Citizen Participation Plan

1. Introduction

The Citizen Participation Plan sets forth its policies and procedures for citizen participation with respect to the Village’s Community Development Block Grant (CDBG) related plans, including the Consolidated Plan, Action Plan, substantial amendments to Consolidated Plan or Action Plan, Assessment of Fair Housing (AFH), substantial revisions of AFH, and Comprehensive Annual Performance and Evaluation Report (CAPER). The purpose of the Citizen Participation Plan is to extend and strengthen partnerships with 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.

1. Citizen Participation.

The Citizen Participation Plan is designed to encourage participation by all residents and other interested parties, especially the following:

* Low- and moderate-income persons, including persons living in areas designated by the Village as revitalization areas (if any) or in designated slum and blighted areas (if any), and residents of predominantly low- and moderate-income neighborhoods
* Minorities
* Non-English speaking persons
* Persons with disabilities
* Public Housing residents

Additionally, the Village will encourage the participation of local and regional institutions, the Continuum 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 and Assessment of Fair Housing.

The Village will encourage, in conjunction with consultation with public housing agencies, the participation of residents of public and assisted housing developments in the process of developing and implementing the Assessment of Fair Housing and the Consolidated Plan, along with other low-income residents of targeted revitalization areas in which the developments are located. The Village will make an effort to provide information to the Public Housing Authority (PHA) about the Assessment of Fair Housing, affirmatively furthering fair housing strategies, 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.

1. Citizen Participation Plan and Amendments.

The Village will provide citizens with a reasonable opportunity to comment on any new Citizen Participation Plan. Copies of the plan are available upon request. A minimum 15 day public comment period will be required for the plan or substantial changes to the plan. A substantial change does not include corrections to names, address, webpage links or emails required as necessary to provide the most up-to-date information to the public. The minimum period may be reduced as permitted by HUD (ex. For CDBG-Covid 19 (CDBG-CV) funds a HUD waiver reduced the minimum public comment period to 5 days).

The citizen participation plan will be provided in a format accessible to persons with disabilities, upon request. The Village will take reasonable steps to provide language assistance to ensure meaningful access to participation by non-English-speaking residents of the community.

1. Anti-Displacement.

The Village of Schaumburg does not expect any displacement to occur as a result of programs and projects under its Consolidated Plans. In the unlikely event that there is displacement, the Village will publish an amendment to its Consolidated Plan outlining the levels of assistance available to persons affected. Should displacement occur, the Village of Schaumburg will follow the requirements of the Uniform Relocation and Real Property Acquisition Policies Act (URA) and Section 104(d) of the Housing and Community Development Act of 1974, as amended.

1. Availability of Plans to the Public

The Village will make the proposed Consolidated Plan, Action Plan, substantial amendments to Consolidated Plan or Action Plan, AFH, substantial amendments to AFH, and CAPER available to residents and other interested parties for review. These documents may be viewed at the Department of Community Development (see address below) during regular business hours, unless social distancing is being promoted (such as the Coronavirus pandemic). Additionally, a reasonable number of paper copies will be provided to individuals and groups requesting copies. Electronic copies will also be provided upon request. Plans may also be posted on the Village’s website ([www.villageofschaumburg.com](http://www.villageofschaumburg.com)).

The documents may be requested from:

Department of Community Development

101 Schaumburg Court

Schaumburg, IL 60193

Telephone: 847-923-3851

Email: [mkrawiec@schaumburg.com](mailto:mkrawiec@schaumburg.com)

1. Public Hearings

The Village will hold a public hearing prior to adoption of the Consolidated Plan, Action Plan, substantial amendments to Consolidated Plan or Action Plan, AFH, substantial amendments to the AFH, and CAPER.

Public hearings generally will be held at Village Hall, 101 Schaumburg Court, Schaumburg, IL. The building is accessible to persons with disabilities. There is ample parking available.

Public hearings may also be held virtually if health authorities recommend social distancing and limited public gathering. The Village must provide reasonable notification and access for the public, provide timely responses from local officials to public concerns, suggestions, and questions, and the public has access to the local officials’ responses. The virtual public hearing will be held through the Village’s chosen virtual platform.

1. Notice of Hearings

Notices of the public hearing will be published in the Daily Herald newspaper at least 15 days in advance of such hearing. The topic of the hearing will be included in the announcement. Interested parties will be notified of the public hearing. The public hearing will also be posted on the Village webpage.

1. Comments

The proposed Consolidated Plan, Action Plan, substantial amendments to Consolidated Plan or Action Plan, AFH, and substantial amendments to AFH will be subject to a minimum 30-day public comment period. The CAPER will be subject to a minimum 15-day public comment period. Any comments received in writing or orally will be considered by staff. The Village will provide a response to any comments within 15 days of receipt. A summary of these citizen comments or views, including a summary of any comments or views not accepted and the reasons therefore, will be attached to the final document submitted to HUD.

1. Substantial Amendments

An amendment to the Consolidated Plan or Annual Action Plan will be considered a substantial amendment when the Village decides:

1. To carry out an activity not previously described in the Consolidated Plan or Annual Action Plan; or
2. To make a substantial change in the purpose, scope, location, or beneficiaries of an activity.
3. To increase an project or activity’s budget by more than 25%

An increase to an activity above 25% may be allowed when the Village is allocated special CDBG funds (i.e. CDBG-CV funds)

1. Access to Records

Citizens will have access to records for the preceding five years pertaining to the Consolidated Plan, Annual Action Plans, Assessment of Fair Housing, and use of assistance for covered programs. Residents, public agencies, and other interested parties wishing to review records may do so at the Department of Community Development during regular business hours. Confidentiality with respect to beneficiaries of programs will be maintained to the extent required by law.

1. Technical Assistance

The Village will provide technical assistance to any individual or group representing low- and moderate-income persons requesting assistance in developing proposals for funding assistance under any of the programs covered in the Consolidated Plan or Annual Action Plans and in commenting on the Assessment of Fair Housing. The Village will determine the types and levels of assistance that is appropriate in each case. It is anticipated that most technical assistance will be provided by telephone call conversations, in-person meetings, or through emails.

1. Complaints

The Village will respond in writing within 15 days, where practicable, of receipt of a complaint relative to the Consolidated Plan, Annual Action Plans, Substantial Amendments to the Consolidated Plan, Assessment of Fair Housing, revisions to the Assessment of Fair Housing, and the Consolidated Annual Performance and Evaluation Report or other performance reports.