

# Citizen Participation Plan

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The Town of Cicero has adopted this Citizen Participation Plan which sets forth the Town of Cicero's policies and procedures for citizen participation.

## **Policies and Procedures**

The Town of Cicero encourages all Town citizens, especially those of low and moderate income, those living in areas where Community Development Block Grant and Emergency Solutions Grant funds are proposed to be used, and by residents of predominantly low and moderate income neighborhoods to participate in the development of the Consolidated Plan and any substantial amendments to the Consolidated Plan. The Town especially encourages minority citizens, non-English speaking citizens, and those citizens with disabilities to participate in the above. The Town, in conjunction and with consultation with the Cicero Housing Authority, also encourages citizens who reside in subsidized housing to participate in the above.

The Town of Cicero will make this Citizen Participation Plan and any substantial amendments to this plan public and accessible prior to adoption by the Town Board. Citizens will be allowed to comment on this plan and any substantial amendments prior to adoption by the Town Board. The Town of Cicero will take into consideration any comments received.

This Citizen Participation Plan will be in a format accessible to persons with disabilities upon request.

## **Consultation**

When preparing the Consolidated Plan, the Town of Cicero will consult with other public and private agencies that provide assisted housing, health services, and social services (including those focusing on services to children, elderly persons, persons with disabilities) during preparation of the Consolidated Plan.

When preparing the portion of its Consolidated Plan concerning lead-based paint hazards, the Town of Cicero presumes that these properties have lead-based paint in them, due to the age of Cicero's Housing Stock. Local health data shows that children are more at risk of having high levels of lead in their systems as a result of lead based paint. The Town will focus on clearing any surfaces that have been disturbed as a result of any construction project performed using CDBG funds.

When preparing the description of priority non-housing community development needs, a unit of general local government must notify adjacent units of general local governments, to the extent practicable. The non-housing community development plan must be submitted to the State for clearance on projects, and to the County when necessary clearances are needed.

The Town of Cicero will also consult with the Alliance to End Homelessness to develop a homeless needs assessment for the Emergency Solutions Grant that the Town may qualify for.

The Town of Cicero also consults with the Cicero Housing Authority concerning consideration of public housing needs and planned Comprehensive Grant program activities.

### **Homeless Participation**

When Emergency Solutions Grant (ESG) funds will be awarded to the Town of Cicero, homeless participation in the planning process is required for policies and decisions regarding any facilities, services, or other assistance that receives ESG funding.

The Town of Cicero will hold a minimum of two (2) meetings/focus groups, inviting the homeless or formerly homeless individuals to participate in the planning process.

1. These meetings will be held during the Program Year, and information will be used to make decisions regarding any facility, service, or other assistance that is proposed to receive ESG Funding.
2. These meetings will be advertised through:
  - a. The Town of Cicero website,
  - b. Postings on information boards at Cicero Town Hall, Cicero Public Library, Cicero Police Department
  - c. Invitation information will be shared with current ESG Subrecipients to share, as well as the C.o.C.
3. These meetings/focus groups will be scheduled and held at the Cicero Public Library, which is a central location in Cicero, and accessible via public transportation.
4. Food will be provided at each meeting for those that participate.
5. This plan, and participation outcomes, will be included in the annual action plan required under [24 CFR 91.220](#).

### **Information to be Provided**

Prior to the adoption of the Consolidated Plan by the Town Board, the Town will make available to citizens, public agencies and other interested parties the following information:

1. The amount of funds the Town expects to receive including grant funds and program income.
2. The range of activities that may be undertaken including the estimated amount of funds that will benefit persons of low and moderate income.
3. The anti-displacement and relocation policy as follows:
  - a. It is the policy of the Town of Cicero that no CDBG funds or any funding related to the Consolidated Plan will be spent on activities that will result in the displacement of Cicero residents. The Town plans to carry out this policy by funding only those activities that do not necessitate displacement. However, in the event that displacement does occur, the Town of Cicero will abide by the requirements of the Uniform Relocation Assistance and Real Property Acquisition Act of 1970, as amended, and by the HUD Handbook 1378 Tenant Assistance, Relocation and Real Property Acquisition.
  - b. If displacement does occur, the Town of Cicero or its sub-grantees will assist such households/tenants by replacing on a one-to-one basis all occupied low and moderate income dwelling units demolished or converted to a use other than as low and moderate income housing as a direct result of activities assisted with funds cited above.

- c. All replacement housing will be provided within three years of the commencement of the demolition or rehabilitation relating to conversion. All replacement housing will be allocated within the same community\* sufficient in number and size to house at least the number of occupants that could have been housed in the units demolished or converted provided in standard condition designed to remain low/moderate income dwelling units for at least 10 years from the date of initial occupancy of the units.
- d. Before obligating or expending funds that will directly result in such demolition or conversion, the Town of Cicero will make public and submit to the HUD Field Office the following information in writing:
  - 1) Description of the proposed assisted activity
  - 2) The general location on a map and approximate number of dwelling units by size (number of bedrooms) that will be demolished or converted to a use other than as low and moderate income dwelling units as a direct result of the assisted activity
  - 3) A time schedule for the commencement and completion of the demolition or conversion
  - 4) The general location on a map and approximate number of dwelling units by size (number of bedrooms) that will be provided as replacement units
  - 5) The source of funding and a time schedule for the provisions of replacement dwelling units
  - 6) The basis for concluding that each replacement dwelling unit will remain a low/moderate dwelling unit for at least 10 years from the date of initial occupancy.
4. The Town will conduct a public hearing directed at those residents affected by the proposed project to review the above and to provide more information on what services, benefits and counseling will be made available to them.
5. The Town of Cicero must conduct at least one public hearing during the development of the Consolidated Plan.
6. The Town of Cicero must make available the proposed Consolidated Plan and Annual Action Plan prior to adoption by the Town Board to allow citizens, public agencies and other interested parties opportunity to examine its contents and submit comments. The Town of Cicero will accomplish this by making available draft copies of the Consolidated Plan and/or One Year Action Plan to the public and individuals. Copies of these Plans are made available to the public at:
  - a. The Cicero Public Library
  - b. Town President's Office,
  - c. Town of Cicero Department of Housing,
  - d. Cicero Community Center, and
  - e. Cicero Public Safety Office
  - f. On Town of Cicero website ([www.thetownofcicero.com](http://www.thetownofcicero.com))

## **Public Hearings**

### **Timing**

The Town of Cicero will conduct at least two public hearings per year to obtain citizen's views and to respond to proposals and questions. These hearings must be conducted at a minimum of two different stages of the program year.

- 1) One public hearing must be held before the proposed Consolidated Plan and Annual Action Plans are submitted to HUD in order to obtain views on housing, community development and homeless needs.
- 2) The second public hearing must be conducted to address the housing and community development needs, development of proposed activities, and review program performance at the end of the program year.

### **Notices**

- 1) The Town of Cicero must publish notice of public hearings in at least one newspaper of general circulation at least one week prior to the hearing. The notice must include brief description about the subject of the hearings to allow informed comment.
- 2) Public notice will also be posted at government offices, The Town's website, and the Town's Facebook Page.
- 3) The Town will make a reasonable number of free copies of the Consolidated Plan available to citizens and groups that request it.
- 4) The Town will provide a comment period of 30 days prior to signing of the Plans by the Town President and submission to HUD to allow for changes in the document based upon citizen input.
- 5) The Town will consider any comments or views of citizens' received, both written or orally at the public hearings, or received via email or other electronic communication, in preparing the final Consolidated Plan.
- 6) The Town will attach a summary of all comments or views, and a summary of any comments or views not accepted and the reasons therefore, to the final Consolidated Plan.

## **Performance Reports**

The Town of Cicero will provide citizens with notice and an opportunity to comment on performance reports by doing the following:

1. Publish a notice in a newspaper of general circulation that the performance report is available for comment and the locations at which it is available.
2. Make the performance report available for viewing at the Department of Housing and at the Clerk's Office of the Town of Cicero, and the Town's website.
3. Make the performance report available for viewing for 15 days prior to submittal to HUD.
4. Provide citizens at least 15 days to submit comments on the performance report prior to the submission to HUD.

5. Consider any comments or views of citizens received in writing or orally at public hearings in preparing the performance report. A summary of these comments or views will be attached to the performance report.

## **Minor and Substantial Amendments to the Consolidated Plan**

### **Amendments to the Consolidated Plan**

An amendment is a transfer of funds from one line item to another which will increase or decrease a line item by more than 5%. Any lesser change is minor.

A line item change of 6% to 10% only requires submission, review, and approval of the Cicero Town Board of Trustees.

A Substantial Amendment is a transfer of funds from one line to another which will increase or decrease a line item by more than 10%. A Substantial Amendment is also a transfer of funds from one or multiple line items to create and fund a new activity. No Substantial Amendment will be made without first conducting a public hearing regarding that change.

To substantially amend the Consolidated Plan, the Town of Cicero must do the following:

- a. Publish the proposed substantial amendment in a newspaper of general circulation prior to implementation.
- b. Allow a comment period of 30 days prior to the adoption to receive comments on a substantial amendment prior to implementation.
- c. Consider any comments or views of citizens received in writing or orally at public hearings, if any, in preparing the substantial amendment.
- d. Attach a summary of any comments or views and a summary of any comments or views not accepted and the reasons thereof, to the substantial amendment of the Consolidated Plan.

### **Locations**

Hearings will be held at the Cicero Community Center or Town of Cicero Council Chambers which are centrally located in Cicero's low and moderate income neighborhood, convenient to potential and actual program beneficiaries. The building is equipped to accommodate persons with disabilities. Morning, afternoon and/or evening hearings may be held at these locations. If needed, public hearing sites and times may be changed to accommodate those citizens potentially affected. A significant number of non-English speaking citizens are expected to attend. A translator will be provided.

### **Meetings**

Citizens will be provided with reasonable and timely access to all meetings as follows:

- 1) Public notice will be published in a newspaper of general circulation at least one week prior to meeting.
- 2) Public notice will be posted in government offices and the Town's website.

- 3) Meetings will be held at the Cicero Community Center or Town of Cicero Council Chambers which are centrally located in Cicero's low and moderate income neighborhood, convenient to potential and actual program beneficiaries. The building is equipped to accommodate persons with disabilities.
- 4) When a significant number of Spanish speaking citizens are expected to attend, a translator will be provided.

### **Availability**

The Consolidated Plan, substantial amendments, and performance reports will be available; upon request to the public for viewing at the Town of Cicero Department of Housing, the Town of Cicero's President's Office, The Town of Cicero Community Center and the Cicero Public Library, and digitally on the Town of Cicero's website. These materials will be available upon request in a form that is accessible for persons with disabilities. Records and information relating to the Town of Cicero's Consolidated Plan and the Town's use of assistance under related programs will be retained for the preceding five years. Citizens, public agencies and other interested parties will be provided viewing access to these records upon written request.

### **Technical Assistance**

Technical assistance will be provided to persons of low and moderate income that request such assistance to develop proposals for funding under any program covered by the Consolidated Plan. The assistance may include the provision of copies of Federal Regulations pertaining to the programs covered by the Consolidated Plan. It may also include consultation to determine if a proposed project is eligible for funding by any of the programs covered by the Consolidated Plan.

### **Complaints**

Written citizen complaints related to the Consolidated Plan, Substantial Amendments and Performance Report will be answered in writing from the Town of Cicero within 15 days of the receipt of the complaint.

### **Use and Responsibility**

The Town of Cicero will follow this Citizen Participation Plan. The requirements for citizen participation do not restrict the responsibility or authority of the Town of Cicero for the development and execution of its Consolidated Plan.