



**DATE:** Tuesday, August 27, 2024  
**TIME:** 6:00 PM  
**PLACE:** 400 South Vine Street, Urbana, IL 61801

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## AGENDA

- A. Call to Order and Roll Call**
- B. Approval of Minutes of Previous Meeting**
  - [1.](#) June 25, 2024 Regular Meeting
- C. Additions to Agenda**
- D. Public Input**
- E. Presentations**
  - 1. Youth Services Grant FY 23-24 Accomplishment Report
- F. Staff Report**
  - [1.](#) Staff Report
- G. Unfinished Business**
- H. New Business**
  - [1.](#) 907 E Park St Loan Modification
  - [2.](#) Citizen Participation Plan Amendment
- I. Adjournment**

## **PUBLIC INPUT**

The City of Urbana welcomes Public Input during open meetings of the City Council, the City Council's Committee of the Whole, City Boards and Commissions and other City-sponsored meetings. Our goal is to foster respect for the meeting process, and respect for all people participating as members of the public body, city staff, and general public. The City is required to conduct all business during public meetings. The presiding officer is responsible for conducting those meetings in an orderly and efficient manner. Public

Input will be taken in the following ways:

### **Email Input**

In order to be incorporated into the record, emailed public comments must be received prior to 5:00 pm on the day preceding the meeting and sent following email address: [grants@urbanaininois.us](mailto:grants@urbanaininois.us) .

The subject line of the email should include "PUBLIC INPUT", the board/commission name, and the meeting date. Emailed public comments labeled as such will be incorporated into the public meeting record, with personal identifying information redacted.

### **Written Input**

Any member of the public may submit their comments addressed to the members of the public body in writing. If a person wishes their written comments to be included in the record of Public Input for the meeting, the writing should so state. Written comments must be received prior to the closing of the meeting record (at the time of adjournment unless otherwise noted).

### **Verbal Input**

Protocol for Public Input is one of respect for the process of addressing the business of the City. Obscene or profane language, or other conduct that threatens to impede the orderly progress of the business conducted at the meeting is unacceptable. Public comment shall be limited to no more than five (5) minutes per person. The Public Input portion of the meeting shall total no more than two (2) hours, unless otherwise shortened or extended by majority vote of the public body members present. The presiding officer or the city clerk or their designee, shall monitor each speaker's use of time and shall notify the speaker when the allotted time has expired. A person may participate and provide Public Input once during a meeting and may not cede time to another person, or split their time if Public Input is held at two (2) or more different times during a meeting. The presiding officer may give priority to those persons who indicate they wish to speak on an agenda item upon which a vote will be taken. The presiding officer or public body members shall not enter into a dialogue with citizens. Questions from the public body members shall be for clarification purposes only. Public Input shall not be used as a time for problem solving or reacting to comments made but, rather, for hearing citizens for informational purposes only. In order to maintain the efficient and orderly conduct and progress of the public meeting, the presiding officer of the meeting shall have the authority to raise a point of order and provide a verbal warning to a speaker who engages in the conduct or behavior proscribed under "Verbal Input". Any member of the public body participating in the meeting may also raise a point of order with the presiding officer and request that they provide a verbal warning to a speaker. If the speaker refuses to cease such conduct or behavior after being warned by the presiding officer, the presiding officer shall have the authority to mute the speaker's microphone and/or video presence at the meeting. The presiding officer will inform the speaker that they may send the remainder of their remarks via e-mail to the public body for inclusion in the meeting record.

**Accommodation**

If an accommodation is needed to participate in a City meeting, please contact the City at least 48 hours in advance using one of the following methods:

Phone: 217.384.2455

Email: [hro@urbanaininois.us](mailto:hro@urbanaininois.us)

**Watching the Meeting via Streaming Services**

The meeting will be streamed live at <https://livestream.com/urbana>. The recorded video will be available on the City's website.



*DRAFT*  
**MINUTES**  
**COMMUNITY DEVELOPMENT COMMISSION MEETING**  
**Tuesday, June 25, 2024, City Council Chambers**  
**400 South Vine Street, Urbana, IL 61801**

**Call to Order:** At 6:02 p.m., Chairperson Anne Heinze-Silvis called the meeting to order.

**Roll Call:** The roll was called by Grants Management Division Manager, Breaden Belcher. A quorum was present.

**Commission Members Present:** Anne Heinze-Silvis, Rev. Robert Freeman, Patricia Jones, Chris Diana

**Commission Members Excused/Absent:** DeShawn Williams

**Others Present:** Breaden Belcher, Grants Management Division Manager; Nick Olsen, Community Development Coordinator; Cameron Messmer, Community Development Specialist

**Approval of Minutes:** Commissioner Diana moved to approve the minutes of the May 28, 2024 Regular Meeting. Commissioner Freeman seconded the motion.

Roll call on the motion was as follows:

Jones - Abstain	Diana - Yes
Freeman - Yes	Silvis – Yes

Commissioner Jones explained that her abstention was due to having been absent at the previous meeting.

**Additions to the Agenda:** There were none.

**Public Input:** There was none.

**Staff Report:**

Mr. Belcher welcomed Cameron Messmer as the recently hired Community Development Specialist, and stated that he would be managing the City’s housing rehabilitation programs.

Mr. Belcher provided an update that Youth Service Grant agreements had been approved by City Council. He also stated that staff would be working on accomplishment reports for the FY 23-24 grant period.

He stated that he had no new information on the property at 810 East University Avenue, for which the Community Development Commission had discussed a loan modification. He stated that because he had no new information for the Commission, there would be no further discussion at this meeting.

**Unfinished Business:** There was none.

**New Business:**

1. A Resolution Approving and Authorizing the Execution of an Urbana HOME Consortium Subrecipient Agreement Regarding the use of HOME Funds on Behalf of the City of Champaign, Illinois (Bristol Place Seniors, LP FY 2024-2025)
2. A Resolution Approving and Authorizing the Execution of an Urbana HOME Consortium Rental Housing Developer Agreement (Bristol Place Seniors, LP FY 2024-2025)

Mr. Belcher provided an overview of the subrecipient and developer agreements concerning the Bristol Place Seniors project requesting assistance through the home program, and explained that he would discuss the two items concurrently. He explained that the subrecipient agreement was for the City of Champaign, which would be providing some of their portion of HOME funding to the project. The developer agreement is with the actual developer of the property. He also provided an overview the proposed development, including the unit number (60) and proposed rents.

Commissioner Jones noted that the location next to a recently built Park District facility was convenient.

Commissioner Diana asked how rents compare to the market rate in the area. Mr. Belcher stated that rents are below market rate, and are monitored and adjusted regularly during the 30-year affordability period.

Commissioner Jones moved to forward the first item, A Resolution Approving and Authorizing the Execution of an Urbana HOME Consortium Subrecipient Agreement Regarding the use of HOME Funds on Behalf of the City of Champaign, Illinois (Bristol Place Seniors, LP FY 2024-2025), to City Council for approval, and Commissioner Freeman seconded. The motion was carried unanimously, and was resolution was forwarded to City Council for approval.

Commissioner Jones moved to forward the second item, A Resolution Approving and Authorizing the Execution of an Urbana HOME Consortium Rental Housing Developer Agreement (Bristol Place Seniors, LP FY 2024-2025), to City Council for approval, and Commissioner Freeman seconded. The motion was carried unanimously, and was resolution was forwarded to City Council for approval.

3. A Resolution Approving and Authorizing the Execution of an Urbana HOME Consortium Subrecipient Agreement Designating Champaign County Regional

Planning Commission as a Subrecipient of HOME Program Funds for Tenant Based Rental Assistance FY25

4. A Resolution Approving and Authorizing the Execution of an Urbana HOME Consortium Subrecipient Agreement Designating Courage Connection as a Subrecipient of HOME Program Funds for Tenant Based Rental Assistance FY25

Mr. Belcher stated that items Three and Four under New Business would also be discussed together, as they pertain to Tenant-Based Rental Assistance (TBRA). He provided background on the TBRA programs, organizations receiving assistance, and the details of the current agreements.

Commissioner Freeman asked about the difference in funding levels for the two organizations. He also asked why there were separate TBRA programs locally. Mr. Belcher explained that the agreement amounts reflect the organization's requested budgets based on past experience, and noted that rental assistance cost for different households can vary considerably depending on a variety of factors. He also explained that Courage Connection provides specialized services for households affected by domestic violence.

Commissioner Jones motioned to create an omnibus of the two TBRA resolutions. Commissioner Jones seconded, and the motioned was carried unanimously.

Commissioner Jones then motioned to approve the omnibus resolution package. Commissioner Jones seconded, and the motioned was carried unanimously, and the resolutions were forwarded to City Council with a recommendation of approval.

**Study Session:** There were no Study Session items to discuss.

**Adjournment:** Chairperson Heinze-Silvis adjourned the meeting at 6:23 p.m.

Recorded by:

Nick Olsen  
Community Development Coordinator



**DEPARTMENT OF COMMUNITY DEVELOPMENT SERVICES**

*GRANTS MANAGEMENT DIVISION*

**TO:** Community Development Commission Members  
**FROM:** Breaden Belcher, Grants Division Manager  
**DATE:** August 22, 2024  
**SUBJECT:** Staff Briefing

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**Grants Management Division Activities**

- Staff training update
- Consolidated Annual Performance Evaluation Report Update
  - Public comment period from September 12-September 26, 2024
  - Public hearing on September 24, 2024
  - Submitted to HUD by September 28, 2024
- 2025-2029 Consolidated Plan Update
  - Needs survey and outreach
  - Public hearing on September 24, 2024



## DEPARTMENT OF COMMUNITY DEVELOPMENT SERVICES

*Grants Management Division*

### **m e m o r a n d u m**

**TO:** Community Development Commission

**FROM:** Breaden Belcher, Grants Division Manager

**DATE:** August 22, 2024

**SUBJECT:** 907 East Park Street, Urbana, Illinois (PIN: 91-21-09-308-004)

### **Background**

The Grants Management Division completed a Whole House Rehabilitation project at 907 East Park Street, Urbana, Illinois on May 17, 1999. The loan balance for this project is \$12,500. The original borrower was low-income, and could not afford to make payments on the loan. The borrower is now deceased, and the estate has been transferred to Edward Sexton. Mr. Sexton is now in the process of selling the property. The sale price of the property is \$50,000.

A condition of the mortgage allows the Community Development Commission to forgive a portion of the loan upon the sale of the property not to exceed the difference between the outstanding debt and the net proceeds of the sale. Mr. Sexton has requested that the Commission forgive a portion of the outstanding loan per the conditions of the mortgage upon the sale of the property.

### **Options**

1. Forgive a portion of the outstanding loan per the conditions of the mortgage upon the sale of the property.
2. Do not forgive a portion of the outstanding loan and require repayment of \$12,500 upon sale of the property.

### **Fiscal Impacts**

If the Commission votes to modify the loan and forgive a portion of the HOME funds due, then the City will not recapture the entire \$12,500 balance upon sale of the property. There will be no impact to City projects or programs as a result of forgiving a portion of this loan.

### **Recommendation**

Staff recommends forgiving a portion of the outstanding loan not to exceed \$10,000 upon the sale of the property.





## DEPARTMENT OF COMMUNITY DEVELOPMENT SERVICES

*Grants Management Division*

### m e m o r a n d u m

**TO:** Community Development Commission

**FROM:** Breaden Belcher, Grants Division Manager

**DATE:** August 22, 2024

**SUBJECT:** Citizen Participation Plan Amendment

### Background

Grants Management Division staff regularly review policies and procedures to ensure compliance with federal regulations and to improve services to the Urbana community.

Staff are proposing updates to the City of Urbana Citizen Participation Plan to clarify details regarding public noticing and hearing procedures related to HUD plans and reports, and to align with current federal regulations, namely *24 CFR 91.105 – Citizen participation plan; local government*.

A draft of the Citizen Participation Plan has been included as an attachment with updated text in red. A summary of the proposed changes is included in this memo below.

### Overview Proposed Changes

Staff propose the following changes to the Citizen Participation Plan:

- Require noticing in a local newspaper of general circulation for public hearings and comment periods concerning the Consolidated Plan, Annual Action Plan, of Consolidated Annual Performance Evaluation Report (CAPER)
- Specify timelines for public comment periods, hearings, and related notices where not previously specified, or where previous language was not up-to-date with respect to current federal regulations
- Specify additional information that must be included in notices
- Require a public hearing prior to submission of the CAPER

### Options

1. Approve the Amendment to the Citizen Participation Plan as written
2. Approve the Amendment to the Citizen Participation Plan with suggested changes

### Attachments

- A. Draft Citizen Participation Plan
- B. 24 CFR 91.105 – Citizen participation plan; local government.



# CITY OF URBANA

## CITIZEN PARTICIPATION PLAN



## **Citizen Participation Plan**

Citizen participation is a key component of the decision-making process in all Consortium & City programs. Citizen participation is particularly important to the Community Development Block Grant (CDBG) and HOME Investment Partnership (HOME) Programs as these programs provide funds for neighborhood development and redevelopment. Without citizen input the Consortium would have no means of gauging public opinion on past performance of these programs nor would the Consortium be able to schedule future activities conducive to the needs of its residents.

This Citizen Participation Plan identifies the minimum levels of citizen participation activities, which will be undertaken by the Community Development Commission and the Grants Management Division as they implement the City's CDBG, HOME, and related community development programs. The Community Development Commission and Grants Management Division are encouraged to exceed these minimum levels whenever staffing and funding allow.

The City of Urbana, through its Community Development Commission and Grants Management Division, has provided and will continue to provide citizens with opportunities to participate in planning, implementing, and evaluating the Consolidated Plan and Annual Action Plans. Through the Grants Management Division, the City provides information to citizens, holds public hearings to obtain input of residents, and provides citizens with opportunities to comment on the activities of the Consolidated Plan/Annual Action Plans.

Virtual hearings may be held during declared disaster or pandemics, **and if consistent with HUD guidance**. If virtual hearings are used, real-time response and accommodation for person with disabilities and/or with limited English proficiency will be made available to the greatest extent possible. The virtual hearing method will only be used in lieu of in-person hearings if national or local health authorities recommend social distancing and limited public gatherings for public health reason.

For purposes of this Citizen Participation Plan, the CDBG, HOME, and related community development programs are collectively referred to as the "Community Development Program." The Consortium and the City of Urbana, as lead entity, provide for citizen participation throughout all stages of the Community Development Program. This includes citizen involvement in the development of the Citizen Participation Plan, and any amendments to this Plan, as well as involvement in the areas discussed below.

### **Consolidated Plan/Annual Action Plan Development**

Citizens are involved in the development of the Consolidated Plan, including Annual Action Plans and any substantial amendments.

### **Consolidated Plan Implementation**

Citizens have an opportunity to be involved in policy decisions regarding program implementation via the Community Development Commission.

### **Assessment of Consolidated Plan Performance**

Citizens and citizen organizations are given the opportunity to assess and submit comments on all aspects of the Consolidated Plan, Annual Action Plans, and Performance Reports, including the

performance of any program subgrantees. Citizens are also given the opportunity to assess projects and activities to determine whether Consolidated Plan strategies and specific objectives are being achieved. Citizens have opportunities to assess performance through public hearings and meetings, contact with the Community Development Commission, and contact with the Grants Management Division staff.

### **The Urbana Community Development Commission (CDC)**

The CDC is comprised of nine Urbana residents appointed by the Mayor with consent of City Council. Appointees serve three-year renewable terms. The following excerpt from the By-Laws of the CDC explains the purpose of this body:

*“The purpose of the Community Development Commission is to develop and recommend to the Urbana City Council a community development plan; advise the City Council on community development goals, objectives, and resource allocations; monitor and evaluate community development activities; receive citizen input; and represent the population in community development activities.”*

Considering the above purpose, the CDC members make recommendations to the Urbana City Council on issues related to the Community Development Program, including but not limited to the following:

- Identification of housing and non-housing community development needs of low-income persons and persons with special needs such as homeless persons and non-homeless persons requiring supportive housing;
- Identification of strategies and specific objectives to address housing and community development needs;
- Establishment of programs and activities to further housing and community development strategies and specific objectives;
- Recommendation of CDBG and HOME program activities and budgets;
- Scheduling of Consolidated Plan/Annual Action Plan preparation and public hearings;
- Evaluation of program effectiveness.

The Grants Management Division provides staff support for the Community Development Commission. The Grants Management Division Manager or their appointee then communicates CDC recommendations to the Mayor and City Council.

*Note: Additional approval by certain advising boards and commissions, as well as the Champaign City Council and/or the Champaign County Board may be in order. The process in these cases is essentially the same.*

The CDC meets on the fourth Tuesday of each month at 6 p.m. at the Urbana City Building Complex. During preparation of the Consolidated Plan/Annual Action Plans, the CDC holds special meetings as necessary, in addition to the regular monthly meeting. All meetings of the Commission are open to the public.

### **Public Hearings and Plan Submission**

This Citizen Participation Plan provides for public input meetings and hearings to obtain citizen views at different stages of the Community Development Program. Hearings and/or meetings are

held at times and locations which permit broad participation by all residents, particularly low-income persons. Public hearing arrangements facilitate the full participation of persons with disabilities, non-English speaking citizens, and elderly residents. All meetings/hearings are held in facilities accessible to persons with disabilities.

Because many CDBG and HOME activities are targeted toward residents of low-income neighborhoods, some meetings/hearings may be located at sites within these neighborhoods for the convenience of their residents. Because success of the Community Development Program depends in large part on cooperation of other housing and social service agencies, some hearings may be held at times and places convenient to representatives of those agencies.

### **Consolidated Plan/Annual Action Plan Notices and Public Comment Period**

The City/Consortium provides citizens at least 30 days to comment on the Consolidated Plan and Annual Action Plans. The public comment period must be noticed in a newspaper of general circulation in Champaign County. The notice must include the estimated amount of funding to be received from HUD during the Consolidated Plan period or program year, funding contingency plan, as well as programs and activities to be funded, including amount, and the proposed benefit to low- and moderate-income persons. The notice should also include a list of locations where copies of the draft document may be examined and instructions on how to submit comments for review.

### **Consolidated Plan / Annual Action Plan Hearings**

The City/Consortium holds at least three (3) public input meetings and two (2) public hearings during the Consolidated Plan and yearly Annual Action Plan process. One hearing will be held in the beginning of the planning process to receive input on housing and community development needs and strategies and to obtain comments on program progress and performance, and to obtain proposals for use of CDBG and HOME funds for the next fiscal year. At least one (1) public input meeting is held at a time and place convenient to social service agency representatives.

The second public hearing will be held at least 30 days before submittal of the Consolidated Plan/Annual action Plan to receive comments on the proposed final draft of the plan. All comments received regarding the draft plan, whether written or verbal, is considered by the City/Consortium in preparing a final document for submittal to HUD. A summary of comments and City/Consortium responses is included with the final submittal.

The City/Consortium shall give adequate notice of all public hearings concerning the Annual Action Plan and Consolidated Plan through notification on social media, a written notice posted by the City Clerk's Office at least 7 days prior to the hearing, and through publication in a local newspaper of general circulation at least fourteen (14) days prior to the hearing. Public hearing notices may be combined with notices announcing public comment periods for the Consolidated Plan/Annual Action Plan.

### **Substantial Program Amendments**

The City/Consortium provides citizens at least 30 days to comment on any proposed substantial amendment prior to taking final action on the proposed amendment. An amendment to the Plan is considered substantial if it meets any one of the following four (4) criteria:

- The amendment proposes to use either CDBG or HOME funds for one or more activities which were not approved as part of the Consolidated Plan/Annual Action Plan submittal;
- The amendment proposes to alter the purpose, location, or class of beneficiaries of activities included in the Consolidated Plan/Annual Action Plan;
- The amendment proposes any change in the allocation or distribution of funds, activity, or recipient and the dollar amount of that change is equal to or greater than 25% of the current fiscal year federal allocation;
- The amendment proposes a strategy not included in the approved Consolidated Plan.

The City/Consortium notifies HUD in writing of any substantial amendment adopted by City Council. Any proposed amendments to the Consolidated Plan/Annual Action Plan not meeting the foregoing definition of "substantial amendment" may be authorized by City Council without special public notice or public hearing. The City/Consortium gives adequate notice of all public hearings through notification on social media, a written notice posted by the City Clerk's Office at least 7 days prior to the hearing, and through publication in a local newspaper of general circulation at least fourteen (14) days prior to the hearing. If consistent with HUD guidance, the public comment period may be reduced to not less than five (5) days during a declared disaster or pandemic with notice being published five days prior to the meeting.

- The City/Consortium displays a notice of each hearing on the City of Urbana website and the City of Urbana Events Calendar, and UPTV at least fourteen (7) days prior to each hearing.

Notices indicated above indicate the date, time, place, and purpose of each hearing. Public notices of preliminary Consolidated Plan/Annual Action Plan hearings may include the following information:

- The amount of CDBG and HOME funds available to the City and HOME Consortium members for community development and affordable housing activities, including the annual grant, program income, and miscellaneous funds;
- The range of activities that may be undertaken with CDBG and HOME funds and examples of activities previously funded through these programs;
- The process for drafting and approving the Consolidated Plan/Annual Action Plan, including a schedule of meetings and hearings;
- The role of citizens in development of the Consolidated Plan/Annual Action Plan;
- A summary of important program requirements;
- Information indicating how citizens can obtain summaries, approved by Resolution of the City Council, of the City/Consortium's most recent Consolidated Plan draft, budget, and multi-year fiscal plan.

The City/Consortium sends a notice of availability of copies of the draft Consolidated Plan/Annual Action Plan electronically to appropriate neighborhood organizations and social service agencies, including the Housing Authority of Champaign County.

### **Non-Substantial Amendments**

Any proposed amendment(s) to the approved Consolidated Plan that does not meet the above definition of a substantial amendment will be approved by the Grants Management Division



Manager. No public notifications, public hearings, and public body approvals are required. A record of the transaction will be included in the budget file. Any change that comes about as a result of a disaster declared by either the Mayor or the Governor shall be included and notice of the change will be given to the public. However, in this case, the 30-day comment period is not applicable.

### **Access to Information**

The City/Consortium provides the public full access to program information and makes an affirmative effort to provide adequate information to citizens, particularly low-income residents residing in neighborhoods targeted by the Community Development Program. The Consolidated Plan/Annual Action Plan as drafted and adopted, substantial amendments as proposed and adopted, and performance reports as proposed and approved are available to the general public. Upon request, these materials are made available in a form accessible to persons with disabilities and non-English speaking persons in electronic format.

The City/Consortium provides full and timely disclosure of its program records and information consistent with Federal, State, and Local laws regarding personal privacy and confidentiality. Citizens may review documents relevant to the Community Development Program upon request at the Grants Management Division office during normal working hours (Monday through Friday, 8:00 a.m. to 5:00 p.m.).

### **Performance Reporting**

The City/Consortium provides citizens with opportunities to comment on draft performance reports prior to their submittal to HUD. The City/Consortium will hold a minimum 15-day public comment period for the annual performance report prior to HUD submittal, during which a draft of the report will be available for review by the public.

The public comment period will be announced in a local newspaper of general circulation, as well as on social media and/or the City's website. Notices should include a list of locations where copies of the draft document may be examined and instructions on how to submit comments for review.

Prior to submittal to HUD, the City/Consortium will hold a public hearing regarding the draft performance report, and shall give adequate notice of the public hearing through notification on social media, a written notice posted by the City Clerk's Office at least 7 days prior to the hearing, and through publication in a local newspaper of general circulation at least fourteen (14) days prior to the hearing. The public hearing notice may be combined with the notice announcing the comment period.

The City/Consortium shall 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 shall be attached to the performance report.

Copies of proposed and approved Consolidated Plans/Annual Action Plans, Performance Reports, and substantial amendments to the plan are available for public review on the City of Urbana website at [www.urbanaininois.us](http://www.urbanaininois.us) and at the following location:

- City of Urbana, 400 South Vine Street, Urbana
  - Grants Management Division, Community Development Services Dept.

- City Clerk's Office
- Urbana Free Library, 210 West Green Street, Urbana

The City of Champaign is responsible to make the Plans and Reports available at the following locations:

- Champaign Public Library, 200 West Green Street, Champaign
- City of Champaign, 102 N. Neil Street, Champaign, Neighborhood Services Department Information Desk

Copies of the draft report may be emailed to appropriate neighborhood organizations and social service agencies upon request.

Information regarding the Community Development Program, including notices of public hearings/meetings and availability of draft documents, are provided to Housing Authority of Champaign County to afford the Housing Authority and its tenants an opportunity to provide input into the program.

### **Submission of Comments and Proposals**

The City/Consortium encourages submission of comments and proposals concerning the Community Development Program by all citizens, particularly low-income persons and residents of low-income neighborhoods. This includes submission of comments to City staff, the Community Development Commission, and to City Council.

In notices of public hearings regarding preliminary and draft Consolidated Plans/Annual Action Plans, the City/Consortium makes clear the availability of CDBG and HOME funds to eligible subrecipients. Notices describe the process by which organizations may apply for CDBG and HOME funds from the City/Consortium. For full consideration, all proposals must be addressed to the City in care of the Grants Management Division.

The City/Consortium provides timely responses to all comments and proposals submitted to the Grants Management Division, including written responses to written comments and proposals stating the reasons for actions taken by the City/Consortium on the comments and proposals. All responses are made within fifteen (15) working days of submission of comments and proposals. During a declared pandemic or disaster, the responses will be made within five (5) working days.

### **Anti-Displacement Concerning CDBG and HOME Funded Programs**

When implementing programs and activities included in its Consolidated Plan/Annual Action Plan, the City minimizes displacement of persons and businesses. Whenever possible, projects are sited and/or timed to minimize the number of persons who must be relocated to accommodate the projects. Whenever possible, specific vacant properties targeted by the City/Consortium for acquisition and clearance are acquired to prevent displacement.

In the event that an activity undertaken by the City/Consortium with Federal funds (i.e. CDBG, HOME, or other Federal Funds) results in displacement of a homeowner, tenant, or business, the City/Consortium will provide technical and financial assistance to the person or business owner. This is in accordance with the Federal Uniform Relocation Act and with Section 104(d) of the Housing and Community Development Act of 1974, as amended. Grants Management Division



staff provide each person and/or business owner to be relocated with information regarding the relocation process and relocation assistance for which the person or business owner may be eligible. Staff provides this information in a manner easily understood by the client.

### **Technical Assistance**

The City/Consortium provides technical assistance at the level and of the type deemed appropriate by the Grants Management Division Manager. Technical assistance is provided to the CDC and to any neighborhood or area-wide organization so such organization may adequately participate in planning, implementing, and assessing the Community Development Program. Technical assistance is also provided to groups of low-income persons and to groups of residents of neighborhoods targeted by the CDBG & HOME Programs to help such groups complete written comments and funding proposals in connection with the Community Development Program. All requests for technical assistance should be made to the Grants Management Division Manager, 400 South Vine Street, Urbana, Illinois 61801 or [grants@urbanaininois.us](mailto:grants@urbanaininois.us)

### **Complaints**

Complaints regarding the Community Development Program should be addressed to the Grants Management Division Manager, 400 South Vine Street, Urbana, Illinois 61801 or [grants@urbanaininois.us](mailto:grants@urbanaininois.us). The Grants Management Division Manager responds to any written complaint within fifteen (15) working days of its receipt.

### **Summary of Comments from Public Hearings**

A summary of the comments at any of the public input meetings or hearings will be included along with a copy of the sign-in sheets from the public hearing events.



### **Summary of Efforts to Broaden Public Participation**

The City of Urbana publishes information concerning the Consolidated Plan and Annual Action on the City website, [www.urbanaininois.us](http://www.urbanaininois.us). The City of Champaign publishes information concerning the Consolidated Plan and Annual Action on the City website, [www.champaignil.gov](http://www.champaignil.gov).

Efforts will be made to distribute copies of all documents related to the Consolidated Plan and Annual Action Plan to better reach minority and disabled persons in an effort to gain feedback on the planning documents.

### **Explanation of Comments Not Accepted**

All comments will be accepted and will be included in the Consolidated Plan.

 Displaying title 24, up to date as of 8/05/2024. Title 24 was last amended 8/02/2024. 

## Title 24 – Housing and Urban Development

### Subtitle A – Office of the Secretary, Department of Housing and Urban Development

#### Part 91 – Consolidated Submissions for Community Planning and Development Programs

##### Subpart B – Citizen Participation and Consultation

#### § 91.105 Citizen participation plan; local governments.

(a) *Applicability and adoption of the citizen participation plan.*

(1) The jurisdiction is required to adopt a citizen participation plan that sets forth the jurisdiction's policies and procedures for citizen participation. (Where a jurisdiction, before August 17, 2015, adopted a citizen participation plan it, will need to amend the citizen participation plan to comply with provisions of this section.)

(2) *Encouragement of citizen participation.*

(i) The citizen participation plan must provide for and encourage citizens to participate in the development of the consolidated plan, any substantial amendment to the consolidated plan, and the performance report. These requirements are designed especially to encourage participation by low- and moderate-income persons, particularly those persons living in areas designated by the jurisdiction as a revitalization area or in a slum and blighted area and in areas where CDBG funds are proposed to be used, and by residents of predominantly low- and moderate-income neighborhoods, as defined by the jurisdiction. A jurisdiction must take appropriate actions to encourage the participation of all its citizens, including minorities and non-English speaking persons, as provided in paragraph (a)(4) of this section, as well as persons with disabilities.

(ii) The jurisdiction shall encourage the participation of local and regional institutions, Continuums of Care, and other organizations (including businesses, developers, nonprofit organizations, philanthropic organizations, and community-based and faith-based organizations) in the process of developing and implementing the consolidated plan.

(iii) The jurisdiction shall encourage, in conjunction with consultation with public housing agencies, the participation of residents of public and assisted housing developments (including any resident advisory boards, resident councils, and resident management corporations) in the process of developing and implementing the consolidated plan, along with other low-income residents of targeted revitalization areas in which the developments are located. The jurisdictions shall make an effort to provide information to the PHA about affirmatively furthering fair housing strategy, and consolidated plan activities related to its developments and surrounding communities so that the PHA can make this information available at the annual public hearing(s) required for the PHA Plan.

(iv) The jurisdiction should explore alternative public involvement techniques and quantitative ways to measure efforts that encourage citizen participation in a shared vision for change in communities and neighborhoods, and the review of program performance; e.g., use of focus groups and the Internet.

(3) *Citizen comment on the citizen participation plan and amendments.* The jurisdiction must provide citizens with a reasonable opportunity to comment on the original citizen participation plan and on substantial amendments to the citizen participation plan, and must make the citizen participation plan public. The citizen participation plan must be in a format accessible to persons with disabilities, upon request.

(4) The citizen participation plan shall describe the jurisdiction's procedures for assessing its language needs and identify any need for translation of notices and other vital documents. At a minimum, the citizen participation plan shall require that the jurisdiction take reasonable steps to provide language assistance to ensure meaningful access to participation by non-English-speaking residents of the community.

(b) *Development of the consolidated plan.* The citizen participation plan must include the following minimum requirements for the development of the consolidated plan:

(1)

(i) The citizen participation plan must require that at or as soon as feasible after the start of the public participation process the jurisdiction will make the HUD-provided data and any other supplemental information the jurisdiction plans to incorporate into its consolidated plan available to its residents, public agencies, and other interested

parties. The jurisdiction may make the HUD-provided data available to the public by cross-referencing to the on HUD's website.

(ii) The citizen participation plan must require that, before the jurisdiction adopts a consolidated plan, the jurisdiction will make available to residents, public agencies, and other interested parties information that includes the amount of assistance the jurisdiction expects to receive (including grant funds and program income) and the range of activities that may be undertaken, including the estimated amount that will benefit persons of low- and moderate-income. The citizen participation plan also must set forth the jurisdiction's plans to minimize displacement of persons and to assist any persons displaced, specifying the types and levels of assistance the jurisdiction will make available (or require others to make available) to persons displaced, even if the jurisdiction expects no displacement to occur.

(iii) The citizen participation plan must state when and how the jurisdiction will make this information available.

(2) The citizen participation plan must require the jurisdiction to publish the proposed consolidated plan in a manner that affords its residents, public agencies, and other interested parties a reasonable opportunity to examine its content and to submit comments. The citizen participation plan must set forth how the jurisdiction will publish the proposed consolidated plan and give reasonable opportunity to examine each document's content. The requirement for publishing may be met by publishing a summary of each document in one or more newspapers of general circulation, and by making copies of each document available on the internet, on the jurisdiction's official government website, and as well at libraries, government offices, and public places. The summary must describe the content and purpose of the consolidated plan and must include a list of the locations where copies of the entire proposed document may be examined. In addition, the jurisdiction must provide a reasonable number of free copies of the plan to residents and groups that request it.

(3) The citizen participation plan must provide for at least one public hearing during the development of the consolidated plan. See paragraph (e) of this section for public hearing requirements, generally.

(4) The citizen participation plan must provide a period, not less than 30 calendar days, to receive comments from residents of the community on the consolidated plan.

(5) The citizen participation plan shall require the jurisdiction to consider any comments or views of residents of the community received in writing, or orally at the public hearings, in preparing the final consolidated plan. A summary of these comments or views, and a summary of any comments or views not accepted and the reasons why, shall be attached to the final consolidated plan.

(c) **Consolidated plan amendments.**

(1) The citizen participation plan must specify the criteria the jurisdiction will use for determining what changes in the jurisdiction's planned or actual activities constitute a substantial amendment to the consolidated plan. (See § 91.505.) The citizen participation plan must include, among the criteria for a substantial amendment, changes in the use of CDBG funds from one eligible activity to another.

(2) The citizen participation plan must provide community residents with reasonable notice and an opportunity to comment on substantial amendments to the consolidated plan. The citizen participation plan must state how reasonable notice and an opportunity to comment will be given. The citizen participation plan must provide a period, of not less than 30 calendar days, to receive comments on the consolidated plan substantial amendment before the consolidated plan substantial amendment is implemented is submitted to HUD for review.

(3) The citizen participation plan shall require the jurisdiction to consider any comments or views of residents of the community received in writing, or orally at public hearings, if any, in preparing the substantial amendment of the consolidated plan. A summary of these comments or views, and a summary of any comments or views not accepted and the reasons why, shall be attached to the substantial amendment of the consolidated plan.

(d) **Performance reports.**

(1) The citizen participation plan must provide citizens with reasonable notice and an opportunity to comment on performance reports. The citizen participation plan must state how reasonable notice and an opportunity to comment will be given. The citizen participation plan must provide a period, not less than 15 days, to receive comments on the performance report that is to be submitted to HUD before its submission.

(2) The citizen participation plan shall require the jurisdiction to 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 shall be attached to the performance report.

(e) **Public hearings –**

(1)

- (i) **Consolidated plan.** The citizen participation plan must provide for at least two public hearings per year to obtain residents' views and to respond to proposals and questions, to be conducted at a minimum of two different stages of the program year. Together, the hearings must address housing and community development needs, development of proposed activities, proposed strategies and actions for affirmatively furthering fair housing, and a review of program performance.
- (ii) **Minimum number of hearings.** To obtain the views of residents of the community on housing and community development needs, including priority nonhousing community development needs and affirmatively furthering fair housing, the citizen participation plan must provide that at least one of these hearings is held before the proposed consolidated plan is published for comment.
- (2) The citizen participation plan must state how and when adequate advance notice will be given to citizens of each hearing, with sufficient information published about the subject of the hearing to permit informed comment. (Publishing small print notices in the newspaper a few days before the hearing does not constitute adequate notice. Although HUD is not specifying the length of notice required, it would consider two weeks adequate.)
- (3) The citizen participation plan must provide that hearings be held at times and locations convenient to potential and actual beneficiaries, and with accommodation for persons with disabilities. The citizen participation plan must specify how it will meet these requirements.
- (4) The citizen participation plan must identify how the needs of non-English speaking residents will be met in the case of public hearings where a significant number of non-English speaking residents can be reasonably expected to participate.
- (f) **Meetings.** The citizen participation plan must provide residents of the community with reasonable and timely access to local meetings, consistent with accessibility and reasonable accommodation requirements, in accordance with section 504 of the Rehabilitation Act of 1973 and the regulations at 24 CFR part 8; and the Americans with Disabilities Act and the regulations at 28 CFR parts 35 and 36, as applicable.
- (g) **Availability to the public.** The citizen participation plan must provide that the consolidated plan as adopted, consolidated plan substantial amendments, and the performance report will be available to the public, including the availability of materials in a form accessible to persons with disabilities, upon request. The citizen participation plan must state how these documents will be available to the public.
- (h) **Access to records.** The citizen participation plan must require the jurisdiction to provide residents of the community, public agencies, and other interested parties with reasonable and timely access to information and records relating to the jurisdiction's consolidated plan and use of assistance under the programs covered by this part during the preceding 5 years.
- (i) **Technical assistance.** The citizen participation plan must 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 jurisdiction. The assistance need not include the provision of funds to the groups.
- (j) **Complaints.** The citizen participation plan shall describe the jurisdiction's appropriate and practicable procedures to handle complaints from its residents related to the consolidated plan, amendments, revisions, and the performance report. At a minimum, the citizen participation plan shall require that the jurisdiction must provide a timely, substantive written response to every written resident complaint, within an established period of time (within 15 working days, where practicable, if the jurisdiction is a CDBG grant recipient).
- (k) **Use of citizen participation plan.** The jurisdiction must follow its citizen participation plan.

(Approved by the Office of Management and Budget under control number 2506-0117)

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