed to analyze housing and community development market conditions, which form the basis for data-driven, place-based investment decisions. The planning process serves as the framework for a community-wide dialogue to identify priorities that align with anticipated financial resources. The Consolidated Plan is carried out through Annual Action Plans, which provide a summary of actions, projects, and specific federal and non-federal resources that will be used each year to address the priority needs and goals identified by the Consolidated Plan. The City reports annually on accomplishments and progress toward the Consolidated Plan and AFH goals in the Consolidated Annual Performance and Evaluation Report (CAPER).

The City of Chicago believes that citizen participation and planning are central to the success of community development efforts. The City is committed to involving its residents in making decisions about how to invest in the future of its neighborhoods. Within the planning process laid out below, citizens can make significant contributions to further enhance the ongoing collaboration between City government and key community-based partners.

To be most effective, citizen participation and consultation must be an ongoing process. To that end, this Citizen Participation Plan outlines opportunities for citizen engagement at all stages of the funding process including the development and any revisions, the Consolidated Plan (ConPlan) and any substantial amendments, Annual Action Plans, and performance reporting done through the CAPER.

The CPP is available to the public and strives to be an open and participatory process.

## **Administrative Responsibilities and Contact Information**

The City's Office of Budget & Management (OBM) is the lead department responsible for coordinating the development of the ConPlan and Annual Action Plan. OBM is also responsible for providing guidance and policy direction for the implementation of eligible programs that support the overall strategy for community revitalization. The City's Departments of Finance, and Fleet & Facilities Management provide administrative resources to the lead departments responsible for administering entitlement funds.

<b>Agency Role</b>	<b>Name</b>	<b>Department/Agency</b>
CDBG Administrator	City of Chicago	Department of Planning and Development (DPD) Department of Housing (DOH) Department of Family and Support Services (DFSS) Department of Buildings (DOB) Department of Public Health (DPH) Mayor’s Office for People with Disabilities (MOPD) Commission on Human Relations (CHR) Department of Transportation (CDOT) Department of Law (DOL) Fleet & Facility Management (2FM)
HOME Administrator	City of Chicago	DPD/DOH
HOPWA Administrator	City of Chicago	DPH
ESG Administrator	City of Chicago	DFSS

**Public Contact Information**

Questions or comments regarding the ConPlan or the Annual Action Plans may be directed to:

City of Chicago - Office of Budget & Management  
 121 North LaSalle Street, Room 604  
 Chicago, IL 60602  
 (312)744-5226  
[OBMGMU@cityofchicago.org](mailto:OBMGMU@cityofchicago.org)

**Participation by Low and Moderate-Income and other Disadvantaged Persons**

It is the policy of the City of Chicago to provide equitable access and encourage meaningful participation from all residents in the city. This includes low- and moderate-income persons, particularly those living in blighted or high poverty neighborhoods, and areas where CDBG funds are proposed to be used in the Consolidated Plan and Assessment for Fair Housing. For purposes of CDBG funding, a resident is considered low-income if their family income equals 50% or less of area median income (AMI), as estimated annually by HUD. A person is considered moderate-income if their family income is between 50% and 80% of area median income. Predominately low-to moderate-income neighborhoods are defined as any neighborhood where at least 51% of the residents have incomes equal to or below 80% of the AMI for any given year. The determination of whether a neighborhood meets the low-to moderate income definition is made by the city at the time a project of area-wide benefit is funded based on current data provided by HUD.

The City also actively encourages participation of minorities or people of color, non-English speaking persons, and persons with differing abilities. Actions to encourage participation shall include widespread outreach and public relations efforts, conducting hearings and meetings in target neighborhoods, translation of notices and other vital documents in languages other than English and language assistance as needed, and providing document in formats accessible to persons with disabilities upon request. The Mayor’s Communication Office assesses needs for language translation, but assistance shall also be available upon request.

**Participation by Relevant Stakeholders**

The City will actively encourage participation of local and regional institutions in the process of developing the Consolidated Plan. Such organizations include but are not limited to the following; Chicago Continuum of Care; business and civic organizations; developers and service providers; philanthropic organizations; and community-based, faith-based and other nonprofit organizations.

The City has a strong history of collaboration with the Chicago Housing Authority (CHA) and Cook County. In 2019, The City began working with regional partners, including the Cook County government, Chicago Housing Authority, and other local jurisdictions (“Regional Partners”) to do an analysis of the housing market and develop an assessment of fair housing.

### **Outreach Techniques**

The citizen participation and stakeholder consultation process are key components of the development of the ConPlan, Annual Action Plans and CAPER. The City strives to ensure that the ConPlan planning process includes opportunities for public participation, such as:

- public hearings;
- public comment periods;
- Surveys
- transparency and freedom of access to the proposed ConPlan and Annual Action Plan, CAPER; and
- consultation with public and private agencies that provide assisted housing, health services, and fair housing services for children, veterans, youth, elderly, persons with disabilities, persons living with HIV/AIDS, and their families.

### **City of Chicago Budget Process**

Each year, the City prepares an annual budget that accounts for all revenue from taxes and other sources, such as those referenced in the ConPlan and Annual Action Plans and sets forth a plan for how the City intends to utilize those resources over the course of the following year.

Preliminary entitlement grant budget materials go to funding Departments at the end of May. The Preliminary Budget is released in August. The Final Budget is developed by Departments and OBM. Mayoral budget recommendations are submitted to the City Council and; the Draft Action Plan is made available to the public in mid-October. A second Public Hearing is held on the Draft Action Plan in late October. The date of the second Public Hearing marks the beginning of a thirty-day comment period. The thirty-day timeline for submitting written comments on the Draft Action Plan to the City ends in November. The Action Plan is submitted to the U. S. Department of Housing and Urban Development in December pending City Council approval. The current Consolidated Plan year ends December 31. January 1 is the beginning of the new Consolidated Plan year.

The Annual Draft Action Plan and Consolidated Plan are part of the City Budget Process and deliberated with the entire City Budget.

In the Fall, the Mayor’s Office and Office of Budget and Management (OBM) present a balanced budget to City Council. The City Council then holds committee and public hearings on the Mayor’s proposed budget and may propose amendments to it. These hearings include opportunities for the public to provide comments on the proposed use of CDBG, ESG, HOME, and HOPWA funds. Once the proposed budget, as amended, is approved by the City Council, it becomes the Annual Appropriation Ordinance. In addition, the ConPlan and/or Action Plan is then submitted to HUD for final approval.

### **Consolidated Plan/Action Plan**

Prior to adoption of a Consolidated Plan, the City shall make available to residents and stakeholders:

1. The total amount of assistance the city expects to receive from the various HUD funding authorizations;

2. The range of activities that may be undertaken with these funds;
3. The estimated amount of funding that will benefit persons of low-to moderate-income;
4. Plans to minimize displacement of persons, including specifying the type and level of assistance that will be made to any persons displaced; and
5. When and how this information will be made available to the public.

At least 30 calendar days before the Consolidated Plan/Action Plan is submitted to the U.S. Department of Housing and Urban Development, the City shall publish a summary of the contents of the Consolidated Plan/Action Plan in local newspapers of general circulation and inform all citizens of the locations where complete copies of the document will be available, including on the City's website. The City will also provide a reasonable number of free copies of the Plan to citizens and groups that request it.

As described in the Public Comment and Hearings section below, the City will conduct at least one public meeting during the development of the Consolidated Plan. The City shall also provide information on how to submit comments and input on the Consolidated Plan/Action Plan. The City will consider any comments or views of residents received in writing or orally at the public hearings when preparing the final Consolidated Plan/Action Plan. A summary of any comments or views, including any comments or views not accepted and the reasons why, shall be attached to the plan.

### **Performance Reports**

Each year a performance report is submitted to the U. S. Department of Housing and Urban Development by the City of Chicago. The City shall invite and encourage all citizens and stakeholder organizations to assess and submit comments on all aspects of performance in meeting Consolidated Plan goals and objectives, including the performance of the City of Chicago's grantees and contractors. The City will provide notice in local newspapers on the opportunity to comment on the performance report for a period of not less than 15 calendar days prior to its submission to HUD. All comments received in writing or orally will be considered in preparing the final Consolidated Annual Performance and Evaluation Report (CAPER). A summary of all comments or views shall be submitted as part of the report to HUD. The City will provide copies of the performance report at the City's office and on its website.

### **Amending the Consolidated Plan**

Recognizing that changes during the year may be necessary to the Consolidated Plan and Annual Action Plan after approval, the Citizen Participation Plan allows for "substantial amendments" to plans. These "substantial amendments" apply to changes in all entitlement funding allocations.

Citizens are provided with reasonable notice and the opportunity to comment on proposed substantial changes in the CDBG program. Substantial changes are defined according to the following criteria:

1. Increasing or decreasing funding levels for a given project by 51% or more of the previously adopted amount.
2. Modification of a project to address a different national objective.
3. Changes in the use of CDBG funds from one eligibility category to another, in accordance with 24 CFR §91.105(c).

This list represents the City's criteria for determining what constitutes a substantial amendment and are subject to the City's citizen participation process.

Substantial changes shall be posted on the City's website for review and comment prior to adoption by the City of Chicago at a public hearing. A public comment period of not less than 30 calendar days shall be allowed prior to implementation of substantial amendments, which will align with the process set forth in the Public Comment and Hearings section below. The City will consider any comments or views of residents received in writing or orally at the public hearings prior to adoption of substantial amendments. A summary of any comments or views, including any comments or views not accepted and the reasons why, shall be attached to the substantial amendment.

### **Public Hearings**

Prior to publishing the Assessment of Fair Housing and the Consolidated Plan/Action Plan for citizen comment, or submission of an application for Section 108 Loan Guarantee Assistance, the City shall conduct at least one public hearing to obtain citizens views on fair housing strategies, community development and housing needs, proposed projects, and program performance. A digest of comments and proposals received from citizens shall be compiled by the City. Following publication of summaries of the AFH and Consolidated Plan/Action Plan, the City will receive comments for a period of 30 calendar days. These comments will be considered prior to implementation of the plans.

All public hearings shall provide residents with reasonable and timely access to the meetings as described in the section above and consistent with accessibility and reasonable accommodation requirements found in Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, and with regulations found at 24 CFR Part 8 and 28 CFR Parts 35 and 36.

The City will consider any comments or views of residents received in writing or orally at the public hearings when preparing a final or revised/amended plan. A summary of any comments or views, including those not accepted and the reasons why, shall be attached to the final or revised/amended plan.

### **Participation by Non-English-Speaking Citizens**

In the event a significant number of non-English speaking citizens are expected to attend any of the public hearings scheduled in furtherance of this Plan, or participate in a survey or other activities, the City will arrange to provide language assistance to ensure meaningful access and participation of interested parties. For assistance, please contact City staff:

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### **Technical Assistance**

Technical assistance to groups' representative of persons of low-income, and very low-income is provided for in the budget formation process. Technical assistance is also provided to committees mentioned above by OBM and the departments regularly, as well as by other agencies as needed. Each department conducts technical assistance workshops and provides materials on policies and procedures for their programs.

### **Reasonable and Timely Access**

All hearings carried out in furtherance of this Plan will be held at times and locations convenient to beneficiaries and allow for broad participation from all community members. Budget Hearings conducted in the City Council Chambers are posted on the City Clerk website for review

Notices of all public hearings shall be widely advertised by placing ads in local newspapers and on the City's officially designated public notice site not less than 14 calendar days prior to each public hearing. All notices of public hearings shall indicate the location, date and time of the meeting; and shall indicate the topics to be considered.

### **Access to Records**

The City provides widespread access to records through the consultations, meetings and other communications during the budget process described above. Timely access to information and records relating to both the Action Plan and Five-Year Consolidated Plan are available, given a reasonable timeframe. The City will make available the Action Plan as adopted, any amendments, and its annual performance report, to afford citizens a reasonable opportunity to review the documents.

Copies of all planning documents, including the following federal reports: City's Citizen Participation Plan (CPP), Consolidated Plan, Annual Action Plan, and the Consolidated Annual Performance and Evaluation Report (CAPER), will be available to the public upon request. Community members will have the opportunity to review and comment on applicable federal reports in draft form prior to final adoption. These documents will be made available at public libraries, public housing authorities, certain neighborhood centers, at Chicago Office of Budget and Management, and on the Budget Office web site ([www.cityofchicago.org/budget](http://www.cityofchicago.org/budget).) In addition, upon request, federal reports will be provided in a form accessible to persons with disabilities.

### **Comments/Complaints**

The City welcomes comments and suggestions on how to improve the Five-Year Consolidated Plan planning process. Comments and Complaints may be directed to:

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