
City of Moline

Citizens Advisory Council on Urban Policy (CACUP)

Monday, July 8, 2013

4:00 p.m.

Moline Police Department Conference Room

1640 6th Avenue

AGENDA

Meeting Call to Order

1. Approval of June 24, 2013 Minutes
2. 2014 CDBG CACUP Application Presentations, Round 1
3. 2013 Substantial Amendment Discussion
4. Other

Meeting adjourned

Any person with disabilities who wishes to attend the meeting who requires a special accommodation, or any other person requiring a special accommodation in attending the meeting, should notify Jeff Anderson at (309) 524-2038 at least 24 hours prior to meeting time.

2014 CDBG CACUP Application Presentation Schedule

Round 1

Monday, July 8, 2013, 4:00 p.m.

Moline Police Department

1640 6th Avenue, 1st Floor Conference Room

Moline, IL 61265

4:00 p.m.	City of Moline Police Department – C.O.P
4:10 p.m.	The Salvation Army of the Quad Cities (Emergency Assistance Program)
4:20 p.m.	Boys & Girls Club of the Mississippi Valley
4:30 p.m.	Project Now
4:40 p.m.	Not Used
4:50 p.m.	YMCA
5:00 p.m.	Not Used
5:10 p.m.	Not Used

Round 2

Monday, July 22, 2013, 4:00p.m.

Moline City Hall

619 16 Street, 2nd Floor Council Chambers

Moline, IL 61265

4:00 p.m.	Youth Service Bureau of Rock Island County
4:10 p.m.	Bethany for Children & Families
4:20 p.m.	Moline Community Development Corp.
4:30 p.m.	Amigos of Floreciente Neighborhood
4:40 p.m.	Casa Guanajuato Quad Cities
4:50 p.m.	Not Used
5:00 p.m.	Stephens Parkview Neighborhood Group
5:10 p.m.	Neighborhood Business District Façade Improvement Program

Organizations not invited to present applications:

Alley Cat Boxing Club	Voluntary withdrew application on 6.24.13
Cloverleaf Youth Group	Voluntary withdrew application on 6.25.13
Overlook Historical N.A.	Ineligible activity
Salvation Army (Christmas Food Assistance)	Ineligible activity
WVIK-FM, Augustana Public Radio	Ineligible activity

Final CACUP recommendations will be an agenda item during the July 29, 2013 CACUP meeting.

Citizens Advisory Council on Urban Policy (CACUP)

June 24, 2013 Minutes

City of Moline, Council Chambers, 619 16 Street
Moline, IL 61265

MEMBERS: Mary Lorensen, Chairman; Matt Puck, Stan Leach, Adrian Early

ABSENT: Sue Lillybeck, Anne Huntoon

STAFF: K. J. Whitley-Community Development Program Manager, Jeff Anderson-City Planner, Annaka Whiting-Financial Analyst

Chairman Lorensen called the meeting to order at 4:03 p.m.

Present staff and members introduced themselves to each other.

Discussion items:

The 2014 CDBG applications were due Monday June 17, 2013. Seventeen applications were received and are listed below. Members of CACUP were presented with copies of all applications the previous week for initial review. Planning staff reviewed each application for eligibility and verification that a national objective was being met with their request.

Organization	Requested	Project Description	Eligible Activity	Comment
Casa Guanajuato Quad Cities	\$ 30,000	Activate the elevator, Renovation to community room, Install outdoor fence, renovations of ADA restrooms, purchase outdoor learning center equipment, re-grand opening of new community room and amenities	National Obj. - LMC Matrix Code - TBD based on comments	Casa will need to determine and show that the % of CDBG funding will assist with that of the % of Moline residents who utilize the facility.
Neighborhood Business District Façade Improvement Program	\$ 20,000	Funding would be directed toward major rehab projects and not intended for general maintenance or repair. Fronts, sides and rears of buildings that are directly visible to the public will be eligible but priority will be given to street facing portions of buildings. Single family residences are not eligible. Eligible improvements would include, but not be limited to: restoration of architectural detailing, new awnings and signs, cleaning or painting of exterior surfaces, and storefront rehabilitation.	National Obj. - LMA Matrix Code - 14E	Need proposed addresses, can't use Slum and Blight as a National Obj.
Alley Cat Boxing Club	\$ 17,000	Alley Cat Boxing Club focuses on assisting youth to attain productive lives through increasing their level of fitness, providing mentoring and self-esteem. CDBG funds will be used to assist in travel, field trips, matches, boxing shows, registrations fees and insurance. Fighters who have boxed for two years with the club and are college or technical school bound will be given a \$100.00 scholarship for educational expenses. Purchase a 24x24 competition sized boxing ring to be used for boxing shows.	National Obj. - LMC Matrix Code - TBD; 05D, 05L or 05M	Will need to verify income of children based on Medicaid and self certification. Budget doesn't add up to requested funds, application not signed. Activities not eligible under proposed application: Cell phone, Utilities, Storage

Jeff Perez, Alley Cat Boxing Club President, asked to be recognized during the discussion of his application (6.24.13). He advised he would not comply in requesting a copy of his clients' medical card to show income eligibility. He went on to explain many of his clients are "undocumented" and not legal residents. He voluntarily withdrew his 2014 application. A motion to formally remove the Alley Cat Boxing Club application was made by Leach and seconded by Puck. Motion passed with 4 ayes and no nays.

Cloverleaf Youth Group	\$ 2,500	Funding received from CDBG would supplement the following projects and field trips: Scrapbook class, Pick Island County Fair 4H booth, Adventure land field trip, Circus, Skating & Pizza Party, Disney on Ice, Six week nutrition/4H Extension office, Water Park field trip, Chicago Museum, Halloween Party, Outings for the Baseball Season, Swimming, Roller skating & Bowling.	National Obj. - LMC Matrix Code - 05D or 05L	Low funding request. Will need to verify income of children based on Medicaid and self certification. Need to know the ages of children assisted to determine appropriate matrix code.
City of Moline Police Department	\$ 13,777	The C.O.P program offers counseling, mediation, emergency good/clothing/transportation, family events, field trips and projects and activities that stimulate personal and professional growth, especially in the youth. The two areas served are the Florenciente neighborhood, located in the lower west end of Moline, and the Moline Housing Authority properties, Spring Brook, Spring Valley and Hillside Heights.	National Obj. - LMA Matrix Code - 05I	
Stephens Parkview Neighborhood Group	\$ 27,750	Identify specific sidewalk sections and street corners to be repaired/made handicap accessible. Identify by street address or location. Work with City of Moline contact personnel. Determine whether or not City matching funds are available.	National Obj. - LMA Matrix Code - 03L	
Overlook Historic Neighborhood Association	\$ 10,000	Install a gazebo in Velie Park, Funds will pay for concrete foundation, building materials and installation. Enhance the look of Velie Park and increase the number of visitors by providing a small shelter for picnics and other gatherings.	Not eligible	Area is not in a low/mod census tract. Activity would not qualify as LMC.

This is not a low to mod census tract area and the activity would not qualify as low mod client. A motion to formally remove the Overlook Historic Neighborhood Association application was made by Puck and seconded by Early. Motion passed with 4 ayes and no nays.

Bethany for Children & Families	\$ 12,355	Increase the number of parking slots available, improve the level the lot surface, and seal and re-stripe the parking lines. Expand the capacity at peak time, make safer, and better, maintain its parking facility in order to accommodate not only the needs of its own staff and clientele, but also the needs of its neighbor to the south, the Moline Senior Center and the Moline Township Activity Center.	National Obj. - LMA Matrix Code - 03G	Will have to rebid project is funded.
Moline Community Development Corp	\$ 15,000	Working in partnership with the Moline Neighborhood Partners Committee, the MCDC has identified low-to moderate- income neighborhoods in need or lighting, sidewalks and public beautification. An invitation to apply for funds would be issued to all the neighborhoods that qualify.	As proposed, this is an ineligible activity	The application states that the Moline CDC will give Neighborhood groups the opportunity to apply for funds, this is not allowed. Activities need to be stated in application, specific locations.
Amigos of Florenciente Neighborhood	\$ 10,000	CDBG funds will allow the Florenciente neighborhood to replace unlevel and unsafe sidewalks. The funding will permit Amigos to cover the cost of the sidewalk improvement that the City of Moline is will to provide. The funding will also allow the Amigos of florescent committee to purchase paint, primer, and painting materials and give the materials to residents who would like to cover any graffiti that damages their home.	National Obj. - LMA Matrix Code - 03L	The only activities eligible would be sidewalks.
Youth Service Bureau of Rock Island County	\$ 10,000	To assist with YSB office space rent of YSB office space	National Obj. - LMA Matrix Code - 05O	Need to determine what services are being provided in order to determine if paying for rent is eligible. If a service, a National Obj and Matrix Code have been met. If rent is tied to the facility, operating costs are ineligible. Also need to verify that 27.5% of clients assisted are from Moline when reports are submitted.
The Salvation Army of the Quad Cities (Emergency Assistance Program)	\$ 13,000	To provide emergency financial assistance with rent, utilities, and clothing to low-income families residing in Moline	National Obj. - LMC Matrix Code - 05Q	All CDBG funds must go towards Moline residents, need verification of this on reports if funded. Payment for rent and utilities only and payments cannot exceed three months.
The Salvation Army of the Quad Cities (Christmas food Assistance Program)	\$ 15,000	To provide holiday dinner food boxes to low-income families residing in Moline during the Christmas season	Not eligible	

This is not an eligible activity under CDBG. A motion to formally remove The Salvation Army of the Quad Cities (Christmas Food Assistance Program) application was made by Puck and seconded by Leach. Motion passed with 4 ayes and no nays.

WVIK FM, Augustana Public Radio	\$ 11,100	Refurbish and improve APRIS broadcast studios and adjoining prep area	Not eligible as proposed	Don't see how only Moline residents will benefit from the project. Appears as though others will also utilize the space.
---------------------------------	-----------	---	--------------------------	--

This is not an eligible as proposed under CDBG. A motion to formally remove the WVIK-FM, Augustana Public Radio application was made by Early and seconded by Puck. Motion passed with 4 ayes and no nays.

Boys and Girls Club of the Mississippi Valley	\$ 10,000	Install interior and exterior security cameras at Moline Club and Teen Center	National Obj. - LMC Matrix Code - 03E	Provide assurance that the predominant clientele is from the neighborhood
Project NOW	\$ 20,000	Door to door transportation services. The funds will be used for fuel, and repair costs or our transportation fleet. Transportation, Vehicle Operation Fuel & Maintenance	National Obj. - LMC Matrix Code - 05E	If funded, will look into the maintenance aspect of request. Reimbursement will be for fuel based on the IRS mileage reimbursement figure.
YMCA	\$ 20,000	Funding for income based membership program, helping Moline residents who are middle, low-middle income to low-income, have access to Y programs so they can live a healthy and productive life and reach their full-potential	National Obj. - LMC Matrix Code - 05M	What age group are the memberships for? Will have to verify income through Medicaid and self certification.
Total	\$ 257,482			

Those 2014 CDBG applications that have been deemed eligible will be invited to present their application at the July 8 or 22, 2013 CACUP meetings. CACUP will discuss final recommendations for City Councils approval at the July 29, 2013 CACUP meeting.

Jeff Anderson, City Planner, advised CACUP of the 2013 Substantial Amendment status. Chairman Lorensen had concerns regarding substantial amendment process as well as the distribution of the extra dollars that were received in 2013. After a brief discussion, Early suggested the item be placed on the next scheduled meeting for discussion. A motion to place the 2013 Substantial Amendment on the July 8, 2013 was made by Early and a second from Puck. Motion passed with 4 ayes and no nays.

There being no further business, a motion to adjourn at 5:37 p.m. was made by Leach and seconded by Puck. Motion passed with 4 ayes and no nays.

Respectfully submitted,

K. J. Whitley
 Community Development Program Manager
 Community Development Division

At the request of CACUP members at the Monday, June 24th meeting, Planning and Development staff has compiled the following information for CACUP's review:

Background:

In Mid May, Planning and Development was notified of our 2013 allocation amount through HUD. This amount is \$702,955, \$39,286 more than projected. After adjusting for the 20% administrative and planning cap of \$7,857.20, this would leave \$31,428.80 in additional 2013 funding. In order to receive our funding agreement and authority to use funds, we are required to submit a series of documents to HUD with the change in funding and any additional changes to proposed activities in the 2013 Action Plan. This process had to be pushed forward due to HUD's direction provided to us through a conference call. Staff's proposed recommendations and/or substantial amendment was provided at the meeting and can be seen below. Had staff not submitted this paperwork to HUD and waited to present to CACUP first, funding would have been postponed until late September, early October. It was by the direction of HUD that staff made the decision to move forward.

COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

The City will utilize 2013 Community Development Block Grant (CDBG) entitlement funding of ~~\$663,669~~ \$702,955 and \$347,444.86 from 2012 CDBG carryover to meet housing and community development needs through the following programs: *(These programs are not restricted to geographic boundaries within the City unless otherwise indicated).*

- A. PARKS & RECREATION (\$4,500)
 - 1. Alley Cat Boxing Club \$ 4,500.00

- B. HUMAN SERVICES (\$23,500.00)
 - 1. Casa Guanajuato Quad Cities 5,000.00
 - 2. Project NOW Senior Center 8,000.00
 - 3. Salvation Army (Family Emergency Assistance) 7,500.00
 - 4. WVIK Reading Service 3,000.00

- C. NEIGHBORHOODS (~~\$55,435.00~~ \$67,996.80)
 - 1. Cloverleaf Youth Group 2,500.00
 - 2. Floreciente C.O.P. 11,000.00
 - 3. Springbrook C.O.P. 8,435.00
 - 4. Code Compliance 33,500.00
 - 5. Neighborhood Abatement (AMENDED) 012,561.80

- D. HOUSING (~~\$440,000.00~~ \$585,000.00)
 - 1. Community Housing Services Program (CHS) (AMENDED) ~~255,000~~ 300,000.00
 - 2. Community Housing Services Program (CHS) - Emergency 45,000.00
 - 3. Community Housing Services Program Service Delivery (AMENDED) ~~140,000~~ 120,000.00
 - 4. Community Housing Services Program (CHS) – Roof Program (NEW ACTIVITY) 120,000.00

- E. ECONOMIC DEVELOPMENT (\$7,500.00)

	1. City of Moline – Façade Program	7,500.00
F.	PUBLIC FACILITIES AND IMPROVEMENTS (\$214,213.03)	
	1. One Moline Place (NEW ACTIVITY).....	184,213.03
	2. Sidewalk Program (NEW ACTIVITY).....	30,000.00
G.	ADMINISTRATION (\$132,734.00 \$147,690.03)	
	1. General Administrative Expenses (AMENDED)	132,734 140,591.00
	2. Main Street (AMENDED).....	7,099.03

\$663,669 \$1,050,399.86

Citizen Participation:

It has always been, while not required, a practice by staff to bring forth new activities, funding amounts, etc. to CACUP for recommendation. A copy of the Citizen Participation Plan has been provided for your review. Pages 2-3 state the objectives of CACUP and page 5 states what is required of us, as staff, when submitting a substantial amendment to HUD. According to the plan, staff is not required to get CACUP approval or recommendations for such changes, staff must notify the public by newspaper and set a hearing for comments. The public is invited to attend the hearing, but it doesn't have to be a CACUP meeting. However, as stated above, staff has always followed the practice to involve CACUP as we appreciate the recommendations and comments in regards to CDBG funding. We also understand that CACUPs involvement is important as they are the advocates for the citizens. Our HUD field office has recently advised us that we need to update our Citizen Participation Plan. It is the intentions of this department to bring any recommended staff changes to CACUP prior to receiving final approval from Council. HUD would like to see our plan mimic much of Bloomington, Illinois' plan, which has also been included as an attachment for your review.

Original 2013 CACUP allocations (based on \$663,669):

Alley Cat Boxing	4,500.00	-
WVIK	3,000.00	-
City of Moline - Façade	7,500.00	-
Florecente COP	11,000.00	-
Springbrook COP	8,435.00	-
Salvation Army	7,500.00	-
Casa Guanajuato	5,000.00	-
Cloverleaf	2,500.00	-
Project NOW Senior Center	8,000.00	-
Administration	132,734.00	-
Code Compliance	33,500.00	-
CHS Service Delivery	140,000.00	-
Community Housing Services Program	300,000.00	-

663,669.00

2013 Subrecipient Funds Requested:

Name of Organization	Funds Requested	Project Description	2013 Allocation
Alley Cat Boxing Club	\$16,000.00	Funds will assist in travel, boxing matches, boxing shows, registration fees and insurance; as well as scholarship for educational expenses for specific fighters who meet the criteria. Funds will also assist with the purchase of a boxing ring and trailer.	\$4,500.00
WVIK FM, Augustana Public Radio	\$3,000.00	Funding will be used to purchase replacement receivers and supplies for the APRIS program. Total project costs \$91,382.00	\$3,000.00
City of Moline	\$50,000.00	Leverage of public funding to attract private sector reinvestment in order to rehabilitate and renovate commercial buildings within identified low to moderate census block groups. Total project cost \$310,000.00	\$7,500.00
Moline Police Department Floreciente COP	\$11,000.00	Funds will be used for educational field trips and family events. The estimated number of persons to be served is approximately 500 children and 100 adults.	\$11,000.00
Moline Police Department Springbrook C.O.P.	\$8,435.00	Funding will cover training, activities, equipment and supplies.	\$8,435.00
The Salvation Army	\$15,000.00	Funding will provide emergency financial assistance to Moline residents. Total project cost \$51,400.00	\$7,500.00
Cloverleaf	\$2,500.00	Funds will supplement activities, field trips and projects.	\$2,500.00
Casa Guanajuato Quad Cities	\$50,000.00	Funding will be used for renovations and ADA upgrades for the Early Childhood Learning Center and Community Room located at 1401 16th Street. Total project cost \$310,000.00	\$5,000.00
Project Now RIC Senior Center	\$20,000.00	Funding will be used for transportation, vehicle operation, fuel and maintenance for the RIC senior center fleet that is used to transport senior and disabled citizens to appointments and daily living activities. Total project cost: \$137,262.00	\$8,000.00

2012 Carryover:

Below is a breakdown of the 2012 carryover funding. In order for our department to continue its day to day operations without a CDBG funding agreement, as well as continue to assist Moline residents with repairs, the 2012 carryover has been essential in “floating” us thus far into the year. The carryover amounts are from activities previously approved and reviewed by CACUP. Staff is simply moving them forward to close out the old activity in the system so that we avoid our field office asking for repayment of funds due to inactivity. HUD received an audit from the Inspector General and has come down hard on grantees on how promptly money is being recorded and spent.

IDIS Remaining to Allocate	39,065.21
Carryover from Neighborhood Abatement	12,561.80
Carryover from Code Enforcement	1,760.38
Carryover from Admin	48,599.96
Carryover from Service Del	75,153.06
Carryover from CHS Program	161,309.23
Carryover from Main Street	<u>8,995.22</u>
	347,444.86

You will notice the first number of \$39,065.21 as IDIS Remaining to Allocate. Annaka has been working with HUD for over a year to determine if these funds were available for reallocation or if HUD would take the money back. After much research and with HUD’s approval, it was recently determined that these funds are in fact the City’s and available for reallocation.

Existing/approved CACUP activities with explanation of changes:

Please note that Alley Cat, Casa Guanajuato, Project NOW, Salvation Army, WVIK, Cloverleaf, Floreciente C.O.P, Springbrook C.O.P and City of Moline Façade all remain-unchanged so they are not included below.

General Administrative Expenses

The recommended allocation will help provide funding for at least one FTE of the Planning and Development Department employees. The recommended allocation will also reimburse the City for any administrative expenses required to maintain a continuing capacity for planning, managing, monitoring, and evaluating the CDBG Program pursuant to Federal statutes and regulations, thereby ensuring compliance with said program requirements. \$91,991.04 of funding will be used from the City’s entitlement funds while the remaining \$48,599.96 will come from carryover from 2012. As you may be aware, Administrative expenses are subject to a 20% cap of the total allocation amount. The new dollar amount reflects this for a total of \$140,591.00

Code Compliance

The City's Neighborhood Improvement Officer (NIO) performs the lead role in the prevention, enforcement and abatement of housing; nuisance, vegetation, zoning and sign code violations. The NIO serves as the City's liaison to neighborhood groups and residents for problem identification and solutions. \$31,739.62 of funding will come from the City's entitlement funds while the remaining \$1,760.38 will be used from the carryover from 2012.

CHS Service Delivery

Customer assistance with the Community Housing Services program requires significant staff time. Working with contractors, homeowners, inspectors, and lenders on bidding, income verification, specification clarification, project progress, payouts, etc., as well as equipment and supplies utilized, are all identified as program soft costs. \$64,846.94 of funding will come from the City's entitlement funds while the remaining \$55,153.06 will be funded from 2012 carryover. The approved budget was \$140,000. Staff found it necessary to reduce the amount to \$120,000 as we have had one retirement and another staff person leave the department this year.

Community Housing Services Program (CHS)

This program provides assistance for re-investment in the City's existing housing stock, and preserving that valuable asset for future generations. It also revitalizes neighborhoods, maintains/increases property values, and funds emergency repairs for low-income residents. \$138,690.77 of funding will come from the City's entitlement funds while the remaining \$161,309.23 will be funded from 2012 carryover. The approved budget was \$255,000. Staff proposed to increase to \$300,000 to accommodate more individuals from the estimated 5 year waiting list.

Neighborhood Abatement

These funds will provide the tools to work with neighbors and property owners toward responsible upkeep or last resort. demolition. They will also assist with environmental and nuisance activities that include property compliance abatement to structural demolition. These funds will be coming from 2012 carryover.

Main Street (\$7,099.03)

The focus of the Main Street Program is to revitalize historic districts through events, promotions, marketing, retail/commercial growth and historic revitalization. These funds will support the delivery/technical assistance of the Main Street program to business owners and the marketing of the program in order to create and maintain a vibrant downtown as well as jobs at these small businesses.

The Neighborhood Abatement and Main Street programs are from 2010-2011 approved activities that needed to be moved forward per HUD's guidance.

Total dollar amount of listed activities: \$671,186.83
Funds remaining for allocation: \$379,213.03

Staff recommends the following:

One Moline Place/Hawk Hollow

Funds will be used to complete the infrastructure in an undeveloped area of Moline. Infrastructure will be used to encourage the development of new housing in the area of One Moline Place/Hawk Hollow that is located off of 8th Street and South of 5th Avenue that is immediately adjacent to the Floreciente Neighborhood. \$132,024.12 of funding will be used from the City's entitlement funds while the remaining \$53,060.43 will come from 2012 carryover. This project continues to be a High Priority for the City Council and is included in the recently approved priority list which is established at the City Council's Annual Goal Setting Session. Once the Council establishes the priorities, they are implemented by Staff. It is Staff's desire to utilize this source of funds to assist the private development of residences in this affordable neighborhood. Once the infrastructure is installed it is staff's desire to sell lots to private developers for new single family or attached single family dwelling units. Any profit will be reinvested in other areas of the City that have seen a lack of new construction. Council priorities are attached.

Sidewalk Program

Funds will be used in conjunction with the City of Moline's existing Sidewalk Program managed by the Engineering Department. Citizens meeting eligibility requirements (i.e., Low/Mod income, eligible census tract) will receive funds to replace sidewalks in front of their property that no longer meet code requirements. \$15,000 of funding will come from the City's entitlement funds while the remaining \$15,000 will come from 2012 carryover.

Community Housing Services Program - Emergency (CHS - Emergency)

This program provides assistance for re-investment in the City's existing housing stock based on emergency criteria. It also helps revitalize neighborhoods, and maintains/increases property values for low-income residents. The Planning department has always utilized such a program, but it was an umbrella under the CHS Program and funds were simply set aside to address emergencies. Due to the long waiting list that we currently have, staff found it necessary to separate out this activity and fund it on its own.

Community Housing Services Program – Roofing Program

This program provides assistance for re-investment in the City's existing housing stock, and preserving that valuable asset for future generations. It also revitalizes neighborhoods, maintains/increases property values, and funds roof repair and replacement for low-income residents. Much like the emergency program, roofs have been repaired under the CHS Program. Staff saw the need to separate out this activity, not only due to HUD's guidance, but to also help work through the waiting list.

If you have any questions, please do not hesitate to contact any of the following staff members:

 <p>619 16th Street Moline, IL 61265</p> <p>Phone: (309) 524-2044 Fax: (309) 524-2031</p>	<p>K.J. WHITLEY Community Development Program Manager</p> <p>Planning & Development Department</p> <p>E-mail: kwhitley@moline.il.us</p> <p>www.moline.il.us</p>	 <p>JEFF ANDERSON, AICP City Planner</p> <p>Planning & Development Department</p> <p>Email: janderson@moline.il.us</p> <p>www.moline.il.us</p> <p>Work: (309) 524-2038 Fax: (309) 524-2031</p>	 <p>ANNAKA WHITING Housing Grant Compliance Analyst</p> <p>Planning & Development Department</p> <p>Email: awhiting@moline.il.us</p> <p>www.moline.il.us</p> <p>Work: (309) 524-2035 Fax: (309) 524-2031</p>
---	---	--	---

MOLINE CITY COUNCIL PRIORITIES 2013-2014

Top Priorities

1. SouthPark Mall Revitalization Project
2. Quad Cities Multi-Modal Station & Transit Oriented Development Project
3. Sylvan Island Pedestrian Bridge Replacement
4. North Slope Wastewater Treatment Plant Upgrade
5. Riverside Cemetery Retaining Wall Repair/Replacement

High Priorities

6. Autumn Trails Development Completion
7. Hawk Hallow Development Project
8. River Bend Commons Development Project
9. Blackwell Properties Mortgage Resolution
10. Ambulance Fee Increase
11. Residential Streets Program Funding Strategy
12. 12th Street Retaining Wall Replacement Project

Management Agenda – Top Priorities

13. Address Unfunded Liability for Police & Fire Pension
14. I-74 Bridge Project
15. Code Enforcement Administration
16. Address Health Care Benefits for Retirees (and their families)

Other Management Issues to be Addressed

17. Six Sigma Pilot Project in Public Works Department
18. Multi-Jurisdictional Collaboration of Police & Fire Services
19. Moline Schools Strategy (Neighborhood & Community Impacts)
20. Health Care Cost Containment

City of Moline
Citizen Participation Plan/Process
24CFR 91.105

City of Moline
Planning and Development Department
Community Development Division
619 16th Street
Moline, IL 61265

(309) 524-2042
(309) 524-2031
www.moline.il.us

Introduction/Background

Citizen Participation must be an integral part of the planning process for the Consolidated Submission for Community Planning and Development Programs (Consolidated Plan). The Consolidated Plan is a single submission process for the Community Development Block Grant (CDBG), program. A part of the Consolidated Plan is the Action Plan, which establishes the annual budget for this program. The Department of Housing and Urban Development (HUD), in its attempt to assure adequate opportunity for participation by program beneficiaries, has prescribed minimum submission, performance, and record maintenance requirements. These requirements are spelled out under 24 Code of Federal Regulations (CFR), 570.507 (Performance Report), 570.704(a) (Loans Guarantee Pre-submission and Citizen Participation Requirements) and 570.506 (Records to be Maintained by Recipient) 24CFR Part 91.105 (Citizen Participation Plan; Local Governments) and 24 CFR Part 91.505(Amendments to the Consolidated Plan).

The CDBG Program is administered by the Planning Department, Community Development Division of the City of Moline. The local citizen participation process generally includes a yearly series of public meetings held at city hall, which is centrally located in a lower income census tract; this in effort to obtain additional participation of low to moderate income families in the Consolidated Plan and Performance Report review process. All meetings/hearings are advertised in accordance with applicable HUD, State and local regulations. Public notices for environmental procedures and project related purposes are also part of the citizen participation process.

Citizen Advisory Council on Urban Policy

In 1975 the City of Moline established the Citizen Advisory Council on Urban Policy (CACUP) pursuant to the regulations established by Congress in passing the Housing Community Development Act of 1974. From this Act the Community Development Block Grant (CDBG) program was formed. In association with Section 105 of the ACT and the regulations therein, the Office of Assistant Secretary of Community Planning and Development created Title 24 of the Code of Federal regulations. The code provides guidance and direction on the implementation of CDBG programs and a process for developing the citizen participation plan/process. CACUP's main objectives are as follows:

1. Conduct public hearings to insure citizen participation in planning, implementation and assessment of CDBG programs.
2. Formulate recommendations to city council for the annual allocation of Federal Community Development Block Grant funds for public service, administration, property and infrastructure improvements, and economic revitalization activities targeted to low and moderate income individuals.
3. To identify Community Development needs, particularly those of low/moderate income persons.

4. To promote public information efforts to educate citizens regarding the availability of CDBG funded programs.
5. To review and approve the 5-year Consolidated Plan
6. To support efforts of the City Council and other City Commissions in assessment of general development needs of the community.

The aforementioned objectives are in harmony with 24CFR 91.100-91.115 of the Code of Federal Regulations.

However, the responsible legislative body in matters relating to the Consolidated Plan and annual Action Plan process is City Council. As directed by City Council, CACUP shall be involved in the development of the consolidated plan and annual action plan. Nevertheless, CACUP is directed to make specific funding and program recommendations on the use of community development block grant funds to the city council.

The citizens' advisory council meetings are held on the second floor in the Committee of the Whole Room at city hall, 619 16th Street, and are open to the public. The Committee is not intended to exclude any individual citizen input. All citizens of Moline are encouraged to participate in every public meeting and to contact the community development division with any questions concerning the process and the programs pertaining to the consolidated or annual action plan.

Planning Process

The Consolidated Plan is a U.S. Department of Housing and Urban Development (HUD) requirement that combines the planning and application process for four existing HUD grants: The Community Development Block Grant (CDBG), the Emergency Shelter Grant (ESG), HOME Investment Partnerships Program (HOME), and Housing Opportunities for Persons with AIDS (HOPWA).

In effect, the Consolidated Plan examines the current housing situation, explores the housing and community development needs of the City, and sets priorities for spending HUD grant funds. Public comment is a vital component of exploring the City's housing and community development needs and setting spending priorities. The Consolidated Plan offers the opportunity for strategic Citywide planning to occur alongside citizen participation.

HUD requires development of a Citizen Participation Plan that outlines policies and procedures of how the City intends to solicit citizen participation. The purpose of the Citizen Participation Plan is to outline and define the citizen participation process.

Consultation

When preparing the Consolidated Plan, consultation is made with public and private agencies that provide housing, health and social services. Rock Island County health Department is also consulted concerning lead-based paint hazards.

Encouragement of Citizen Participation

Citizen participation by low-income individuals, minorities and non-English speaking persons is encouraged throughout the creation of and amendments to the Consolidated Plan and Annual

Performance Report process. In the event that there are any substantial amendments to the Consolidated Plan or Annual Performance Report, citizen comment on the proposed amendments will be sought.

Comment on the Citizen Participation Plan and Amendments

City of Moline will receive comments on the proposed Citizen Participation Plan during a 15-day comment period. In the event that there are substantial amendments to this Citizen Participation Plan, an additional comment period of at least 15 days will be allotted. This proposed Citizen Participation Plan (and, if necessary, the substantially amended Citizen Participation Plan) will be made available to the public before the 15-day comment period begins.

Upon request, this Citizen Participation Plan will be made available in a format accessible to persons with disabilities upon request.

Public Comment on the Proposed Consolidated Plan

Before the Consolidated Plan is drafted, it will be advertised and a public meeting will be held to gather input from citizens regarding proposed changes. Generally, this meeting will be held in Moline City Hall Committee of the Whole Room. If for some reason the advertised sites are not available, the meeting will be held at the Moline Township Hall the public will be encouraged to send their comments in writing. Written comments are encouraged at any time.

Notices of the meeting will be published in the Dispatch/Argus newspaper no less than 15 days prior to the meeting and a press release will be forwarded to all local newspapers.

Once drafted and before the Consolidated Plan is adopted, it will be made available to interested parties for a comment period no less than 30 days. This comment period will begin between 90 and 120 days before the Consolidated Plan's submission date to HUD, which is approximately November 15th of each year.

A public meeting will be conducted during the 30-day comment period to gather comments on the proposed plan.

Citizens will be notified of the Consolidated Plan's availability through newspaper notification. A display ad will be published in the daily newspapers at the beginning of the comment period along with a press release that will be forwarded to all newspapers in English and Spanish in the Metro Area.

Along with the notification that the proposed Consolidated Plan is available for public comment, a summary of the Consolidated Plan's contents and the Consolidated Plan's purpose will be published. The notification will be published on the day the Consolidated Plan comment period begins. Locations where copies of the entire proposed consolidated plan may be obtained will also be stated in the notice.

The proposed Consolidated Plan will be available at The City of Moline's website at www.moline.il.us for the full public comment period. Copies of the Consolidated Plan will also be available from City of Moline Community Development Division during the public comment period. Citizens or groups that have attended the public hearings will receive a letter notifying them of the Consolidated Plan's availability for comment if their address is provided to the Planning Department at the time of the hearing.

Public Hearings

As stated in the previous section, two public hearings will be held to gather comments on the Consolidated Plan. The first will be held prior to drafting of the plan. The second will be held during the 30-day comment period.

Comments from individuals or groups received in writing or at the public meetings will be considered. A summary of the written and oral public comments and a summary of those not accepted and the reasons therefore, will be included in the final Consolidated Plan.

Amendment Criteria

The following criteria will constitute a substantial amendment to the Consolidated Plan.

1. If changes need to be made in the allocation priorities or changes in the method of distribution of federal funds that is not discussed in the Consolidated Plan.
2. A decision to carry out an activity, using funds from any federal program covered in the Consolidated Plan not previously described in the action plan.
3. A decision to change the purpose, scope, location, or beneficiaries of an activity that is funded by federal funds.

In the event of an amendment to the Consolidated Plan, the proposed amended Consolidated Plan will be made available to interested parties for a comment period of no less than 30 days.

Citizens will be notified of the amended Consolidated Plan's availability through newspaper notification. The notification will appear in at least two newspapers that are circulated through the Metro Area. The notification will be published the day the amended Consolidated Plan comment period begins.

The amended sections will be available for viewing on The City of Moline's website www.moline.il.us or copies may be obtained from the City of Moline Planning and Development Department during the public comment period.

Consideration of the Public Comment on the Amended Plan

Comments on the amended Consolidated Plan by individuals or groups received in writing or at public meetings will be considered. A summary of the written and oral public comments on the amendments, and a summary of those not accepted and the reasons therefore, will be included in the addendum to the final Consolidated Plan.

Consolidated Plan Annual Performance Report

Before the Consolidated Plan Annual Performance Report (APR) is submitted to HUD, it will be made available to interested parties for a comment period of no less than 15 days. This

comment period will begin between 20 and 45 days before the APR's submission date to HUD, which is March 30th.

Citizens will be notified of the APR's availability through newspaper notification. The notification will appear in at least two newspapers that are circulated throughout the Metro Area and on The City of Moline's website. The notification will be published the day the APR comment period begins.

The APR will be available at The City of Moline's website for the full public comment period. Copies of the APR will be available from the City of Moline's Planning Department by mail during the public comment period.

Comments will be considered from individuals or groups received in writing. A summary of the written comments and a summary of those not accepted and the reasons therefore, will be included in the final APR.

Availability to the Public

The approved Consolidated Plan, APR, and any substantial amendments will be available to the public within 30 days of HUD's approval of the document. Copies of the Consolidated Plan and APR will be available through the City of Moline's website. Copies may be requested from the City of Moline Planning Department.

Upon request, the Consolidated Plan and APR will be made available in a form accessible to persons with disabilities.

Access to Records

Interested parties will be provided access to information and records relating to the Consolidated Plan and any other uses of assistance under the programs covered by this part during the preceding five years. The public will be provided reasonable access to housing assistance records, subject to City and local laws regarding privacy and obligations of confidentiality, during the APR public comment period.

Complaints

Substantive written response to every written citizen complaint will be provided within 15 working days of receiving the comment.

*City of Moline
Planning & Development Department
Community Development Division
619 16th Street
Moline, IL 61265*

or by accessing The City of Moline's website at www.moline.il.us

JANUARY, 2010

CITY OF BLOOMINGTON
COMMUNITY DEVELOPMENT DIVISION
CITIZEN PARTICIPATION PLAN

INTRODUCTION

The City of Bloomington, Illinois, is required by law to have a detailed Citizen Participation Plan which contains the City's policies and procedures for public involvement in the Consolidated Plan process and the use of Community Development Block Grant (CDBG) funds. This Citizen Participation Plan must be available to the public.

Encouraging Public Participation

The law requires that our Citizen Participation Plan both provide for and encourage public participation, emphasizing involvement by low and moderate income people--especially those living in low and moderate income neighborhoods. Also, the U.S. Department of Housing and Urban Development (HUD) expects the City of Bloomington, Illinois, to take whatever actions are appropriate to encourage participation of minorities, people who do not speak English, and people with disabilities.

The Role of Low Income People

The law declares that the primary purpose of the programs covered by this Citizen Participation Plan is to improve communities by providing: decent housing, a suitable living environment, and growing economic opportunities--all, principally for low and moderate income people.

Because the amount of federal CDBG money the City of Bloomington receives each year is mostly based upon the severity of both poverty and substandard housing conditions in Bloomington, Illinois, it is necessary that public participation genuinely involve low income residents who experience these conditions. Genuine involvement by low income people must take place at all stages of the process, including: identifying needs; setting priorities among these needs, deciding how much money should be allocated to each high-priority need, and suggesting the types of programs to meet high-priority needs; as well as, overseeing the way in which the programs are carried out.

The Various Stages of the Consolidated Plan Process

The policies and procedures in this Citizen Participation Plan relate to several stages of action mentioned in law or regulation. In general, these stages or events include:

1. Identification of housing and community development needs.

2. Preparation of a draft use of funds for the upcoming year called the proposed

JANUARY, 2010

Annual Action Plan. Sometimes there might also be the development of a proposed new Five-Year Strategic Plan.

3. Formal approval by elected officials of a final Annual Action Plan or Five-Year Strategic Plan.
4. On occasion during the year, it might be necessary to change the use of the money already budgeted in an Annual Action Plan, or to change the priorities established in the Five-year Strategic Plan. In that case, a formal Substantial Amendment will be proposed, considered, and acted upon.
5. After a “program year” is complete a Consolidated Annual Performance and Evaluation Report (CAPER) must be drafted for public review and comment, and then sent to HUD.

The Program Year

The “program year” chosen by the City of Bloomington is May through April.

PUBLIC NOTICE

Items Covered by the Public Notice Requirement

There shall be advanced public notice once a federally required document is available, such as the Proposed Annual Action Plan or Five-Year Consolidated Plan, any proposed Substantial Amendment to the Action Plan or Consolidated Plan, and the Consolidated Annual Performance and Evaluation Report.

In addition, there shall be advanced public notice of all public hearings and all public meetings related to the funds or planning process covered by this Citizen Participation Plan.

“Adequate” Public Notice

Adequate advance notice is “timely”; it is given with enough lead time for the public to take informed action. The amount of lead time can vary, depending on the event. Specific amounts of time are given for different events later in this Citizen Participation Plan. The content of notices will give residents a clear understanding of the event being announced.

Forms of Public Notice

1. a. Public Notices will be published in the Pantagraph as display advertisements in a non-legal section of the newspaper.
b. In addition, press releases will be sent to the Community News.
2. Public Service Announcements and press releases will be distributed to local

JANUARY, 2010

radio and television stations.

3. Notice will also be given through letters to neighborhood organizations, public housing resident groups, religious organizations in lower income neighborhoods, and agencies providing services to lower income people.
4. Notice will be sent to any person or organization requesting to be on a mailing list.

PUBLIC ACCESS TO INFORMATION

As required by law, the City of Bloomington, Illinois, will provide to the public with reasonable and timely access to information and records relating to the data or content of the Consolidated Plan, as well as the proposed, actual, and past use of funds covered by this Citizen Participation Plan. Regarding the past use of funds, the law requires reasonable public access to records about any uses of these funds during the previous five years.

Also, as required by law, the City of Bloomington, Illinois, will provide the public with reasonable and timely access to local meetings relating to the proposed or actual use of funds (such as Planning Commission meetings, City Council meetings, etc.)

Standard Documents

Standard documents include: the proposed and final Annual Action Plans, the proposed and final Five-Year Strategic Plan (The Consolidated Plan), proposed and final Substantial Amendments to either an Annual Action Plan or the Five-Year Strategic Plan, Annual Performance Reports, and the Citizen Participation Plan.

Availability of Standard Documents

In the spirit of encouraging public participation, copies of standard documents, except for the Consolidated Plan, will be provided to the public at no cost and within five working days of a request. Charges for the Consolidated Plan will be at the current rate per page charged by the City of Bloomington.

These materials will be available in a form accessible to persons with disabilities, when requested.

Places Where Standard Documents are Available

Standard documents will be available at: The Bloomington Public Library, City of Bloomington City Clerk's office located within the Bloomington City Hall; and the office of the Department of Planning and Code Enforcement, Community Development Division, City Hall Annex, 109 East Olive Street, Bloomington, IL, which administers the CDBG program.

PUBLIC HEARINGS

Public hearings are required by law in order to obtain the public's views, and to provide the public with the City's responses to public questions and proposals.

The law requires public hearings at all stages of the process, including at least a hearing about community needs, a public hearing to review proposed uses of funds, and a public hearing to assess how funds were spent during the previous program year. (More about these specific hearings is in the sections of this Citizen Participation Plan relating to each of the "stages".)

Access to Public Hearings

Public Hearings will be held only after there has been adequate notice as described in the Public Notice part of this Citizen Participation Plan, including a display advertisement in the non-legal section of the newspaper fourteen days prior to the public hearing.

Public Hearings will be held at a time convenient to most people who might benefit from the use of funds. (*Meeting times are generally held after 5:00 p.m.; however, times may be varied, dependent upon the "targeted" audience.*)

Public Hearings will be held at places accessible by bus and otherwise convenient to most people who might benefit from the use of funds. The public hearings to approve the final Annual Action Plan or final Five-Year Strategy will be conducted at City Hall.

Public Hearings and Populations with Unique Needs

All public hearings will be held at locations accessible to people with disabilities, and provisions will be made for people with disabilities when requests are made at least five working days prior to a hearing.

Translators will be provided for people who do not speak English or are hearing disabled, when requests are made at least five working days prior to a hearing.

THE STAGES IN THE PROCESS

A. IDENTIFYING NEEDS

Because the housing and community development needs of low and moderate income people are so great and so diverse, priorities must be set in order to decide which needs should get more attention and more resources than other needs; this is the basic reason the Consolidated Plan exists.

The laws and regulations require a public hearing each year to obtain resident's opinions about needs, and what priority those needs have.

JANUARY, 2010

Public hearings about needs will be completed 30 days before a draft Annual Action Plan is published for comment so that the needs identified can be considered by the City and addressed in the draft Annual Action Plan.

B. THE “PROPOSED” ANNUAL ACTION PLAN (and/or FIVE-YEAR STRATEGY)

The law providing the funds covered by this Citizen Participation Plan calls for improved accountability of jurisdictions to the public. In that spirit and in compliance with the terms of the law, the City of Bloomington, Illinois, will use the following procedures.

General Information

At the beginning of this stage, the City of Bloomington, Illinois, will provide the public with an estimate of the amount of CDBG funds it expects to receive in the upcoming year, along with a description of the range of types of activities that can be funded with these resources. Also, the public will be given an estimate of the amount of these funds which will be used in ways that will benefit low and moderate income people.

The plans of the City of Bloomington, Illinois, minimize the extent to which low and moderate income people will have to leave their homes as a result of the use of these federal dollars (called “displacement”) will also be available at this time. This anti-displacement plan will also describe how the City of Bloomington, Illinois, will compensate people who are actually displaced as a result of the use of these funds, specifying the type and amount of compensation.

Technical Assistance

City staff will work with organizations and individuals representative of low and moderate income people who are interested in submitting a proposal to obtain funding for an activity. All potential applicants for funding are encouraged to contact City staff in the Community Development Division for technical assistance before completing a proposal form.

Availability of a Proposed Annual Action Plan

In January of each year, the City of Bloomington, Illinois will notify the public that a Proposed Annual Action Plan is available. The means of “notice” described earlier in this Citizen Participation Plan will be used.

The date the Proposed Annual Action Plan is available to the public will also be at least 30 days prior to the date a Final Annual Action Plan is approved by the Mayor and City Council so that low and moderate income people will have a reasonable opportunity to examine it and to submit comments.

JANUARY, 2010

Copies of the Proposed Annual Action Plan will be made available to the public for free and without delay. Copies will be available at the location specified above in the section, "Public Access to Information".

So that low and moderate income people can determine the degree that they might be affected, the proposed annual Action Plan will be complete, containing: all HUD-required sections, the HUD-required Priorities Table; and a written description of all proposed uses of CDBG funds. At a minimum, this description shall include the type of activity, its location, and the amount of federal money to be allocated to it.

Public Hearing and Further Action

A public hearing about the Proposed Annual Action Plan will be conducted by the Mayor within 45 days after it has been made available to the public. Normally, this public hearing will be held at the City Council meeting prior to the Final Annual Action Plan being approved by the Mayor and City Council, so that the elected officials can consider the public's comments from the public hearing.

In preparing a Final Annual Action Plan, careful consideration will be given to all comments and views expressed by the public, whether given as verbal testimony at the public hearing or submitted in writing during the review and comment period. The Final Annual Action Plan will have a section that presents all comments, plus explanations why any comments were not accepted.

C. THE "FINAL" ANNUAL ACTION PLAN (and/or FIVE-YEAR STRATEGY)

Copies of the Final Annual Action Plan and a summary of it will be made available to the public for free and within five days of a request. In addition, copies will be available at the location specified above in the section, "Public Access to Information".

D. "AMENDMENTS" TO THE ANNUAL ACTION PLAN (and/or FIVE-YEAR STRATEGY)

The Final Annual Action Plan will be amended anytime there is: a change in one of the Priorities presented on the HUD-required priority Table; a change in the use of money to an activity not mentioned in the Final Annual Action Plan; or, a change in the purpose, location, scope, or beneficiaries of an activity (described more fully later). The public will be notified whenever there is an amendment.

"Substantial" Amendments

The following will be considered "substantial" amendments:

1. A change in the use of CDBG money from one activity to another, in excess of \$100,000.00.

JANUARY, 2010

2. The elimination of an activity originally described in the Annual Action Plan.
3. The addition of an activity not originally described in the Annual Action Plan.
4. A change in the purpose of an activity, such as a change in the type of activity or its ultimate objective; for example, a change in a construction project from housing to commercial.
5. A meaningful change in the location of an activity.
6. A change in the type or characteristics of people benefiting from an activity.
Among the “characteristics” are:
 - a. The HUD-recognized income levels of: 0-30% of area median income; between 31%-50% of AMI; and between 51% and 80% of AMI.
 - b. Race or ethnicity.
 - c. Renter or homeowner
 - d. Single households, small ones (2-4 people), large ones (5+ persons).
7. A 20% decrease in the number of low or moderate income people benefiting from an activity.
8. A change in the scope of an activity, such that there is a 20% increase or decrease in the amount of money allocated to the activity.

Public Notice and Public Hearing for Substantial Amendments

There must be reasonable notice of a proposed Substantial Amendment so that residents will have an opportunity to review it and comment on it. Notice will be made according to the procedures described earlier in this Citizen Participation Plan, with the addition of the following procedures specifically for Substantial Amendments:

1. There will be 30 days advance notice of and availability of a proposed Substantial Amendment before there is a public hearing about it.
2. A detailed written description of the proposed Substantial Amendment will be made available to the public at no cost within five working days of a request. Also, copies will be available at the locations indicated earlier in this Citizen Participation Plan under “Public Access to Information”.
3. The public hearing will be held no sooner than two weeks prior to the submission to HUD.
4. In preparing a Final Substantial Amendment, careful consideration will be given to all comments and views expressed by the public, whether given as verbal testimony at the public hearing or submitted in writing during the review and comment period. The Final Substantial Amendment will have a section that

JANUARY, 2010

presents all comments, plus explanations why any comments were not accepted.

E. THE ANNUAL PERFORMANCE REPORT

Every year, the City of Bloomington, Illinois, must send into HUD a Consolidated Annual Performance and Evaluation Report (CAPER) within 90 days of the close of the program year. In general the Consolidated Annual Performance and Evaluation Report must describe how funds were actually used and the extent to which these funds were used for activities that benefited low and moderate income people.

Public Notice and Public Hearing for Consolidated Annual Performance and Evaluation Report

There must be reasonable notice that a Consolidated Annual Performance and Evaluation Report is available so that residents will have an opportunity to review it and comment on it. Notice will be made according to the procedures described earlier in this Citizen Participation Plan, with the addition of the following procedures specifically for the Consolidated Annual Performance and Evaluation Reports:

1. There will be 15 days advance notice of and availability of a Consolidated Annual Performance and Evaluation Report before there is a public hearing about it.
2. A complete copy of the Consolidated Annual Performance and Evaluation Report will be made available to the public at no cost within five working days of a request. Also, copies will be available at the location indicated earlier in this Citizen Participation Plan under "Public Access to Information".
3. There will be a public hearing regarding the Consolidated Annual Performance and Evaluation Report.
4. This public hearing will be conducted by Community Development staff. It will not take place until the public has had 15 days to review the Consolidated Annual Performance and Evaluation Report.
5. In preparing a Consolidated Annual Performance and Evaluation Report for submission to HUD, careful consideration will be given to all comments and views expressed by the public, whether given as verbal testimony at the public hearing or submitted in writing. The Consolidated Annual Performance and Evaluation Report sent to HUD will have a section that presents all comments, plus explanations why any comments were not accepted.

JANUARY, 2010

Contents of the Consolidated Annual Performance and Evaluation Report

The Consolidated Annual Performance and Evaluation Report presented to the public will contain at least as much detail as was required by HUD for Grantee Performance Reports. The Consolidated Annual Performance and Evaluation Report will have an accounting for each activity in any Action Plan, until an activity is officially “closed-out” with HUD by the jurisdiction. For each activity the details presented will include, but are not limited to:

1. Activity Number from the Action Plan
2. Name of the Activity plus its HUD “Activity Title” with regulation reference.
3. A description of the activity that is in enough detail for the public to have a clear understanding of the nature of the activity.
4. The name of the entity carrying out the activity.
5. The location of the activity.
 - a. Generally, this should be a street address or some other information showing specifically where the activity was (or is being carried) out.
 - b. For public facility activities such as street reconstruction, location includes a specific street address providing beginning and ending points.
 - c. For activities claiming to meet the “area wide benefit test”, the location should also include the census tracts and/or block groups making up the service area of the activity. Also, the percentage of low/mod person in the service area will be indicated.
 - d. For multifamily housing activities, the address of each building and the number of units in the building both before and after assistance will be given.
6. The description of economic development activities will include: the amount of the loan, the interest rate, and the length of the loan. It will also indicate the number of permanent, full-time jobs to be created or retained, with the number of such jobs to be held by or available to low/mod people indicated in parentheses. The same information should be provided for part-time jobs, stating the number of hours per week the part-time jobs offer.
7. “Float Loan Funded” activities and “Section 108 Loan Guaranteed” activities should be clearly identified as such.
8. The date the activity was initially funded.

JANUARY, 2010

9. The “national objective” the activity claims to meet.
10. The status of an activity, such as whether it is completed, underway, or canceled.
11. The amount of CPD dollars “budgeted” and the amount “spent”. The amount “spent” shall be given for the year, and separately for the life of the activity to date.
12. For public service activities, the amount of money which meets HUD’s definition of “unliquidated obligation” will be reported.
13. If “program income” dollars and/or “revolving loan fund” dollars being used for an activity, this should be indicated.
14. The accomplishments of the activity should be a description of what was actually done, including numerical measures when appropriate, such as number of units of housing rehabbed, number of individuals or households served. For economic development activities, show the total number of jobs created or retained, plus the number of these held by or available to low/mod people. For part-time jobs, report the number of hours worked per week, and separately indicate the total number of “full-time-equivalent” jobs.
15. For activities that provide a direct benefit to individuals or households, show: the number of individuals or households served; the number which were “moderate income”; the number which were “low” income; the number which were white, black, Latino, or Asian.

COMPLAINT PROCEDURES

Written complaints from the public will receive a meaningful written reply within fifteen (15) working days.

CHANGING THE CITIZEN PARTICIPATION PLAN

This Citizen Participation Plan can be changed only after the public has been notified of an intent to modify it, and only after the public has had a reasonable chance to review and comment on the proposed substantial changes to it.

Adopted as part of the 2010 - 2015 Consolidated Plan, approved Monday, February 22nd, 2010, by the Bloomington City Council.