

City of Peoria: Citizen Participation Plan

The City of Peoria (herein referred to as the “City”) recognizes that Citizen Participation is an important part of administering its grant funds from the Department of Housing and Urban Development (HUD). As such, its Citizen Participation Plan encourages all citizens to participate in the development of its Consolidated Plan, Annual Action Plan, Consolidated Annual Performance and Evaluation Report (CAPER), and any substantial amendments to the Plan(s). Persons of low- and moderate-income and those living in slum and blighted areas where federal funding is proposed to be used are particularly encouraged to be involved in the planning process.

The City of Peoria’s Citizen Participation Plan contains the required elements listed in the Consolidated Plan regulations in accordance with Section 104(a) of the Housing and Community Development Act of 1974 as amended as well as both 24 CFR 91.105(b) and 24 CFR 91.100. The Citizen Participation Plan aims to extend and strengthen partnerships among all levels of government and the private sector, including for-profit and non-profit organizations, in the production and operation of decent housing, suitable living environments, and expanded economic opportunities. The following sections outline the ways in which the City will incorporate input and feedback from Peoria residents into the planning process, while fulfilling HUD-mandated obligations.

Equitable Citizen Engagement

In the development and review of the Consolidated Plan, Annual Action Plans, and CAPERs, as well as substantial amendments to the above documents, Citizen Participation is encouraged from all persons, especially those residing in slum/blight areas, targeted revitalization areas, and public housing developments. Low- and moderate-income individuals, minorities, non-English speakers, and individuals with disabilities are encouraged to participate. The City will take measures to ensure that it performs equitable citizen outreach as it solicits input and feedback on its various HUD plans and reports. As such, it will make an effort to host comment meetings in locations accessible to low-/moderate-income individuals and effectively communicate the notice of such meetings.

Translation

If required and requested no later than 72 weekday hours prior to a public meeting/hearing in writing, an interpreter will be provided at the specific meeting/hearing.

Public Notice

There will be a minimum of two (2) days advance public notice of all public hearings, public meetings, and City Commission meetings that review or allocate HUD funding. The City will provide a minimum of one (1) day notice prior to the start of a public comment period.

Forms of Public Notice include the following:

- City of Peoria website: www.peoriagov.org
- Peoria *Journal Star*: <https://www.pjstar.com/>
- City of Peoria social media accounts

Public Display and Comment Period

Drafts of Annual Action Plans, CAPERs, Consolidated Plans, and substantial amendments will be placed on display for a period of no less than 15 days to encourage public review and comment.

The City will provide the following public comment periods:

- Citizens may comment on the Consolidated Annual Performance and Evaluation Report at least fifteen (15) days from the date of the Public Notice.
- Citizens may comment on the Consolidated Plan and Action Plan for at least thirty (30) days after the publication date of the draft plan.
- Citizens may comment on the Citizen Participation Plan for at least thirty (30) days after the publication date for the draft document.
- Citizens may comment on any Substantial Amendments to the Consolidated Plan and/or Annual Action Plan for at least thirty (30) days after the publication date for the draft document.

How to Comment

Written comments may be sent to the following address:

Community Development Dept.
Grants Division
419 Fulton St., Rm. 203
Peoria, IL 61602

Electronic comments may be submitted to the Grants Division of the City's Community Development Department. The Grants Division may be contacted via email at grants@peoriagov.org. Citizens may also refer to the [City's website](#) to identify a Grants Division staff member whom they can contact.

Comments must be received by the deadline for consideration. After the comment period closes, City staff will note all comments in the Consolidated Plan, Annual Action Plan, or CAPER and include the response to the comments received.

How to Access Plans and Reports

During the comment period, the City will furnish a paper copy of its Annual Action Plans, Consolidated Plans, and CAPERs, as well as substantial amendments to the above, in its Development Center, located at the following address: 419 Fulton St, Rm 203, Peoria, IL 61602.

Citizens may also access the documents online at the [City's website, under the "Plans" and "Reports" tabs](#). The City will also provide a paper copy to Peoria Public Library – Main Street Branch.

Persons with Disabilities

Individuals with disabilities who require accommodations to participate in Public Hearings can contact the City of Peoria at 309.494.8600 within seventy-two (72) hours of a meeting in order to receive reasonable accommodations. The City will conduct all public meetings in locations that are handicap accessible, as possible. As requested, the City will mail copies of public meeting notices to persons who are homebound and request such accommodations no less than five (5) days prior the public meeting.

Minimizing Displacement

Whenever possible, the City aims to minimize displacement and avoid activities that will cause displacement. When a Consolidated Plan activity causes displacement, assistance as required by the Uniform Acquisition and Relocation Act and any other acts or adopted policies will be provided. Written information will be sent to occupants prior to an offer being made for a property. Should displacement of residents be necessary as a result of the use of funds from a Plan, the City shall compensate residents who are actually displaced in accordance with HUD Handbook No. 1378, Tenant Assistance, Relocation and Real Property Acquisition, [available via this link](#).

Technical Assistance

As requested, the City will provide reasonable technical assistance to organizations/individual entities supporting persons of low- and moderate-income. The technical assistance includes but is not limited to developing potential proposals for funding and information regarding CDBG and other federal programs, such as the rules, regulations, and eligible activities.

Substantial Amendments

The Entitlement Communities will make all Substantial Amendments available for public review and comment. A Substantial Amendment shall be required if any one of the following criteria applies:

1. A proposed budget revision of one CDBG or HOME project of 25% or more of each annual grant allocation.
2. Projects proposed to be added to the current year's plan.

In case of a Substantial Amendment, the City will provide a minimum of thirty (30) days for public comment. A Public Notice will be made the at least one day prior to the start of the comment period.

In preparing a final Substantial Amendment, careful consideration will be given to all comments and views expressed by the public in writing during the review and comment period. The final Substantial Amendment will have a section that presents all comments, plus explanations as to why any comments were not accepted.

Waiver Process

Upon determination of good cause, the U. S. Department of Housing and Urban Development has the authority to waive certain regulatory provisions of the CDBG, HOME, and ESG programs subject to statutory limitations.

Examples of good cause for such waivers:

- Presidential disaster declarations under Title IV of the Stafford Act represent one example of good cause for such waivers.
- The City of Peoria may seek a waiver to its citizen participation process in emergency situations when expedited assistance offered through Consolidated Plan/Action Plan covered programs is deemed necessary by the City Manager.
- HUD issued notices to waive deadlines for submission and/or reduction of public comment periods. The City will follow the reduction of public comment periods as outlined by HUD notices.

Following HUD issuance of waiver notices or approval of a waiver requests, the City reserves the right to amend the Citizen Participation Plan comment period as follows:

1. A reduction to the reduced amount as outlined in the HUD guidance, or
2. A reduction in the public comment period for Consolidated Plan/Action Plan substantial amendments from 30 calendar days to seven calendar days, and
3. A reduction in the public comment period from 30 calendar days to seven calendar days in the event of a local “urgent needs” emergency or state/federally declared disaster, and
4. Flexibility in determining what constitutes reasonable notice and opportunity to comment.
5. Holding public hearings virtually for the health and safety of participants.

COVID-19 Waivers

On March 31, 2020, HUD issued a series of waivers in response to the COVID-19 pandemic. These waivers apply to 2019 CDBG, 2020 CDBG, and CDBG-CV funding as well as all ESG, ESG-CV, and HOME funds.

The COVID-19 waivers include the following:

- The 30-day public comment period for substantial amendments and Citizen Participation Plan revisions is reduced to 5 days.
- Public hearings may be held virtually, if required

- Plans and amendments will only be available online at www.peoriagov.org due to the closure of public buildings where the plan is normally available.

These procedures will remain in effect until discontinued by HUD.

Access to Records

It is the City's intention to provide reasonable and timely access to information and records relating to the proposed and actual use of CDBG, ESG, and HOME funds. As such, it will make information available to the public, upon request, regarding how funds were used during the past five years. As file maintenance limits expire for programs, citizens should understand that files are liquidated as per the program's specific requirements (e.g., CDBG files must be maintained for five years after the program year closes, after which point they can be destroyed).

Complaints

The City of Peoria will provide a timely, substantive written response to every written complaint within 20 business days. Complaints may be submitted through the same channels as described for comments.