CITY OF AURORA, ILLINOIS
RESOLUTION NO. R10- 296
DATE OF PASSAGE: September 14, 2010

A RESOLUTION ADOPTING A CITIZEN PARTICIPATION PLAN FOR THE CITY OF AURORA COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

WHEREAS, the City of Aurora has a population of more than 25,000 persons and is, therefore, a home rule unit as defined in Article 7 Section 6(a) of the 1970 Constitution of the State of Illinois; and

WHEREAS, said section of the Constitution authorizes a home rule unit to exercise any power and perform any function pertaining to its government and affairs; and

WHEREAS, pursuant to federal regulations, as cited in 24 CFR 91.2, all local and state grant recipients which receive formula funds under the Community Development Block Grant (CDBG), HOME Investments Partnership Program (HOME), Housing for Persons With AIDS (HOPWA), and/or Emergency Shelter Grants (ESG) programs are covered by the Consolidated Plan requirements, and are required to adopt a Citizen Participation Plan, and

WHEREAS, the City of Aurora is a recipient of formula funds under the Community Development Block Grant (CDBG) and HOME Investments Partnership Program (HOME), and

WHEREAS, the attached Citizen Participation Plan has been drafted by City staff for the Community Development Block Grant Program in order to comply with federal regulations;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Aurora, Illinois, that this Citizen Participation Plan is hereby adopted.

Aldermen

Aldermen

Ayes 12 Nays 0 Not Voting

ATTEST:

City Clerk

Mayor

Prepared by the City of Aurora Neighborhood Redevelopment Division, 51 E. Galena Boulevard, Aurora, Illinois 60505, 8/16/10

CITY OF AURORA
NEIGHBORHOOD REDEVELOPMENT DIVISION
CITIZEN PARTICIPATION PLAN
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
August, 2010

INTRODUCTION

As a recipient of ***Community Development Block Grant*** (CDBG) funds from the U.S. Department of Housing and Urban Development (HUD), the City of Aurora is required to adopt a ***Citizen Participation Plan*** that provides for and encourages citizens to participate in the development and administration of the five-year ***Consolidated Plan***, the ***Annual Action Plan, substantial amendments,*** and the ***Consolidated Annual Performance Evaluation Report*** (CAPER).

The Citizen Participation Plan is designed especially to encourage participation by low- and moderate-income persons, particularly:

- Those living in slum and blighted areas;
- Those living in areas where CDBG funds are proposed to be used;
- Residents of primarily low- and moderate-income neighborhoods;
- Residents of public and assisted housing developments; and
- Residents of targeted revitalization areas in which the developments are located

The City of Aurora must follow its ***Citizen Participation Plan***. The requirements for citizen participation do not restrict the responsibility or authority of the City for the development and execution of our ***Consolidated Plan.*** The City of Aurora must provide citizens with a reasonable opportunity to comment on our ***Citizen Participation Plan*** and on substantial amendments to the ***Citizen Participation Plan***. We must make our ***Citizen Participation Plan*** public. The ***Citizen Participation Plan*** must be in a format accessible to persons with disabilities, upon request.

We are required to take whatever actions are appropriate to encourage the participation of all Aurora citizens, including minorities and non-English speaking persons, as well as persons with disabilities.

THE CONSOLIDATED PLAN AND ANNUAL ACTION PLAN

Every five years, the City develops a long-term strategic plan called the ***Consolidated Plan***, detailing the amount of CDBG assistance the City expects to receive (including grant funds and program income) and the range of projects that may be undertaken, including the estimated amount that will benefit low- and moderate-income persons.

An ***Annual Action Plan*** is prepared each year to outline projects to be undertaken within each program year. The City will hold a public hearing, accept public comment, and issue public notices for the ***Consolidated Plan*** and for each ***Annual Action Plan***, to ensure public participation in the development of these plans.

Public Notice and Publication

The City will publish a public notice in the Beacon News ("Our Towns" section), announcing the availability of the ***Consolidated Plan*** or the ***Annual Action Plan*** and establishing a 30-day public comment period.

The public notice will also set a date for a public hearing, which will occur at least 15 days prior to the City Council meeting at which the plan is slated for adoption.

The notice will include a summary of the proposed plan and list the locations where copies of the completed proposed plan may be examined. These locations include all branches of the Aurora Public Library and the Neighborhood Redevelopment Division office. Free digital copies of the plan will be made available at the Neighborhood Redevelopment Division office. The plan will be posted on the City's website, www.aurora-il.org.

The City will publish each plan in a manner that affords citizens, public agencies, and other interested parties a reasonable opportunity to examine its contents and submit comments.

Public Hearing

The City will hold at least one public hearing during the development of the ***Consolidated Plan*** and ***Annual Action Plan*** to gather input from citizens and respond to proposals and questions.

In a year in which the ***Consolidated Plan*** is being developed, an additional public hearing will be held before the proposed ***Consolidated Plan*** is published for comment.

The hearing(s) will address housing and community development needs, development of proposed activities, and review of program performance. All public hearings will be held at the Aurora City Hall, 44 E. Downer Place, Aurora, IL 60505.

Upon request, the City will provide for translation services to meet the needs of non-English speaking residents. The City will also take whatever actions are appropriate to serve the needs of persons with disabilities.

Public Comments

The City of Aurora will provide a period of at least 30 days, to receive comments from citizens on each proposed plan. The City will consider any comments or views of citizens received in writing, or orally at public hearings, in preparing the final adopted plan. A summary of these comments or views, and a summary of any comments or views not accepted and the reasons for not accepting the latter, shall be attached to the final adopted plan.

PLAN AMENDMENTS

In the course of administering the CDBG program, the City may need to amend our ***Consolidated Plan*** or an annual ***Action Plan***. When the amendment is significant and meets the criteria set forth below, the change will be considered a substantial amendment and the City will undertake additional actions to ensure citizens have an opportunity to comment. Records of all amendments will be maintained by the City for public review and will be fully described in the annual performance report submitted to HUD.

Criteria for Amendments

An **amendment** will be undertaken in the following circumstances:

- a change in the method of distribution of funds;
- carrying out an activity, using funds from any program covered by the consolidated plan (including program income) not previously described in the action plan; or
- a change the purpose, scope, location, or beneficiaries of an activity

A **substantial** amendment will be undertaken in the following circumstances:

- A change in the City's allocation priorities;
- A change in the use of CDBG funds from one eligible activity to another in excess of $100,000; or
- A new activity or program not previously described in the plan.

Public Notice and Publication

In the case of a proposed amendment or substantial amendment, the City will publish a public notice in the Beacon News ("Our Towns" section), describing the project and the amount to be spent and establishing a 30-day public comment period. The public comment period will be scheduled so as to end on the day of the City Council meeting at which the proposed amendment is slated for adoption.

In the case of a proposed substantial amendment, in addition to the information described in the previous paragraph, the published public notice will set a date for a public hearing, which will occur at least 15 days prior to the City Council meeting at which the proposed substantial amendment will be slated for adoption.

The public notice will list the locations where copies of the proposed amendment may be examined. These locations include all branches of the Aurora Public Library and the Neighborhood Redevelopment Division office. Free digital copies of the amendment will be made available at the Neighborhood Redevelopment Division office. The amendment will be posted on the City's website, www.aurora-il.org.

Public Hearing

In the case of a proposed substantial amendment, the City will hold a public hearing to gather input from citizens and respond to proposals and questions.

All public hearings will be held at the Aurora City Hall, 44 E. Downer Place, Aurora, IL 60505.

Upon request, the City will provide for translation services to meet the needs of non-English speaking residents. The City will also take whatever actions are appropriate to serve the needs of persons with disabilities.

Public Comments

The City of Aurora will provide a period of at least 30 days to receive comments from citizens on each proposed substantial amendment. The City will consider any comments or views of citizens received in writing, or orally at the public hearing, in preparing the final amendment. A summary of these comments or views, and a summary of any comments or views not accepted and the reasons for not accepting the latter, shall be attached to the substantial amendment record.

PERFORMANCE REPORTS

Each year the City of Aurora must submit a ***Consolidated Annual Performance and*** **Evaluation** ***Report*** (CAPER) to HUD. The report is due 90 days after the close of the program year. To ensure public participation in the review of the CAPER, the City will hold a public hearing, accept public comment, and issue public notices.

Public Notice and Publication

The City will publish a public notice in the Beacon News ("Our Towns" section), announcing the availability of the CAPER and establishing a 30-day public comment period. The public comment period will be scheduled so as to end on the day of the City Council meeting at which the CAPER is slated for adoption.

The published public notice will also set a date for a public hearing, which will occur at least 15 days prior to the City Council meeting at which the CAPER is slated for adoption.

The public notice will list the locations where copies of the CAPER may be examined. These locations include all branches of the Aurora Public Library and the Neighborhood Redevelopment Division office. Free digital copies of the amendment will be made available at the Neighborhood Redevelopment Division office. The CAPER will be posted on the City's website, www.aurora-il.org.

Public Hearing

The City will hold a public hearing to gather input from citizens, answer questions, address housing and community development needs, and review program performance.

All public hearings will be held at the Aurora City Hall, 44 E. Downer Place, Aurora, IL 60505.

Upon request, the City will provide for translation services to meet the needs of non-English speaking residents. The City will also take whatever actions are appropriate to serve the needs of persons with disabilities.

Public Comments

The City will provide a period of at least 30 days to receive comments on the CAPER before the report is submitted to HUD. The City will consider any comments or views of citizens received in writing, or orally at public hearings, if any, in preparing the CAPER. The City will attach a summary of these comments and the City's response to the final CAPER.

ACCESS TO MEETINGS AND RECORDS

In addition to providing opportunities for citizen participation in the development of plans and review of the performance report, the City must provide citizens, public agencies, and other interested parties with reasonable and timely access to information and records relating to the ***Consolidated Plan*** and the use of CDBG funds. The City will provide access to records for the current program year and preceding five program years. These records include, but are not limited to, the ***Citizen Participation Plan***, the ***Consolidated Plan*** as adopted, annual action plans, performance reports, and substantial amendments. The City will make these records available in a form accessible to persons with disabilities, upon request. Records are maintained in the offices of the Neighborhood Redevelopment Division.

The City will also provide citizens with reasonable and timely access to local meetings held in regard to the ***Consolidated Plan*** and the activities undertaken as part of the ***Consolidated Plan.***

TECHNICAL ASSISTANCE

The City is required to provide for technical assistance to groups representative of persons of low- and moderate-income that request such assistance 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 City. The assistance need not include the provision of funds to the groups. To request assistance, contact the Neighborhood Redevelopment Division.

COMPLAINTS

The City will maintain a file that documents all citizen complaints and the City's response to any complaints related to the ***Consolidated Plan***, amendments, and the performance report. The City will provide a substantive written response to every written complaint within 15 working days of receipt of the complaint. In addition, the City will consider complaints when evaluating program performance as part of the annual report to HUD. Complaints should be addressed to the Neighborhood Redevelopment Division.

DISPLACEMENT

The City must set forth plans to minimize displacement of persons and to assist any person displaced, specifying the types and levels of assistance the City will make available (or require others to make available) to persons displaced, even if the City expects no displacements to occur. Displacement occurs when an individual, family, partnership, association, corporation, or organization moves from their home, business, or farm, or moves their personal property as a direct result of a federally-funded acquisition, demolition, or rehabilitation. Generally, displacement does not include persons displaced temporarily from their dwelling for less than 12 months while it is being rehabilitated. Displaced persons and entities are eligible for relocation assistance under federal law.

As part of this plan, the City is required to describe its plans to minimize displacement of persons and to specify types and levels of assistance the City will make available to persons who are displaced. To minimize displacement, the City will not acquire or demolish occupied structures. When displacement is unavoidable, the City will offer the following types of assistance:

For Residential Displacements:

- Provide relocation advisory services to displaced tenants and owner occupants
- Provide a minimum of 90 days written notice to vacate prior to requiring possession
- Reimburse for moving expenses
- Provide payments for the added cost of renting or purchasing comparable replacement housing

For nonresidential displacements (businesses and nonprofit organizations):

- Provide relocation advisory services
- Provide a minimum 90 days written notice to vacate prior to requiring possession
- Reimburse for moving and re-establishment expenses

BLOCK GRANT WORKING COMMITTEE

The Block Grant Working Committee is an advisory body that was created to provide additional input from Aurora citizens regarding the use of CDBG funds.

The Block Grant Working Committee is comprised of one representative from each City ward plus three members-at-large. The members serve two-year terms with no limit on the number of terms any member can serve. The starting date of each member's term coincides with the term of his/her respective alderman.

Appointment to the Block Grant Working Committee is by recommendation of each alderman to the Mayor. The Mayor recommends an additional at-large member. All recommendations are approved by the City Council.

The Block Grant Working Committee meets monthly with staff of the Neighborhood Redevelopment Division and attends public hearings related to the City's ***Consolidated Plan,*** amendments, and the ***Comprehensive Annual Performance Evaluation Report.***

OUTREACH

The Neighborhood Redevelopment Division produces a monthly newsletter which reports on issues of interest to local nonprofits and CDBG subrecipients. Copies are sent to those groups as well as City staff, elected officials, the Neighborhood Revitalization Strategy Area advisory team, the Block Grant Working Committee and interested parties.

Periodically workshops, information-gathering sessions, and public meetings are held related to the programs and activities administered by Neighborhood Redevelopment staff. The groups listed above are notified. Press releases are generated to reach local media as well.

CONTACT INFORMATION

The City of Aurora's Neighborhood Redevelopment Division is the point of contact for all questions, comments, complaints, and requests for technical assistance. Contact information is:

City of Aurora Neighborhood Redevelopment Division
51 E. Galena Boulevard, Aurora, IL 60505
630-256-????

City of Aurora

Division of Neighborhood Redevelopment • 51 E. Galena Blvd • Aurora, Illinois 60505
(630) 264-3060 • FAX (630) 264-3070

TO: Mayor Thomas J. Weisner

FROM: Karen K. Christensen, Neighborhood Redevelopment Manager

DATE: August 16, 2010

SUBJECT: Referral to Planning and Development Committee, August 26, 2010 meeting: Resolution Adopting A Citizen Participation Plan for the City of Aurora Community Development Block Grant Program

PURPOSE:
Attached is a resolution adopting a Citizen Participation Plan for the City of Aurora Community Development Block Grant Program.

BACKGROUND:
Pursuant to federal regulations, as cited in 24 CFR 91.2, all local and state grant recipients which receive formula funds under the Community Development Block Grant (CDBG), HOME Investments Partnership Program (HOME), Housing for Persons with AIDS (HOPWA), and/or Emergency Shelter Grants (ESG) programs are covered by the Consolidated Plan requirements, and are required to adopt a Citizen Participation Plan.

DISCUSSION:
The City of Aurora's draft Citizen Participation Plan was created in 2002 and does not address all the components required by federal regulations. Further, it was never presented to the City Council for adoption. The Plan being presented for adoption addresses all requirements.

RECOMMENDATION:
Staff requests that the Planning and Development Committee recommend approval of the proposed Citizen Participation Plan by the City Council.

Forwarded to Planning & Development Committee for Consideration:

_____
Mayor's Office Initials & Date

c: Alderman Mike Saville, Chair, Planning & Development Committee
Alderman Abby Schuler, Planning & Development Committee member
Alderman Richard Mervine, Planning & Development Committee member
Alderman John "Whitey" Peters, Planning & Development Committee alternate
Chuck Nelson, Mayor's Office
Dan Barreiro, Community Services Department
Cheryl Vonhoff, City Clerk

PD10.098

RECOMMENDATION

TO: THE COMMITTEE OF THE WHOLE

FROM: THE PLANNING & DEVELOPMENT COMMITTEE

The Planning & Development Committee At Their Meeting On Thursday, August 26, 2010 Recommended **APPROVAL** A Resolution Adopting A Citizen Participation Plan For The City Of Aurora Community Development Block Grant Program.

VOTE: 3-0

Submitted By Michael B. Saville

Alderman Michael Saville, Chairman

Alderman Rick Mervine

Abby Schuler

Alderman Abby Schuler

Alderman John "Whitey" Peters, Alternate

Dated This 27th Day Of August 2010