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## Community Outreach and Engagement Plan

### OVERVIEW

The City of Kankakee Community Development Agency administers the activities, programs, and budgets to be undertaken with Community Development Block Grant (CDBG), Illinois Housing Development Authority Programs: Single Family Repair Program (SFRP), Single Family Repair (SFR), Home Accessibility Program (HAP), Abandoned Properties Program (AAP), and Land Banking Capacity Program (LBCP). The annual Action Plan contains the necessary goals, budgets, and activities to be undertaken. In addition, the annual Action Plan is a component of a five (5)-year Consolidated Plan. The required submission of the annual Action Plan and Consolidated Plan to HUD commences the process for the Community Development Agency to receive annual federal entitlement funds.

Critical to the success of HUD federally-funded entitlement programs is a process and plan for outreach and community participation. Outreach and community participation are critical to this process and it will result in the setting of goals and strategies to increase and provide access to program and activity opportunities for all community members. The Community Development Agency will then utilize the goals and strategies established in the annual Action Plan and the Consolidated Plan to inform the investments and other decisions made in their local planning processes. Therefore, an important step in the process is the Community Outreach/Engagement Marketing Strategy Plan.

### **Outreach &Engagement Plan**

The following is the framework, or guide, for the Community Development Agency's outreach to the community for the Annual Action Plan (AAP), the five (5)-year Consolidated Plans. It must be noted that this Community Outreach and Engagement Plan is not static, as it will evolve as outreach methods evolve and increase. It should also be noted that this plan is a companion document to the Citizen Participation Plan for the Community Development Agency. The point is to be able to engage as much of the community as possible in order to assist in the process of ensuring access to program and activity opportunities for all residents. The Community Development Agency is required to set goals to overcome issues and related contributing factors. Those goals must inform subsequent housing and community development planning processes.

### OUTREACH AND ENGAGEMENT STRATEGIES

Throughout the planning and implementing processes, outreach strategies will incorporate all feasible communications means and HUD required items and techniques, including but not limited to the following:

- The Community Development Agency will: Identify all the tools to be utilized for outreach efforts (i.e., public meetings; media; email and email group lists; social media; website postings; hardcopy plans placed in community centers, libraries; postings of upcoming meetings at community centers, religious institutions, etc.; etc.)
- Identify the audiences the annual Action Plan and the Consolidated Plan need to reach with their goals, messages, etc. (i.e., residents, community groups, neighborhood associations, public officials, etc.)
- Identify the outreach goals (i.e., 100 residents; 15 neighborhood associations)
- Identify the goals, strategies, and accomplishments of activity and program efforts in the City of Kankakee or in neighborhoods identified as the audience for specific services
- Identify and address the possible barriers to activities and programs
- Form partnerships with agencies, organizations, etc. that provide services oriented to program and activity opportunity goals (Kankakee County Community Services, Inc., Options, Inc., etc.)
- Attend regularly scheduled community meetings and events to:
  - Inform the community of the grants and programs that CDA offers and the processes that are involved in accessing these resources
  - Gather information and feedback from residents
- Hold events (informational meetings, program seminars, etc.)
- Allow for additional meetings (meetings with residents, stakeholders, public officials, etc.)
- List personnel, funds, and supplies that are needed
- Identify distribution of outreach materials
- Identify the budget for outreach
- Include an overall timeline with benchmarks

## OUTREACH TOOLS

### **Meetings**

#### *Public Meetings*

Outreach activities undertaken are to include a series of public meetings. Notices will be posted in The Daily Journal, the local newspaper of record, as well as on the Community Development Agency webpage and social media site(s). Other forms of outreach will be utilized as necessary. The types of outreach activities and public meetings will be included below. These efforts are designed to encourage and broaden meaningful community participation in the Annual Action Plan, the Consolidated Plan, and other processes. Additionally, public and stakeholder outreach efforts are to be conducted, inclusive of outreach to populations that are typically underrepresented in the planning process. Those populations include persons who reside in areas identified as low to moderate income, persons who are limited English proficient (LEP), seniors, and persons with disabilities. Communications are designed to reach the broadest audience possible.

#### *Stakeholder Meetings*

Meetings to discuss the Annual Action Plan, Consolidated Plan and other processes will be conducted, as needed and/or necessary, with various community members and other stakeholders including:

- Community Residents
- Community-Based Organizations that Represent Protected Classes – i.e., disability

advocacy

- Neighborhood Associations
- State or Local Fair Housing Agencies/Organizations
- Housing Organizations
- Civic Associations
- Faith-Based Organizations
- Public and Private Agencies that Provide Social Services
- Public Officials
- Adjacent Government Agencies (Regional Needs; Transit; Employment; etc.)
- Organizations Relevant to Fair Housing Opportunity Analysis
- Philanthropic Organizations
- State and Local Universities
- Agency Meetings (i.e., Housing Authority, etc.)
- Local Public Housing Authorities
- Resident/Tenant Advisory Board/Committee of Public Housing Authority
- Meetings with Non-Profit Organizations (Council on Aging, etc.)
- Realtors, Property Managers, Developers, etc.

### **Direct Mailings**

Direct mailing via U.S. Postal Service is a method of outreach that allows the community to receive meeting notices and information for the annual Action Plan and the Consolidated Plan. The Community Development Agency will utilize direct mailings where appropriate. A log/record/file/database of all sent and received physical correspondence will be maintained.

### **Advertisements, Brochures, and Flyers**

Newspaper advertisements - Notices for the annual Action Plan and the Consolidated Plan meetings are advertised in the local newspaper of record. The Community Development Agency will produce meeting notice flyers and informational brochures for distribution purposes. Brochures and/or flyers will be distributed at designated locations (libraries, community centers, etc.) Informational brochures and flyers for the public meetings also be available in the CDA office on display and for distribution purposes.

### **Presentations**

An informational presentation on the grants, programs, and process involved with the Community Development Agency will be provided during public and stakeholder meetings, and as requested. This presentation will be uniform in format to allow for timely response to presentation requests.

Requests for presentations on specific grants, programs, and process involved with the Community Development Agency will be created to best fit the audience requesting. These requests will require more time to prepare for.

## **Email and Phone Calls**

### *Email*

- Establish and provide a standard email address for information inquiries (yourvoice@citykankakee-il.gov)
- Provide email addresses for designated contacts
- Information will be emailed to CDA mailing list and others as requested
- Public meeting notices will be emailed to CDA mailing list and others as requested
- An email log/record/file/database of all received and sent emails will be maintained
- Comments and questions will be addressed in a timely manner

### *Phone Calls*

- A central phone number for phone calls will be designated and provided (815-933-0506)
- Contact(s) to address incoming phone calls will be designated
- Citizens will be allowed opportunities to contact proper representatives to address their comments and questions
- Comments and questions will be addressed in a timely manner

## **Website**

A departmental webpage on the City of Kankakee website is in place for fast dissemination of information, as well as for gathering and addressing comments and questions.

LINK: <https://ecda.citykankakee-il.gov/>

- The departmental webpage contains the Annual Action Plan (APP) and the Consolidated Plan
- Opportunity for public comments/questions is easily accessible on website
  - Providing an interactive area on the designated official website to allow a repository for of public comments and questions
- Contact(s) are designated and their contact information is provided on the designated official website
- Comments and questions will be addressed in a timely manner

## **Social Media**

Social media has become one of the most important venues for fast dissemination of information, as well as for gathering and addressing comments and questions. This venue could be a very effective tool in the annual Action Plan and the Consolidated Plan processes.

- The Community Development Agency will establish an official informational Facebook Page for the department. This venue could be utilized in the following ways (at minimum):
  - Meeting schedules and information, etc. would be posted
  - Comments and questions from citizens, agencies, local officials, etc. would be received and addressed in a timely manner
- Designate contact(s) and provide contact information on the designated official social media sites

## **Other Media Sources**

Consider scheduling a public meeting promotion or informational featurette on a radio and/or

Comcast Local Channel 4 (television news station).

### **Needs Assessment Survey/Questionnaire**

Needs assessment surveys/questionnaires will be periodically distributed via social media, email, and in person. These surveys/questionnaires will comprehensively gather comments and questions regarding the work of the Community Development Agency, the Annual Action Plan and the Consolidated Plan.

- The physical hardcopy of the needs assessment survey/questionnaire will be distributed at public meetings, City of Kankakee events, etc.
- An interactive survey/questionnaire on the official website, to be accessed via a specific hyperlink, will be established via a survey software and questionnaire tool.
- Responses will be gathered and recorded

### **Additional Outreach Sources**

- Utilization of City of Kankakee government public information offices for outreach efforts – The City of Kankakee Administration Office advertises the public meeting notices on the City of Kankakee website, group email posts (via email collection from surveys) and physical bulletin boards at the Administration Building and Public Safety Center.
- Multilingual outreach efforts will occur during the Annual Action Plan, the Consolidated Plan, and other processes as required.

## REPORTING

The Community Development Outreach Plan is in place to utilize data collection to properly allocate funds to projects that will best suit the residents of Kankakee. Data collected through outreach activities will be compiled for appropriate reporting to allow for a better understanding of the needs throughout the City. Periodic data reports will be given to required government entities, Community Advisory Board members, committees, and the general public. Formal reports will be given to the Community Development Agency Committee monthly at the appointed meeting time. Any other necessary reporting will be done through the proper channels (i.e. CDA webpage, Facebook, or Daily Journal posting, etc.)

## CITIZEN PARTICIPATION PLAN



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## City of Kankakee Citizen Participation Plan

### INTRODUCTION

The purpose of the Citizen Participation Plan is to identify and set forth guidelines that the City of Kankakee Community Development Agency (CDA) will follow to ensure that the residents of Kankakee have the opportunity to provide active feedback on the activities and programs financed with entitlement funding from the United States Department of Housing and Urban Development (HUD). This Citizen Participation Plan contains the City's policies and procedures for public involvement in the Consolidated Plan and the Annual Action Plan process and other plans and reports involving the use of federal program dollars from such programs as Community Development Block Grant (CDBG), Illinois Housing Development Authority Programs: Single Family Repair Program (SFRP), Home Accessibility Program (HAP), Land Banking Capacity Program (LBCP), etc. Currently, the Plan is printed in English and Spanish. Residents that require materials in other languages are encouraged to contact CDA staff.

#### *The Consolidated Plan*

The Consolidated Plan is a document, developed through a collaborative effort of residents, organizations, CDA staff, and City officials which lays out a five-year course of action for community revitalization. The Community Development Agency encourages residents to become involved in the development of the Consolidated Plan. There are opportunities to serve on the Community Advisory Board (CAB), to offer input during neighborhood meetings and public hearings, to submit written comments, and to develop proposals to request funds for carrying out housing and community development activities. The Consolidated Plan is also the means to satisfy HUD's application requirements for the CDBG Program. The Plan states specifically how the Community Development Agency will meet HUD's statutory program goals to provide decent housing, suitable living environments, and expanded economic opportunities. Formal approval by the City of Kankakee City Council is required for the final Consolidated Plan.

#### *The Annual Action Plan*

The Annual Action Plan is a yearly update of the Consolidated Plan in which specific projects are identified that will be funded from each of the entitlement programs for a particular fiscal year. The Annual Action Plan is due to HUD 45 days prior to the end of the City's fiscal year. This Plan must be submitted to HUD no later than in June of each year.

#### *The Consolidated Annual Performance Evaluation Report (CAPER)*

The CAPER is a yearly summary that describes how funds were utilized in the previous fiscal year and reports the number and demographic information of beneficiaries served by each activity. Typically, the report is due to HUD in September of each year.

## **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 Community Development Agency to take whatever actions are appropriate to encourage participation of minorities. All are encouraged to participate, regardless of race, color, creed, sex, national origin, familial status, or handicap.

Copies of this Citizen Participation Plan, as well as summaries of basic information about CDA grants, programs, and the Consolidated Planning process are available in the languages of residents who comprise a significant portion of the low to moderate income population. Currently the Community Development Agency has materials in Spanish and English. Residents that require materials in other languages are encouraged to contact CDA staff.

## **The Role of Low Income People**

The law declared 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.

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
  - suggesting the types of programs to meet high-priority needs
- Overseeing the way in which 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 Five-Year Consolidated Plan.
3. Formal approval by elected officials of 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, an Annual Performance Report must be drafted for public review and comment and then sent to HUD.

*The Program Year*

The “program year” chosen by Community Development Agency is May to April.

## 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.

At least two (2) public hearings will be held each year prior to the submission of any official HUD plans. Public hearings will be held at the Community Development Agency office or City of Kankakee facility. The first public hearing will be held at the Planning Board to receive comments on community needs and to review the proposed fund uses for the next fiscal year. Other public hearings will be held to receive additional comments on plans or proposals.

If there are any proposed major changes to be made to the Consolidated Plan or Annual Action Plan (see Substantial Amendments section), there will be an additional public hearing.

### **Access to Citizen Participation Activities**

Public hearings will be held only after there has been adequate as described in the Public Notice part of this Citizen Participation Plan, including a display advertisement in the non-legal section of the newspaper 15 days prior to the public hearing.

All public hearings will be held at a convenient time and place to facilitate broad citizen participation, particularly by low and moderate income residents and residents of targeted neighborhoods. Public hearing will be held at places accessible by bus and otherwise convenient and not intimidating to most people who might benefit from the use of funds.

Public hearings will be held at locations accessible to people with physical disabilities and provisions will be made for persons with other disabilities when requests are made at least five (5) working days prior to a hearing. Upon request, translators will be provided for people who do not speak English and sign language interpreters will be provided for hearing impaired individuals. Surveys in English and Spanish may also be used to gather resident input during the Consolidated Plan development process. Residents may contact the Community Development Agency via voice at 815.933.0506 or email at [yourvoice@citykankakee-il.gov](mailto:yourvoice@citykankakee-il.gov)

### **Conduct of Public Hearing**

To ensure that public hearings are meaningful to residents, each public hearing will be conducted in the presence of City of Kankakee staff. Also, each resident choosing to speak will be allowed a minimum of 5 minutes to make a verbal presentation. There will be time allowed to ask questions and receive answers from City staff.

## PUBLIC NOTICE



The City will advertise public hearings as applicable no less than ten (10) days and no more than twenty-five (25) days prior to the date of a hearing. Advertisement will also be made when the draft Consolidated Plan, Annual Action Plans, amendments, and CAPERs are made available for public comment. The City will publish notice of in the non- legal sections of *The Daily Journal* newspaper and on the Community Development Agency website at <https://ecda.citykankakee-il.gov/>. In addition, notice will be distributed to interested persons, various community organizations and non-profit groups via electronic mailings upon request.

### **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. Public notices will be published in local newspapers as display advertisements in a non-legal section of the newspaper.
2. Press releases will be sent to various local newspapers.
3. Public Service Announcements and press releases will be distributed to local radio and television stations.
4. Public notices and press releases will also be posted on official City of Kankakee Community Development Agency (CDA) social media platforms.
5. Notice will also be given through letters and/or electronic messaging to neighborhood organizations, public housing resident groups, religious organizations in lower income neighborhoods, and agencies providing services to lower income people.
6. Notice will be sent to any person or organization requesting to be on a mailing list.

### **Public Comment Period**

The public will be provided a 30-day comment period on the draft Consolidated Plan/Annual Action Plan. The Plans will be approved by City Council before submission to HUD. Electronic copies of the Plans will be made available to the public for free. In addition, physical copies of the Plans will be made available at the locations listed below. Residents may request a physical copy of the Plan(s), which CDA staff will provide within two (2) working days. The CDA may charge a fee for physical copies to recover cost of materials. Resident comments received during the citizen participation process will be summarized in writing and included in an attachment to the final Plan submitted to HUD. The summary will include staff response to the comments that are received.

### **Public Review Sites**

Documents that require a public comment period will be available electronically on the CDA website <https://ecda.citykankakee-il.gov/> or via email upon request at [yourvoice@citykankakee-il.gov](mailto:yourvoice@citykankakee-il.gov). Physical copies will be available for review at the following locations:

City Hall (Administration Building)  
150 S Indiana Avenue  
Kankakee, IL 60901  
Phone #

Kankakee Public Library  
201 E Merchant Street  
Kankakee, IL 60901  
Phone #

Community Development Agency  
200 E. Court Street, Suite 410  
Kankakee, IL 60901  
Phone #815.933.0506

## COMPLAINT PROCEDURES

The Community Development Agency (CDA) is responsible for receiving written and/or verbal complaints or grievances related to the Consolidated Plan and/or Annual Action Plan activities. The Community Development Agency makes every effort to respond in writing to all complaints within fifteen (15) days of receipt. Any complaints or grievances may be addressed to Mrs. Barbi Brewer-Watson, Executive Director CDA, 200 E. Court Street, Suite 410, Kankakee, IL 60901 or [yourvoice@citykankakee-il.gov](mailto:yourvoice@citykankakee-il.gov). Please identify the plan or application being referenced.

## COMMUNITY ENGAGEMENT IN THE PLANNING PROCESS

### **A. Identifying Needs**

Because the housing and community development needs of low and moderate income people are so great and so diverse, and available funding is limited, priorities must be set. The Consolidated Plan exists to identify and address which needs should get more attention and more resources than other needs.

The laws and regulations require public hearings each year to obtain residents' opinions about needs, and what priority those needs have. In order to encourage low and moderate income people to identify and prioritize their needs, outreach and engagement efforts will be held in low and moderate income neighborhoods. Community Development Agency (CDA) staff will conduct in-person neighborhood visits, including activities such as community center gatherings, door-knocking, and educational presentations on request. Online surveys and polls, through social media, will be utilized to gather information.

Public hearing 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 Community

Development Agency 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 Community Development agency will use the following procedures.

### **General Information**

At the beginning of this stage, Community Development Agency (CDA) will provide the public with an estimate of the amount of grant funds it expects to receive in the upcoming year, along with a description of the range 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 CDA to 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 CDA will compensate people who are actually displaced as a result of these funds, specifying the type and amount of compensation.

### **Relocation and Displacement**

The Community Development Agency will endeavor to minimize the displacement of persons/households as a result of the activities of the Consolidated Plan programs. When displacement is unavoidable, displaced persons receive relocation assistance in accordance with the Uniform Relocation Assistance and Real Property Acquisition Act of 1970 (URA or Uniform Act). Community Development Agency staff will provide information and one-on-one assistance to the prospective displaced persons.

### **Technical Assistance**

Upon request, Community Development Agency staff will work with organizations, advocacy interest groups and residents to obtain their views on housing and non-housing needs. Staff will be available during the funding application period to offer assistance in the process. Staff will advise applicants on technical questions, such as determining the eligibility of a request, federal program requirements, and how to engage in all aspects of the public participation process. All potential applicants for funding are encouraged to contact the Community Development Agency for technical assistance before completing the proposal form(s).

### **Availability of a Proposed Annual Action Plan**

Thirty or forty-five days (depending on the grant requirements) after the last public hearing about housing and community development needs, the Community Development Agency will notify the public that a Proposed Annual Action Plan is available. The means of “notice” described in the section on “Public Notice” will be used.

Also, the date the Proposed Annual Action Plan is available to the public will be at least 30 days prior to the date a Final Annual Action Plan is submitted to HUD so that resident – especially low and moderate income people – will have a reasonable opportunity to examine it and to submit comments.

Copies of the Proposed Annual Action Plan will be made available electronically to the public for free and without delay on the CDA website <https://ecda.citykankakee-il.gov/> or via email upon request at [yourvoice@citykankakee-il.gov](mailto:yourvoice@citykankakee-il.gov). In addition, physical copies will be available at the locations specified above in the Public Review Sites section. A summary of the Proposed Annual Action Plan will also be written and provided free of charge to those requesting it.

So that low and moderate income people can determine the degree to which they might be affected, they will be provided complete copies of the Proposed Annual Action Plan upon request for \$2. This contains all HUD-required sections, the HUD-required Priorities Table, and written description of all proposed uses of the grant. At a minimum, this description shall include the type of activity, its location, and the amount of federal money allocated to it.

### **Public Hearing and Further Action**

A public hearing about the Proposed Annual Action Plan will be conducted 30 to 45 days (depending on the grant requirements) after it is available to the public. In addition, this public hearing will be held so that there are another 15 days before a Final Action Plan is submitted to HUD so that the CDA staff and 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 and explains why any comments were not accepted.

### **C. The “Final” Consolidated Plan/Annual Action Plan**

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

### **D. Amendments to Consolidated Plan/Annual Action Plan**

The Final Annual Action Plan must be amended any time 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 a Substantial Amendment.

## **Substantial Amendments**

The following will be considered Substantial Amendments:

1. The addition of an activity not previously described in the Plan
2. The cancellation of an activity category or deletion of a priority
3. A change in purpose, scope, location, or beneficiaries of an activity
4. A change in the allocation or distribution of funds is defined as when the dollar amount of that change is equal to, or greater than 20% of the CDA's current fiscal year federal allocation

## **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. The public will be provided with at least a 10-day notice of and availability of a proposed Substantial Amendment prior to the date of the public hearing.
2. Electronic and physical copies of the proposed Substantial Amendment and a summary will be made available at the locations listed in the Public Review Sites section.
3. There will be a public hearing regarding the proposed Substantial Amendment after the public has had 30 days to review and comment.
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 presents all comments and explains why any comments were not accepted.

Substantial amendments will be made available for public comment at the same locations previously described for the Consolidated Plan/ Annual Action Plan. Resident comments (verbal and written) received during the citizen participation process will be summarized in writing and included in an attachment to any amendments submitted to HUD. A summary of the comments and the rationale for not accepting any comments will be attached to the substantial amendment of the Plan.

## **E. The Annual Performance Report**

Every year, the Community Development Agency (CDA) must send into HUD an Annual Performance Report within 90 days of the close of the program year. In general, the Annual Performance 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 Annual Performance Report**

There must be reasonable notice that an Annual Performance 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 Annual Performance Reports:

1. The public will be provided with at least a 10-day notice of and availability of a proposed Annual Performance Report prior to the date of the public hearing.
2. Electronic and physical copies of the Annual Performance Report will be made available at the locations listed in the Public Review Sites section.
3. There will be a public hearing regarding the Annual Performance Report after the public has had 30 days to review and comment.
4. In preparing an Annual Performance Report for submission to HUD, careful consideration will be given to all comments and view expressed by the public, whether given as verbal testimony at the public hearing or submitted in writing. The Annual Performance Report sent to HUD will have a section that presents all comments and explains why any comments were not accepted.

#### **F. Access to Records**

The Community Development Agency (CDA) shall provide for full and timely disclosure of program records and information consistent with applicable state and local laws regarding personal privacy and obligations of confidentiality. Program documents must be retained for a minimum of five years. Upon written request, documents relevant to the program shall be available at the Community Development Agency during normal business hours of 8:00 a.m. to 4:00 p.m., Monday through Friday. The CDA may charge a fee for copies to recover cost of materials.

## CHANGING THE CITIZEN PARTICIPATION PLAN

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