

Part Two

Plan for Citizen Participation and Consultation

CHAPTER 3

PLAN FOR CITIZEN PARTICIPATION AND CONSULTATION

The City of Evanston invites citizen participation at all levels of the governmental process and consults with appropriate agencies and organizations. Evanston residents and other interested parties are provided with a variety of opportunities for participation, from meetings of citizen advisory boards and commissions to meetings of the City Council and its three standing committees: Human Services, Administration & Public Works, and Planning & Development. All open meetings have a citizen comment period scheduled for anyone wishing to address a particular board, commission, or members of the City Council. Furthermore, City staff regularly consult with appropriate agencies and organizations on housing and social services, as well as community and economic development matters.

A. Public Participation Opportunities for HUD Funded Programs

Several committees and commissions work with City Staff to administer funds from the U.S. Department of Housing and Urban Development (HUD) and to facilitate public participation throughout the funding allocation and reporting process. As previously noted, Appendix 1.3 contains an organization chart for the City of Evanston.

1. Community Development Block Grant (CDBG) Program

Evanston's Housing and Community Development Act (CD) Committee oversees the Community Development Block Grant (CDBG) program and recommends approval to the City Council of the City's HUD Consolidated Plan, Annual Action Plans, and the Consolidated Plan Annual Performance and Evaluation Report (CAPER). The City has been an entitlement community since the CDBG program's inception in 1974.

The purpose of the CD Committee is to provide advice and make recommendations to the City Council on the goals, objectives, and overall policy direction of the CDBG program; to make recommendations to the City Council on the use and appropriation of CDBG funds; to monitor the progress of all CDBG funded programs; to initiate such studies and reports as are necessary for the effective operation of the CDBG program; and to conduct such public hearings as are required and deemed necessary for the gathering of information and ideas related to the CDBG Program.

The CD Committee is comprised of eight members—four aldermen and four citizen members—appointed by the Mayor with the consent of the City Council. Aldermen serve for four years and are eligible to continue their membership on the committee if re-elected. Citizen members serve for three years and may be reappointed for a second three-year term. The chair of the committee is an alderman. At least two aldermen are from areas of the city where low and moderate income residents live. One of the citizen representatives is also a member of the Evanston Plan Commission and serves as liaison between the CD Committee and the Plan Commission.

The CD Committee holds regular meetings on the third Tuesday of each month and provides an opportunity for citizens to address the CD Committee at each of their meetings. Regular meetings of the CD Committee are open to the public, and a citizen comment period is offered at each meeting so that residents may address the Committee on community development issues, needs, and other CDBG-related activities. Several opportunities are offered to residents to participate in the development of Evanston's community development priority needs and strategies and to participate in the annual funding process either as applicants for CDBG funding or via citizen comment periods at meetings of the committee.

In addition to its regular meetings, the CD Committee conducts an annual application and funding process for CDBG funds. CDBG funds must be allocated “up front” to programs/projects that the City anticipates undertaking in the upcoming fiscal year (March 1 - February 28). Non-profit agencies and City departments are invited to submit applications for activities that are eligible to receive CDBG funding. Applications are encouraged for programs or services which will primarily benefit Evanston’s low and moderate income residents or for projects which will address blighting conditions on the community.

The CDBG budgetary process consists of a two month application period (mid-July through mid-September), followed by three in-depth proposal review meetings conducted by the CD Committee in October and November. Each application for CDBG funding is reviewed by the CD Committee with its applicant. These meetings are open to the public and televised on the Evanston local cable channel so that Evanston residents may become informed about Evanston’s CDBG program, including the CDBG budgetary process and the funded programs for low/moderate income residents.

After three application review meetings, the CD Committee conducts a fourth meeting (also televised) at which it makes its funding recommendations for programs and projects for the upcoming CDBG program year. The CD Committee’s funding recommendations are incorporated into the City’s Annual Action Plan, which is then submitted to the City Council for approval. After City Council approval, the Annual Action Plan is submitted to HUD for its approval of the proposed CDBG, HOME, and ESG programs prior to the start of the fiscal year.

In addition to citizen comment periods during regular CD Committee meetings, three public hearings are conducted throughout the year and provide opportunities for citizens to comment on specific aspects of Evanston’s CDBG program:

- CAPER Public Hearing: A public hearing on the City’s Consolidated Plan Annual Performance Report (CAPER) is conducted by the CD Committee (usually in May) prior to its submittal to HUD. The CAPER reports on the status and performance of Evanston’s CDBG, HOME, and ESG programs for the fiscal year just completed. The CD Committee also votes to recommend approval to the City Council of the CAPER, which is then submitted to HUD.
- Needs Hearing: A public hearing to receive citizen input on community development needs is conducted annually (usually in July) by the CD Committee prior to the commencement of the annual CDBG application/funding process for the upcoming year’s CDBG funds. At this meeting, citizens are encouraged to identify community development needs and to suggest programs and projects that could be undertaken with CDBG funds to address those needs. Information gained from this hearing is utilized by the CD Committee in guiding its funding decisions on the CDBG program for the coming year.
- Annual Action Plan Hearing: A public hearing on the City’s proposed Annual Action Plan is held upon completion of the CDBG program funding process (usually in December). The Annual Action Plan contains the CD Committee’s proposed CDBG funding recommendations for the upcoming program year, as well as a discussion about how the City plans to use its annual allocation of HOME and ESG funds (administration of these programs is described below). The public hearing is an opportunity for residents and other interested persons to comment on the proposed use of HUD funding in the coming program year for the CDBG, HOME, and ESG programs. At the conclusion of the public hearing, the CD Committee votes to recommend approval of the proposed Annual Action Plan by the City Council. The City Council considers the proposed Annual Action Plan at its first regular meeting in January.

2. HOME Investment Partnerships (HOME) Program

Evanston’s HOME Investment Partnerships (HOME) Program is overseen by the Housing Commission. The purpose of the Housing Commission is to provide for the planning, expansion, maintenance, conservation, and rehabilitation of Evanston’s housing stock and to be responsive to needs for change in housing-related matters to the end of maintaining a diverse residential environment and to

conserve property values within the community. The Housing Commission also certifies that applications for federal and state funding are consistent with the City's current HUD Consolidated Plan. The Housing Commission also reviews all requests for funding for housing projects which are intended to increase the supply of affordable housing in Evanston, particularly proposals that could be carried out with HOME funds and the Mayor's Special Housing fund.

The Housing Commission is a nine-member citizen advisory board that is appointed by the Mayor with the consent of the City Council. All members must be Evanston residents. At least one member must reside in a rental unit in Evanston, and at least one member must be a landlord that resides in Evanston and owns at least one multi-family building in Evanston.

The Housing Commission holds regular meetings on the third Thursday of each month and provides an opportunity for citizens to speak at each of their meetings. It also convenes periodic roundtable discussion groups with leaders in the areas of housing, banking, and real estate to discuss housing needs in Evanston. Based upon the information obtained from the discussion groups and other venues, the Housing Commission is able to set short and long term housing goals for increasing the supply of affordable housing in Evanston.

The City also has a Loan Review Committee comprised of local lenders and City Community Development Department staff. This committee reviews all housing project applications which are proposed to be funded with HOME and/or Mayor's Special Housing funds. The Loan Review Committee then makes recommendations to the Director of Community Development and the Evanston Housing Commission on these projects. HOME funded projects are described in the City's Annual Action Plan and accomplishments achieved with the use of HOME funds are reported annual in the City's CAPER.

3. Emergency Shelter Grants (ESG) Program

The City Council's Human Services Committee provides direction and oversight for the City's Emergency Shelter Grants (ESG) program. The Human Services Committee is comprised of five aldermen, and its purpose is to provide oversight and make funding recommendations for the City's Emergency Shelter Grant (ESG) program. Together with CDBG funding allocations for homeless programs and other City funds, ESG funds are utilized to provide services and shelter for homeless persons and families and programs to assist persons/families at-risk of becoming homeless.

An annual application process for Evanston's ESG funds is conducted once Evanston's annual ESG entitlement amount is announced by HUD. ESG applications are reviewed by the Human Services Committee, which makes funding recommendations for the use of ESG funds to the City Council. Once ESG funding recommendations are determined, specific projects are included in the City's Annual Action Plan and accomplishments reported in the City's annual CAPER. Time for citizen comment is provided at each Human Services Committee meeting.

B. Notification and Facilitation of Public Participation Opportunities

Notices of meeting dates, agendas, funding application and allocation schedules, and other relevant information concerning Evanston's community development programs are mailed to neighborhood and community organizations throughout Evanston, publicized through notices of public hearings placed in local newspapers (e.g., *Evanston Review* and *Evanston Roundtable*), and publicized in the City's *Highlights*, a quarterly newsletter that provides information about City-sponsored activities and programs and is distributed to each household in Evanston. In addition, citizens may request to be placed on mailing lists for boards and commissions and receive meeting and public hearing announcements. Finally, the City's Community Information Coordinator sends out a bi-weekly email newsletter to over 1,000 addresses with announcements about City programs and upcoming meetings. The Information Coordinator also posts special announcements on the City's website.

To encourage equal access for persons with disabilities, most of the City's public meetings are held at the Evanston Civic Center, which is accessible. Persons needing auxiliary aid to attend and participate in meetings may contact the City's Facilities Management Department at (847) 866-2916 at least 48 hours prior to the meeting to request assistance. To facilitate the participation of hearing impaired persons, the City of Evanston has a telecommunication device (TDD). The City's Inclusion Specialist can also assist persons with disabilities so that they may fully participate in all public meetings. Should translation services be required, the City's Community Outreach Specialist can provide Spanish translation for written information about City programs and can arrange for translation services at public meetings. The City also maintains a directory of staff members who can provide translation services in a number of other languages.

The City of Evanston is committed to citizen participation in its community development process. As noted previously, all meetings of City boards, commissions, committees, and the City Council have a period for citizen comment on the agenda. Anyone wanting to make a comment to the respective board, commission, or committee may do so during the citizen comment section of the meeting.

When a public hearing is announced, written materials are made available for public review and can be obtained from the respective board or commission at the Evanston Civic Center or may be examined at the Evanston Public Library. Meetings materials are also placed on the City's webpage and can be accessed through the City's address at <http://www.cityofevanston.org>. If a citizen is unable to attend a public hearing and wishes to comment on the subject matter of the hearing, written comments may also be submitted to the respective board or commission:¹

CDBG Program (CDBG)

Chair, Housing and Community Development Act Committee
City of Evanston, Community Development Department/Planning Division
2100 Ridge Avenue
Evanston, IL 60201
Phone: 847/866-2928
FAX: 847/448-8120

HOME Investment Partnerships (HOME)

Chair, Housing Commission
City of Evanston, Community Development Department/Planning Division
2100 Ridge Avenue
Evanston, IL 60201
Phone: 847/866-2928
FAX: 847/448-8120

Emergency Shelter Grants (ESG)

Chair, Human Services Committee
City of Evanston, Health & Human Services Department
2100 Ridge Avenue
Evanston, IL 60201
Phone: 847/866-2969
FAX: 847/448-8133

Citizen comments are reviewed by the committee or commission that oversees the respective grant program (CDBG, HOME, or ESG), and follow-up action is taken as needed. Comments received by the

¹ Residents and other interested persons also can obtain information and program policies for the City of Evanston's CDBG, HOME and ESG programs at the respective addresses noted.

City at public hearings are incorporated into the respective report (One Year Action Plan, CAPER, or Consolidated Plan) prior to its submission to HUD.

C. 2005-2009 HUD Consolidated Plan Public Participation and Consultation Process

The City of Evanston is the lead agency responsible for the overall development of Evanston's 2005-2009 HUD Consolidated Plan. The City has undertaken this leadership role as the recipient of HUD entitlement funds under the CDBG, HOME, and ESG programs and the entity responsible for disbursing funds for eligible activities, monitoring for compliance with program regulations, and submission of HUD-required reporting on the use of funds.

In preparation for the 2005-2009 HUD Consolidated Plan, the City of Evanston conducted public hearings and focus group discussions. City staff also consulted with the appropriate agencies and organizations on housing and social services, as well as community development and economic development matters. In addition, information obtained through the neighborhood planning processes that took place in the City's south and west side, which corresponds to the CDBG Target Areas, was incorporated into the 2005-2009 HUD Consolidated Plan process.

1. Focus Groups: September 9, 2004, October 21, 2004, and December 21, 2004

Community Development Department staff conducted three focus group discussions in preparation for writing the 2005-2009 HUD Consolidated Plan: September 9, 2004, October 21, 2004, and December 21, 2004. Appendix 3.1 contains minutes for these focus group discussions.

To assess current housing and non-housing needs and identify emerging ones at each focus group discussion, Planning Division staff created a non-scientific Priority Needs Survey from the list of priority needs in the 2000-2004 HUD Consolidated Plan. Focus group members were asked to rank each item: 1 for LOW priority, 2 for MEDIUM priority, and 3 for HIGH priority. There was space at the end of each category to write in additional needs/comments. Appendix 3.2 contains the Priority Needs Survey.

Using the priority needs list from the 2000-2004 HUD Consolidated Plan as a starting point for discussion, Planning Division staff conducted the first focus group discussion on September 9, 2004 with Community Development Department staff. Focus group participants were asked which should remain as priority needs for 2005-2009 and whether there were any emerging needs. Staff then completed a draft of the Priority Needs Survey as a test group. A total of 13 surveys were completed, results were tallied, and minor corrections to the survey were made so that a final version could be given to subsequent focus groups.

The second focus group discussion was held on October 21, 2004. Over 30 persons from Evanston's not-for-profit sector were invited to participate. The 15 attendees represented several organizations receiving CDBG grants, including those providing housing and services to the homeless and non-homeless special needs populations. Following the same format as the first focus group discussion, participants discussed existing and emerging needs and completed the Priority Needs Survey. A total of 15 surveys were collected and tabulated while a discussion took place about what the City's priority needs should be for the coming five years. Following the meeting, several focus group attendees volunteered to give the surveys to their clients, and roughly 75 additional surveys were received by City staff.

A third focus group consisting of parents whose children are enrolled in Evanston's child care programs took place on December 21, 2004. The Childcare Network's policy council also completed the Priority Needs Survey, followed by discussion. Many of the parents on the Childcare Network's policy council are very low income with children participating in Early Head Start programs at day care centers.

Appendix 3.3 contains the survey results and a list of additional needs/comments handwritten on the surveys. While the Priority Needs Survey was *not scientific*, the results—and particularly the handwritten

additional needs/comments—served as one of several tools that aided City staff in identifying and prioritizing needs in the 2005-2009 HUD Consolidated Plan.

2. Public Hearings: September 21, 2004, December 7, 2004, January 4, 2005, and January 10, 2005

Two public hearings concerning Evanston's proposed 2005-2009 HUD Consolidated Plan were conducted: the first on September 21, 2004 to solicit community input on the City's current priority needs, and the second on December 7, 2004 to receive citizen comment on the City's draft 2005-2009 HUD Consolidated Plan. Both public hearings were conducted by the CD Committee. There were additional opportunities for public comment at meetings held on January 4, 2004 and January 10, 2004. Appendix 3.4 contains public notices and minutes for both public hearings.

The first public hearing was conducted by the CD Committee on September 21, 2004. Community input was sought on Evanston's community development needs. Prior to the public hearing date, an announcement about the public hearing was placed in the "Weekly Digest" section of the *Evanston Review*, located in the front section of the newspaper and highlights meetings and events that will take place during the coming week. Information about the public hearing also was sent to the City's cable access television station.

The City's Community Information Coordinator placed the public hearing announcement on the City's webpage and in the bi-weekly email newsletter about City sponsored meetings and events. Individual notices about the public hearing were mailed to over 200 citizens, neighborhood organizations, and grantees, including the Evanston Chamber of Commerce, and mailing lists for the CDBG program, Evanston Plan Commission, Economic Development Committee, and Evanston Housing Commission.

Ten people attended the public hearing on September 21, 2004. Five people commented on the City's priority community development needs and suggested areas that the City could concentrate on in making future funding decisions. Several of the speakers urged the City to continue finding ways to increase the supply of affordable housing in Evanston. Representatives from senior service providers spoke about the increasing need for assistance for seniors and those least able to help themselves.

The second public hearing was held on December 7, 2004. The purpose of the public hearing was to receive public comment on the draft 2005-2009 HUD Consolidated Plan. A notice of public hearing was placed in the *Evanston Review* and emailed to over 350 individuals and organizations. The public notice was combined with a description of the City's proposed use of 2005/06 HUD funding through the CDBG, HOME and ESG programs (e.g., the 2005/2006 Annual Action Plan), which was published in the *Evanston Review*.

At a meeting on January 4, 2005, the CD Committee received additional public comment about the draft 2005-2009 HUD Consolidated Plan and the draft Annual Action Plan for fiscal year 2005-2006. At this meeting the CD Committee also recommended approval of both plans to the City Council. At the January 10, 2005 City Council meeting, there was another opportunity for public comment on both plans before they were submitted to HUD.

3. 30-Day Public Comment Period and Procedure for Amendment/Objection to the Consolidated Plan

The required 30-day public comment period for the draft Consolidated Plan began on December 7, 2004 when the draft plan was made available online and in hard copy. Hard copies were provided to members of the CD Committee and City department heads. Two copies were sent to the Evanston Public Library, and the Planning Division retained several copies for members of the public to come in and review. Copies also were available for mailing to the public by request. Email notices regarding the draft plan's availability and procedure for public comment were sent to over 350 individuals. Written comments were sent to the Planning Division by email or regular mail, and verbal comments were welcomed at the second public hearing on December 7, 2004. HUD requires that CDBG grant recipients, including Evanston, respond to public comments within 15 days. Appendix 3.5 contains a list of all public comments received on the draft 2005-2009 HUD Consolidated Plan, including responses from City staff.

Following the public hearing on December 7, 2004, the CD Committee makes a decision on the proposed amendment. If the amendment is approved, the recommendation is forwarded to the City Council for its review and approval. If the CD Committee does not approve the proposed amendment, a memo regarding this decision is forwarded to the City Council and to the person(s) who brought the proposed amendment to the CD Committee. Following discussion of the proposed amendment, a written response, discussing disposition of the proposed amendment, is sent to the person(s) who submitted the proposed amendment. A copy of the proposed amendment or objection to the Consolidated Plan and the City's written response is then forwarded to HUD's Chicago field office.

The City of Evanston's policy for consideration of substantial amendment or objection to its Consolidated Plan is guided by the following:

- (a) Stated needs and objectives are inconsistent with available and reliable data;
- (b) Stated projects are inappropriate for meeting needs and approved objectives; and
- (c) Consolidated Plan does not comply with regulations for the Community Development Block Grant, HOME Investment Partnerships or Emergency Shelter grants programs.

Requests for substantial amendment to the Consolidated Plan or objections to the City's HUD Consolidated Plan must include an identification of the requirements not met, and relevant data to support the claim must be provided. Substantial amendments or objections are forwarded to the CD Committee for discussion and disposition. If it is determined that the HUD Consolidated Plan should be amended because of the information provided, a public hearing on the proposed amendment will be scheduled for the next regular meeting of the CD Committee. Publication of a public hearing notice about the proposed amendment is placed in the *Evanston Review*, and other City procedures, previously discussed, are followed for ensuring that interested parties are informed about the upcoming public hearing.

4. Consultation with Agencies and Organizations

The City of Evanston undertook a varied consultation process prior to and in the process of developing its 2005-2009 HUD Consolidated Plan. Appendix 3.6 contains a list of organizations that participated in the City's consultation process.

The City consulted with adjacent jurisdictions—the Village of Skokie, the Village of Wilmette, and the City of Chicago—on matters of mutual interest, including the development of Evanston's 2005-2009 Consolidated Plan. Evanston also consulted with Cook County and the State of Illinois. In addition, members of the Northeastern Illinois Planning Commission and the Metropolitan Planning Council participated in discussions on regional planning issues. The Housing Authority of the County of Cook (HACC) administers public housing and housing choice vouchers in Evanston and was consulted accordingly. Following the consultation process, all of these entities were mailed a Draft Consolidated Plan for their review.

Participants directly involved in Evanston's community development process were invited to participate in public hearings and focus group discussions, as previously described, and to provide written comments to the City of Evanston regarding the Draft Consolidated Plan and the CDBG, HOME, and ESG programs. Input for the Consolidated Plan also was received from City departments, citizen boards, and commissions, such the Housing & Community Development Act Committee (oversees CDBG program), Evanston Housing Commission (oversees HOME program), City Council's Human Services Committee (oversees ESG program), the Economic Development Committee, Evanston Plan Commission, Human Relations Commission, Commission on Aging and the Mental Health Board. Housing and service providers for the homeless and non-homeless special needs populations also were consulted to determine the current level of service and to estimate unmet need.

In addition to the City departments previously mentioned, consultation was sought with the City's Capital Improvement Team, the City Manager's Office, elected officials, and City department heads. At a special department head meeting, the City's priority needs listing was reviewed and discussed, with

attention to the community development priority needs the City plans to address in the 2005-2009 HUD Consolidated Plan.

Finally, consultation also was sought with the City's Health Department regarding lead hazards. The City's Health Department has a childhood Lead Poisoning Prevention Program that provides environmental and medical intervention and education for residents. It works closely with the State of Illinois Health Department to ensure that local policies and practices are coordinated on issues concerning lead based paint hazard reduction and remediation.

5. Role of the Neighborhood Planning Committee in the HUD Consolidated Plan Process

Information obtained through the City's neighborhood planning processes that took place in the south and west side, which corresponds to the CDBG Target Areas, was incorporated into the 2005-2009 HUD Consolidated Plan process. Evanston's Comprehensive General Plan establishes the goal of neighborhood enhancement in recognition that each neighborhood contributes to the overall social and economic quality of the city. In keeping with this, the goal of the neighborhood planning process is to promote the quality of life, economic health, and physical welfare of the city's neighborhoods and to help them realize their full potential.

The neighborhood planning process is overseen by the Neighborhood Committee, a standing committee of the Evanston Plan Commission. It is staffed by the Neighborhood Planner, a position in the Planning Division of the Community Development Department. The Neighborhood Committee meets monthly and reports regularly to the Plan Commission.

The purpose of the Neighborhood Committee is to develop neighborhood plans that address specific issues identified by local community members. Central to the Neighborhood Committee's work is an inclusive public input and listening process through which neighborhood-based concerns are identified for further study and consideration. To accomplish this, the Neighborhood Committee meets and works directly with community residents, local groups and organizations, business and property owners, and the local alderman. After major issues are identified and prioritized, the committee conducts and reviews relevant research and analysis. Findings and recommendations stemming from this research are incorporated into a final report or plan for the neighborhood. To date, two neighborhood planning areas have been located within the City's CDBG Target Area: the West Side and Howard Street / adjacent Southeast Evanston neighborhoods. Both have plans in implementation.

a. 2004 Neighborhood Planning Report for the Canal-Green Bay Road-Ridge Avenue-Church Street Study Area

The Neighborhood Committee launched this planning process in September 2001. As its name would imply, the study area is physically defined by Church Street on the south, the Metropolitan Water Reclamation District's canal on the west and north, and Green Bay Road/Ridge Avenue on the east. The majority of the study area falls within Census Tract 8092, and a small portion also falls within Census Tract 8095. However, this area is comprised of industrial uses and housing units less representative of the study area as a whole.

The Neighborhood Committee's first action was to gather input from all participating community members regarding the opportunities and challenges facing the neighborhood. To accomplish this, the Neighborhood Committee and local stakeholders brainstormed and inventoried both the area's problems and shortcomings and its assets or resources. The responses were subsequently sorted into ten categories: Public Infrastructure & Services; Streets & Transportation; Public Safety; Human Resources; Local Institutions; Housing; Historic Character; Community Character/Aesthetics; Communication; and Economic Development.

To give better focus to the neighborhood planning process, the Neighborhood Committee next asked the community to vote on their top priority issues from the list of ten issue areas. The community's priority issues were Public Safety, Housing, and Economic Development (each with 19 votes), Streets &

Transportation (17 votes), and Public Infrastructure (15 votes). Shortly after, Public Infrastructure and Streets/Transportation were combined into a single category. The resulting four topics became the issue areas on which the planning process concentrated.

The Neighborhood Committee next formed four small working groups, or sub-committees. Membership included interested neighborhood stakeholders and a Plan Commission member. Each subcommittee worked to more clearly define the issues related to its assigned topic and to propose a structure of goals and action recommendations. In the course of their research, the groups interviewed City staff, including the Police Chief, Director of Public Works, as well as representatives of community institutions and public agencies. The four working groups presented their findings to the Neighborhood Committee in March 2003 in the Preliminary Neighborhood Planning Report.

Following the work done by the four working groups to explore and define local issues, the Neighborhood Committee conducted a 'visioning process' focusing on the physical aspects of the study area. Neighborhood groups, organizations, and individuals were invited to express their ideas about what the study area might look and feel like in 20 years. Four neighborhood organizations and two individuals responded with their vision statements. Significantly, there were several areas of overlapping priorities and shared visions. From these, the Neighborhood Committee developed a Shared Values Matrix. Together with the work of the four issue subcommittees, this was used to define the community's priorities and form the basis of the final neighborhood study.

In June 2004, the Plan Commission invited nearly 2,000 residents from the study area to a special public meeting for the purpose of soliciting their comments on the draft plan. Notices sent to residents were bilingual (English/Spanish), and language translation services were provided at the meeting. At the request of the Plan Commission, an action matrix was derived from the draft plan which summarized major points of the plan and identified goals, objectives, and actions recommended, including agents and timeframes. Following their review of all documents, the Evanston Plan Commission voted on October 26, 2004 to approve the draft plan and to recommend approval to the City Council via its Planning and Development Committee.

b. 1996 Southeast Evanston Neighborhood Plan

The Southeast Evanston Neighborhood Plan was adopted in October of 1996 and resulted from a neighborhood planning process undertaken by the City of Evanston. The designated planning area is bounded by Howard Street, Oakton Street, Ridge Avenue and the eastern city limits. Its area is coterminous with the eastern half of Census Tract 8102.

This two-year planning process began in 1995 with several large open invitation meetings for residents to identify their concerns and vision for the future. Residents formed the Citizens' Planning Committee (CPC), comprised of representatives of Clyde-Callan Neighbors, Brummel Park Neighbors, Elks Park Neighbors, and progressive Evanston Neighbors. The Evanston Neighborhood Conference also played a role in the formation and facilitation of the CPC. The City also formed the Internal Planning Team (IPT) comprised of staff from the City Manager's Office, Department of Community Development (Planning, Buildings, Property Standards, and Housing Rehabilitation Divisions), Public Works (Engineering and Traffic Divisions), Health and Human Services Department, Police Department, Human Relations Commission, and Parks/Forestry and Recreation Department. Additional support also was provided from the Zoning Division, Evanston Public Library, Noyes Cultural Arts Center, and the Office of Management and Budget.

The CPC and IPT worked jointly to identify community issues to be addressed by the plan. This process required months of research, discussion, consideration, and consensus building. The goals, objectives, and actions in the plan were then presented to the broader community of Southeast Evanston through four forums hosted by the CPC, the Evanston Neighborhood Conference, and the City. Community stakeholders were asked to offer any additional input to the development of the plan. The resulting plan established a network of interrelated issues, goals, objectives, and actions in the areas of

Housing, Economic Development, Public Safety and Security, Public Works/Aesthetics, Recreation, and Image/Marketing/Perception. The plan is currently in implementation.

6. Public Participation and Consultation During Consolidated Plan Implementation

During implementation of the 2005-2009 HUD Consolidated Plan, public participation opportunities primarily include those previously described. This includes but is not limited to meetings of citizen advisory boards and commissions to meetings of the City Council and its three standing committees: Human Services, Administration & Public Works, and Planning & Development. All open meetings have a citizen comment period scheduled for anyone wishing to address a particular board, commission, or members of the City Council. Special meetings can be scheduled as needed at the discretion of the Chair of the respective board, commission, or committee.

City staff regularly consult with appropriate agencies and organizations on housing and social services, as well as community development and economic development matters. This is expected to continue as part of implementation, monitoring, and reporting on progress.

7. Anti-Displacement Strategy

The City of Evanston has a Residential Anti-Displacement and Relocation Assistance Plan which was approved by the City Council. Following HUD Uniform Relocation Act guidelines, the plan discusses the steps the City will take to minimize displacement, which includes relocation assistance to citizens and businesses which may be displaced as a result of a federally-assisted project undertaken by the City. If displacement is determined to be necessary, the City initiates procedures to assist the affected parties with relocation and financial assistance as proscribed by HUD's Uniform Act and Relocation regulations and the City's Anti-displacement and Relocation Assistance Plan.