Citizen Participation Plan

CITY of CAPE GIRARDEAU

Citizen Participation Plan (CPP)

For HUD-Funded Programs and Activities

Community Development Block Grant Program (CDBG)

Adopted: January 21, 2025

The City of Cape Girardeau is committed to fostering an inclusive, transparent, and collaborative process for engaging all residents in the planning, development, and implementation of the Community Development Block Grant (CDBG) Program. Through meaningful public participation, we seek to ensure that CDBG-funded projects address the needs and priorities of our community, particularly low- and moderate-income individuals, minorities, and underserved populations. By empowering residents to actively contribute their voices, we aim to create a stronger, more equitable, and vibrant city for all.

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Introduction

The City of Cape Girardeau is committed to fostering an inclusive and transparent decision-making process, particularly when it comes to the allocation and use of federal funding through the Community Development Block Grant (CDBG) program. The CDBG program, administered by the U.S. Department of Housing and Urban Development (HUD), is a critical tool for addressing the housing, economic development, and community service needs of low- and moderate-income residents within our community.

To ensure the effective use of CDBG funds, citizen input is essential. This Citizen Participation Plan (CPP) is designed to encourage residents to participate actively in the development and implementation of the City's CDBG program. The plan provides a framework for public engagement, ensuring that all citizens, especially those most affected by CDBG-funded activities, have an opportunity to share their views, contribute ideas, and influence how these federal resources are allocated.

The CPP outlines the processes and strategies for public participation during the development of key documents, including the City's Consolidated Plan, Annual Action Plan, and Consolidated Annual Performance and Evaluation Report (CAPER). The plan also details how residents can engage in the planning process, attend public hearings, submit comments, and offer suggestions on any proposed amendments to CDBG-funded programs.

The City recognizes that effective public participation involves more than simply offering opportunities to comment. It requires proactive outreach, especially to those historically underserved, including low- and moderate-income individuals, persons with disabilities, racial and ethnic minorities, non-English speaking residents, and others who might face barriers to participation. This plan reflects the City's commitment to removing those barriers and providing every resident with an equitable opportunity to influence community development decisions.

By involving citizens at every stage of the CDBG planning and implementation process, we can ensure that the priorities set forth truly reflect the needs of the community. This Citizen Participation Plan is an essential component of the City's efforts to build a stronger, more inclusive Cape Girardeau.

The City invites all residents to take an active role in shaping the future of our community through the CDBG program. Your participation is vital to ensuring that these programs successfully address the needs and priorities of our most vulnerable residents.

Goals of the Citizen Participation Plan

1. Inclusion: Engage all community members, with special emphasis on low- and moderate-income residents, in the planning process.
2. Transparency: Ensure open access to information about the City's CDBG program, funding decisions, and the impacts of funded projects.
3. Accessibility: Remove barriers to participation for marginalized or underserved groups and make public hearings, meetings, and information accessible to all.
4. Responsiveness: Provide a clear process for receiving, addressing, and responding to public comments, concerns, and complaints.
5. Accountability: Encourage residents to actively monitor the implementation of CDBG-funded activities and their outcomes.

Through this Citizen Participation Plan, the City of Cape Girardeau reaffirms its commitment to inclusive, transparent, and effective governance in collaboration with its citizens.

Predominantly Low- and Moderate-Income Neighborhoods

Predominantly Low- and Moderate-Income Neighborhoods are areas where a significant proportion of the residents are classified as low- or moderate-income, based on criteria established by the U.S. Department of Housing and Urban Development (HUD). Specifically, these neighborhoods are defined as:

- Low-Income Households: Families or individuals whose annual incomes do not exceed 50% of the area median income (AMI) for the region, adjusted for family size.
- Moderate-Income Households: Families or individuals whose annual incomes are between 51% and 80% of the AMI, adjusted for family size.

A neighborhood is typically considered predominantly low- and moderate-income if at least 51% of the residents fall within these income brackets. HUD uses this threshold to determine eligibility for Community Development Block Grant (CDBG) funding, which prioritizes projects and programs that benefit these populations to improve housing, infrastructure, and access to services in economically disadvantaged areas.

Plan Components

The City of Cape Girardeau's Citizen Participation Plan (CPP) establishes a structured approach for involving the public in the key stages of the Community Development Block Grant (CDBG) process, including the development of the Consolidated Plan, Annual Action Plan, and the Consolidated Annual Performance and Evaluation Report (CAPER). This section details the specific components and procedural requirements designed to ensure transparency and community input at each phase. By clearly outlining processes for public notices, comment periods, hearings, and the handling of substantial amendments, the City aims to provide residents with multiple opportunities to shape and review the projects and priorities funded by CDBG allocations, supporting a collaborative and responsive planning framework.

1. Consolidated Plan and Annual Action Plan

- The City will develop a Consolidated Plan every five years to outline long-term housing and community development goals, including addressing affordable housing shortages, improving public infrastructure, and supporting economic development in underserved areas. Additionally, an Annual Action Plan will be created each year to specify how federal and local funds will be used to meet these housing and community development needs, ensuring resources are allocated effectively to benefit low- and moderate-income residents and improve overall community well-being.
- Public Notice and Review Period: The draft Consolidated Plan and Annual Action Plan will be made available to the public for a minimum of 30 calendar days. Notices will be posted at City Hall, the public library, and the City's website, and through local media channels.
- Public Hearings: The City will hold at least two public hearings:

    - Pre-Draft Hearing: Before the plans are drafted to gather input on housing and community development needs.
    - Post-Draft Hearing: After the draft plans are available for review to collect feedback on the proposed strategies.
- Establishing Convenient Times and Locations: Public hearings will be scheduled at times and locations that maximize the opportunity for participation, particularly from low- and moderate-income residents, working families, and persons with disabilities. The City will select locations that are centrally located and accessible by public transportation, such as community centers, schools, and public libraries. Evening and weekend meetings will be considered to accommodate citizens who may not be able to attend during regular business hours. Additionally, hybrid (virtual and in-person) meeting options may be provided to further increase accessibility.
- Citizen Requests for Accommodations: Citizens may request reasonable accommodations, such as accessible formats for persons with disabilities or language interpretation services, by contacting the City Administrative Services Office via phone, email, or in person at City Hall. The City will publicize contact details for such requests in all notices about the Consolidated Plan process. Requests should ideally be made at least 48 hours prior to the public hearing to ensure that necessary arrangements can be made.
    - Administrative Services Office: 573-339-6320
    - Email: cdbg@cityofcapegirardeau.org
    - City Hall: 44 North Lorimier Street, Cape Girardeau, MO 63701
- Plan Availability: Drafts of the Consolidated Plan and Annual Action Plan will be available at City Hall, the public library, and on the City's website. Upon request, a reasonable number of free printed copies will also be provided upon request to ensure accessibility for all interested individuals.
- Consideration of Public Comments: The City will consider any comments or views received from citizens in writing or orally at public hearings during the preparation of the final Consolidated Plan and Annual Action Plan. All comments will be reviewed, and a summary of those comments, including the City's responses or actions taken in response to significant comments, will be included in the final versions of the plans. The response/review time will typically allow public comments to be addressed prior to finalizing the documents, ensuring that community input is reflected in the planning process.
- Availability of Information Before Plan Adoption: Before the City adopts the Consolidated Plan, it will ensure that citizens, public agencies, and other interested parties have access to important information regarding the use of Community Development Block Grant (CDBG) funds. This information will include:
    - Expected Funding: The City will provide details on the amount of assistance it expects to receive, including any grant funds and program income. This will give the public a clear understanding of the available resources for community development activities.
    - Range of Activities: Information about the range of activities that may be undertaken with the CDBG funds will be shared. This may include housing programs, public infrastructure improvements, economic development efforts, and other eligible activities aimed at benefiting the community.

- Benefit to Low- and Moderate-Income Persons: The City will estimate the amount of funding that will benefit low- and moderate-income persons. This ensures that the primary focus of the CDBG program—improving conditions for low- and moderate-income residents—is highlighted and clearly communicated.
- Minimizing Displacement and Assisting Displaced Persons: The City will also outline its plans to minimize the displacement of residents due to activities funded by the Consolidated Plan. If displacement does occur, the City will specify the types and levels of assistance it will make available (or require others to make available) to assist displaced persons. This could include moving assistance, relocation benefits, and other support services to ensure minimal disruption to affected residents.
- Timing and Availability of Information: This information will be made available to the public at least 30 days prior to the adoption of the Consolidated Plan. The City will post the information at City Hall, the public library, and on the City's website. Notices will also be shared through local media outlets to reach a broad audience.

2. Consolidated Annual Performance and Evaluation Report (CAPER)

- The CAPER will be prepared annually to report on the City's progress in implementing the goals of the Consolidated Plan and Annual Action Plan.
- Public Notice and Review Period: The public will be notified when the draft CAPER is available for review and comment. The document will be made available for a minimum of 15-calendar days for public comment. Notices will be posted at the same locations as the Consolidated Plan and Annual Action Plan.
- Consideration of Public Comment: The City will consider any comments or views of citizens received in writing or orally at public hearings in preparing the final CAPER. All public input will be reviewed, and a summary of the comments received—along with the City's responses or actions taken—will be included in the final CAPER. This ensures transparency and accountability in reporting progress toward the City's housing and community development goals, while also demonstrating how public feedback is incorporated into the evaluation process.

3. Amendments to the Plan

- Substantial Amendments: Per 24 CFR 91.505, an amendment to a plan is required:
  - To make a change in its allocation priorities or a change in the method of distribution of funds;
  - To carry out an activity, using funds from any program covered by the consolidated plan (including program income, reimbursements, repayments, recaptures, or reallocations from HUD), not previously described in the action plan; or
  - To change the purpose, scope, location, or beneficiaries of an activity.

  Any substantial changes to the use of CDBG funds or the City's goals will require public input. Substantial changes are defined as:
  - A change in the use of more than 20% of the total annual grant allocation.
  - A change in the priorities established in the Consolidated Plan.

- Public Notice and Review Period: Proposed Substantial Amendments will be made available for public comment for a minimum of 30 calendar days before final approval. Notices regarding the proposed amendment and its availability for review will be:
    - Posted at City Hall, the public library, and on the City's website.
    - Published through local media channels, including newspapers and radio, and on social media platforms to reach a wider audience.
- During the review period, public hearings will be held to gather feedback. The public hearings will be conducted at accessible and centrally located venues such as community centers or the public library. To ensure accessibility and convenience:
    - Hearings will be scheduled during evening hours or weekends to accommodate residents with daytime commitments.
    - Locations will be accessible by public transportation, with accommodations for persons with disabilities, including wheelchair access and sign language interpretation services if requested.
    - The City will also explore options for hybrid (virtual and in-person) hearings to further increase participation from citizens unable to attend in-person.
- All public notices will include clear instructions on how citizens can request special accommodations or submit comments, whether in person, by mail, or electronically. Comments will be considered in the final decision-making process, with responses summarized in the final amendment documentation.
- In preparing substantial amendments to the Consolidated Plan, the City will actively consider any comments or views received from residents of the community. These comments may be submitted in writing or presented orally at public hearings. The City will ensure that community feedback is carefully reviewed and incorporated as appropriate during the amendment process. Public hearings will be held in accessible locations, and residents will be given clear instructions on how to provide written feedback during the public comment period.
- Furthermore, the City will provide responses to any significant comments or concerns raised by the public and will make these responses available as part of the amendment process, ensuring that the community's input is transparent and valued in decision-making.
- When preparing a substantial amendment to the Consolidated Plan, the City will attach a summary of any comments or views received from residents, whether submitted in writing or presented orally at public hearings. This summary will also include any comments or views that were not accepted by the City, along with an explanation of the reasons why these comments were not incorporated into the amendment.
- Non-Substantial Amendments: Minor changes to the Consolidated Plan or Annual Action Plan that do not meet the criteria for Substantial Amendments can be made without formal public hearings. However, Non-Substantial Amendments will still be disclosed to the public through public notices posted at City Hall, on the City's website, and in local media. These notices will outline the nature of the changes and invite public review.

4. Anti-Displacement and Relocation

- The City will take all necessary steps to minimize the displacement of persons due to CDBG-funded activities. If displacement is unavoidable, the City will comply with the Uniform Relocation Act (URA) and will ensure that displaced individuals are provided with assistance to find suitable housing.

Declared Disasters or Emergency Events

In the event of a federally, state, or locally declared disaster or emergency that impacts the City of Cape Girardeau, the City may need to expedite the use of CDBG funds to respond quickly to urgent community needs. Declared disasters or emergencies may include, but are not limited to, natural disasters, public health crises, and significant economic disruptions.

To address these needs in a timely manner, the following provisions will apply to the Citizen Participation Plan:

1. Expedited Substantial Amendment Process

- During a declared disaster or emergency, the City may need to make significant changes to the allocation of CDBG funds or adjust priorities within the Consolidated Plan or Annual Action Plan.
- Waiver of Standard Public Comment Period: In line with HUD guidance, the City may reduce the public comment period for substantial amendments from 30-calendar days to no less than 5-days to facilitate quicker action. HUD may also provide additional flexibility, which the City will utilize as permitted.
- Public Notification: Public notice of the proposed substantial amendment will be made through the City's website, social media channels, local newspapers, and email lists to ensure that residents are informed. Where possible, the City will prioritize outreach to low- and moderate-income residents and those most affected by the disaster or emergency.

2. Virtual Public Hearings

- If in-person gatherings are not feasible or safe due to the disaster or emergency, the City will hold virtual public hearings to gather community input on substantial amendments. The City will ensure these hearings are accessible by providing accommodations for persons with disabilities, non-English speakers, and other individuals who may face barriers to participation.
- Virtual hearings will be held via accessible platforms, with instructions for participation made available in advance through the City's website and other public communication channels.

3. Temporary Reallocation of CDBG Funds

- During an emergency, the City may reallocate CDBG funds to prioritize activities that address urgent needs, such as public health, housing stability, economic relief, and infrastructure repairs. Any such reallocation that meets the City's threshold for a substantial amendment will follow the expedited process outlined above.

4. Notification to HUD

- The City will notify HUD of any substantial amendments made in response to a declared disaster or emergency. Documentation will include the nature of the disaster or emergency, the amendments made, and any adjustments to the public participation process.

5. Ongoing Community Engagement and Transparency

- Throughout the response to a declared disaster or emergency, the City will continue to engage residents and stakeholders through regular updates on the City's website, social media, and public notices. After the immediate response, the City will resume standard procedures for public comment periods, hearings, and community engagement as outlined in this CPP.

These provisions ensure that the City of Cape Girardeau can quickly and effectively respond to community needs during emergencies while maintaining transparency and accountability in the substantial amendment process.

Encouraging Public Participation

Public participation is essential to the City of Cape Girardeau's Community Development Block Grant (CDBG) program, as it ensures that the planning and implementation of projects reflect the priorities and needs of all community members. This section outlines the City's commitment to fostering an inclusive environment where all residents—especially low- and moderate-income individuals, minorities, non-English speaking persons, and persons with disabilities—can participate meaningfully in the decision-making process. By creating accessible opportunities for engagement and addressing potential barriers, the City aims to empower residents to share insights, ask questions, and provide feedback, ensuring that CDBG-funded activities benefit the entire community equitably.

1. Outreach to Low- and Moderate-Income Populations

- The City will ensure that low- and moderate-income individuals, residents of public and assisted housing, and those living in targeted revitalization areas have access to information and opportunities to participate in the Community Development Block Grant (CDBG) process. This includes focused outreach to neighborhoods predominantly composed of low- and moderate-income residents, areas experiencing slum and blight, and communities identified for revitalization efforts.
  Targeted Outreach Strategies:
  - Low- and Moderate-Income Populations: The City will conduct direct outreach to low- and moderate-income neighborhoods through public meetings, flyers, social media, and partnerships with local service providers. These efforts will ensure that residents are informed about public hearings, the availability of CDBG-related documents, and opportunities to participate in the planning process.
  - Residents of Public and Assisted Housing: The City will work with housing authorities, property managers, and tenant associations to engage residents of public housing and assisted housing developments. This will include distributing information through property management offices, posting notices in common areas, and holding meetings at housing developments to make it easier for residents to provide input on housing and community development needs.
  - Slum and Blight Areas: The City will target outreach to neighborhoods affected by slum and blight to ensure residents have opportunities to participate in identifying needs and shaping the City's revitalization plans. Meetings will be held in accessible community locations, and additional services like

transportation or childcare will be considered to increase participation in these areas.
    - Residents of Targeted Revitalization Areas**:** In areas undergoing or designated for revitalization, the City will prioritize engagement with local residents to ensure their needs and concerns are addressed. This will involve coordination with revitalization committees, neighborhood associations, and local non-profits to gather input and ensure residents' voices are central in planning and decision-making processes.
- Coordinated Efforts: The City will partner with community-based organizations that serve low-income populations, residents in slum and blight areas, and public housing tenants to distribute information and encourage active participation. Information will be provided in formats and languages that are accessible to diverse populations and accommodations will be made for persons with disabilities, ensuring that all residents have the opportunity to be involved in shaping the City's housing and community development goals. Public hearings and meetings will be held at times and locations that are convenient and accessible to these populations, including evening meetings or virtual options, to maximize attendance.

  Through this inclusive approach, the City aims to ensure that all residents, particularly those in disadvantaged and underserved communities, have a meaningful role in the CDBG planning and implementation processes.

2. Inclusion of Minorities, Non-English Speaking Persons, and Persons with Disabilities

- The City is committed to ensuring that all community members, including minority groups, non-English speaking residents, and persons with disabilities, have the opportunity to fully participate in the CDBG planning process. To achieve this, the City will take the following actions:
    - Translation Services - To engage non-English speaking persons, the City upon request, will translate public notices, informational materials, and key documents into the predominant non-English languages spoken in the community. Upon request, translation services will be provided at public hearings and meetings, and interpretation services (including sign language) will be made available. Citizens needing these services can:
        - Contact the City Administrative Services Office via phone, email, or in person to request translation or interpretation services at least 48 hours before a public meeting or hearing. Contact information will be provided on all notices and announcements.
        - The City will work closely with community organizations and advocacy groups to identify residents who may require assistance and proactively offer support.
    - Accessible Meeting Venues and Materials - To ensure accessibility for persons with disabilities, the City will hold public meetings and hearings at ADA-compliant venues that are physically accessible. Additionally, accessible formats of meeting materials (e.g., large print, Braille, or electronic formats) will be provided upon request. To request these accommodations, citizens can:

        - Call or email the City Administrative Services Office, specifying the assistance needed. Requests for accommodations should be made at least 48 hours before the event to ensure arrangements can be made.
    - Public Notice and Communication - All public notices regarding the Consolidated Plan, Annual Action Plan, and related amendments will be distributed widely across the community. Notices will be translated into other languages as needed and will include instructions on how to request accommodations or services. They will be posted:
        - At City Hall, the public library, and other high-traffic community locations.
        - On the City's website and through social media channels to reach a wider audience.
    - Outreach to Minority Communities - The City will conduct outreach to minority populations by partnering with local organizations that serve these groups, ensuring that information about public participation opportunities reaches all segments of the community. Information will be shared through targeted communication channels, such as community centers, ethnic media outlets, and places of worship frequented by minority residents.

By offering a range of translation services, accessible venues, and accommodations upon request, the City aims to remove any barriers to participation, ensuring that all community members, regardless of language or ability, can take part in the CDBG planning and implementation process.

3. Public Hearings

- Public hearings will be held at locations that are accessible to all citizens, including those with disabilities. The City will work to ensure that the times and locations of the hearings are convenient for working individuals and families.

4. Availability of Information

- The City will ensure that all relevant program documents are available to the public, including the Consolidated Plan, Annual Action Plan, CAPER, and any Substantial Amendments to these plans. These documents will be provided in accessible formats upon request to ensure inclusivity for all citizens, including those with disabilities or limited English proficiency. To facilitate broad public access, the documents will be available:
    - At City Hall for in-person review.
    - At the public library, where copies will be available for residents who may not have access to the internet.
    - On the City's website, where digital copies can be downloaded.
- Public notices regarding the availability of these documents will be posted in advance of any public comment periods, ensuring residents are aware of opportunities to review and provide feedback. Additionally, citizens can request a reasonable number of free printed copies by contacting the Administrative Services Office, and they can request

accessible formats, including large print or Braille, or translated versions for non-English speakers.

Fair Housing Requirements

The City of Cape Girardeau is committed to ensuring compliance with federal, state, and local fair housing laws as part of its administration of the Community Development Block Grant (CDBG) program. The Fair Housing Act (Title VIII of the Civil Rights Act of 1968, as amended) mandates that the City affirmatively further fair housing by eliminating discrimination and promoting equal housing opportunities for all individuals, regardless of race, color, national origin, religion, sex, familial status, or disability.

This section outlines how the City will address fair housing within the Citizen Participation Plan and through its CDBG-funded activities:

1. Affirmatively Furthering Fair Housing (AFFH)

- As a CDBG eligible community, the City of Cape Girardeau is obligated to affirmatively further fair housing (AFFH) by taking meaningful actions that address barriers to fair housing choice. This includes promoting housing that is free from discrimination and expanding access to housing opportunities for historically underserved or marginalized populations.
- The City will ensure that all CDBG-funded housing projects and programs are aligned with its obligations to AFFH, including through outreach, public participation, and consultation with local stakeholders focused on fair housing issues.

2. Public Engagement and Fair Housing

- The City will incorporate fair housing issues into its public engagement process, particularly during the development of the Consolidated Plan, Annual Action Plan, and any Substantial Amendments.
- Public notices, community meetings, and hearings will include discussions on fair housing needs and challenges, and residents will be encouraged to offer input on how to address these issues through CDBG-funded programs. This includes input from protected classes under the Fair Housing Act, low- and moderate-income residents, and other vulnerable populations.
- The City will use a variety of outreach methods, including partnerships with fair housing organizations and community groups, to engage residents who may face housing discrimination or other barriers to fair housing.

3. Analysis of Impediments to Fair Housing Choice

- The City will conduct an Analysis of Impediments to Fair Housing Choice (AI) as part of its Consolidated Plan process. This analysis identifies local barriers to fair housing, such as discriminatory housing practices, segregated housing patterns, and lack of access to affordable housing for certain groups.
- The results of the AI will be shared with the public, and residents will have opportunities to comment on findings and recommendations. The City will use this input to guide its

efforts in addressing identified impediments and ensuring that CDBG resources are used to promote fair housing.

4. Fair Housing Education and Enforcement

- The City will promote fair housing education and awareness among residents, landlords, housing providers, and real estate professionals. This may include workshops, outreach events, and distribution of materials that explain residents' rights under the Fair Housing Act and how to file complaints if they believe they have experienced housing discrimination.
- The City will work with local and regional fair housing organizations, legal aid agencies, and other community partners to provide residents with information about fair housing rights and resources for legal assistance.

5. Accessibility and Accommodations

- The City is committed to ensuring that all public participation activities, hearings, and meetings related to the CDBG program are fully accessible to individuals with disabilities, as well as those who require language assistance. In order to promote inclusivity and ensure that no resident is excluded from the process, the City will provide the following accommodations:
    - Sign Language Interpreters: Upon request, sign language interpreters will be available for public hearings and meetings to facilitate participation for individuals with hearing impairments.
    - Materials in Alternative Formats: All relevant program materials, including the Consolidated Plan, Annual Action Plan, CAPER, and any amendments (including Substantial Amendments), will be provided in accessible formats upon request. Possible options include:
        - Braille copies for individuals who are blind or visually impaired.
        - Large print versions for individuals with low vision.
        - Electronic copies in accessible formats such as Word documents or PDFs that are compatible with screen reader technology.
        - Oral versions of documents for individuals who may have difficulty reading due to visual impairments or other challenges.
    - Language Translation Services**:** For non-English speaking residents, translation services will be provided at public meetings and hearings as needed. Public notices and key documents will be available in multiple languages, and interpretation services will be available upon request to ensure language is not a barrier to participation.
- The City will ensure that all CDBG-funded housing developments comply with accessibility requirements under the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act. These standards promote equal access to housing for persons with disabilities, ensuring that no individual is excluded or discriminated against based on disability.
- To request any of these accommodations, citizens can contact the City Administrative Services Office via phone, email, or in person. The City encourages individuals to submit requests at least 48 hours before a public hearing or meeting to allow adequate time for necessary arrangements.

6. Addressing Fair Housing Complaints

- The City will maintain a process for residents to file complaints related to housing discrimination or other violations of fair housing laws. Complaints may be submitted in writing, in person, or through the City's website, and the City will refer cases to the appropriate agencies, such as HUD's Office of Fair Housing and Equal Opportunity (FHEO) or local legal aid organizations.
- The City will track and review any fair housing complaints to identify patterns of discrimination and inform future CDBG programming and policy decisions.

By integrating fair housing requirements into the Citizen Participation Plan, the City of Cape Girardeau ensures that CDBG-funded programs promote equal access to housing opportunities and work toward eliminating discrimination in the housing market. The City is committed to fostering an inclusive community where all residents can find safe, affordable housing without facing discrimination or barriers to opportunity.

Consultation with Other Government Agencies and Community Partners

To effectively address the housing, economic, and community development needs of Cape Girardeau, the City will actively engage in consultation with other government agencies, nonprofit organizations, community groups, and service providers throughout the CDBG planning and implementation process. Collaboration with these partners is essential to leveraging resources, identifying gaps in services, and ensuring that CDBG-funded activities are coordinated with other local and regional initiatives.

1. Interagency Coordination

- The City will consult with relevant state and local agencies, such as the Missouri Department of Economic Development, the Missouri Balance of State Continuum of Care, Cape Girardeau County, and other municipal departments, to align CDBG priorities with broader governmental goals and ensure efficient use of funds. Regular communication will take place through meetings, email exchanges, and joint planning sessions.
- This consultation will include sharing information on CDBG-funded projects and obtaining input on potential synergies, particularly in areas like infrastructure, public safety, and economic development.

2. Engagement with Community Organizations and Service Providers

- The City will engage nonprofit organizations, social service agencies, housing authorities, healthcare providers, the Missouri Balance of State Continuum of Care, and educational institutions to understand community needs and identify priority areas for CDBG funding. Regular consultation with these organizations will help the City address critical issues such as homelessness, affordable housing, workforce development, and healthcare access. By collaborating with these entities, the City can ensure that its CDBG activities complement and enhance existing community services.
- This process will involve both formal and informal outreach, including meetings, surveys, and public workshops to gather input on project proposals and priorities.

Through these efforts, the City seeks to ensure that CDBG-funded projects align with broader community objectives and services.

- Additionally, the City will provide Public Housing Authorities (PHA) with information about Consolidated Plan activities that relate to PHA developments and the surrounding communities. The City will share relevant details so the PHA can make this information available during its annual public hearing(s), which are required for the PHA Plan. This collaboration will help to inform public housing residents and other stakeholders about planned community development activities that could affect them.
    - The St. Francois County Public Housing Agency currently serves as the PHA for Cape Girardeau County and the City of Cape Girardeau.
        - Office Phone: 573-334-5533

3. Data Sharing and Needs Assessment

- Through these partnerships, the City will seek data and insights on emerging community needs, service gaps, and high-priority issues. Input gathered from these consultations will inform the Consolidated Plan and Annual Action Plan, helping the City tailor CDBG-funded activities to better serve low- and moderate-income residents.

4. Ongoing Collaboration and Feedback Mechanisms

- To ensure continuous improvement, the City will establish ongoing feedback mechanisms with government agencies and community partners. This includes follow-up meetings to assess the impact of CDBG activities and discussions on adjustments to improve project outcomes.

By establishing a proactive and collaborative approach to consultation, the City of Cape Girardeau aims to maximize the impact of CDBG funding and foster partnerships that benefit the entire community.

Technical Assistance

The City will provide technical assistance to groups and organizations, particularly those representing low- and moderate-income persons, who are interested in submitting proposals for funding under the CDBG program. Assistance will include explaining the application process, eligible activities, and how to meet CDBG requirements.

Complaints

The City encourages citizens to submit complaints regarding the Consolidated Plan, Annual Action Plan, or any CDBG-funded activities. All complaints will be addressed in writing within 15 working days of receipt. Citizens may submit complaints by mail, email, or phone to:

City of Cape Girardeau, Administrative Services Department
Attn: Alex McElroy
44 North Lorimier Street
573-339-6320
cdbg@cityofcapegirardeau.org

Amendment of the Citizen Participation Plan

The City may amend this Citizen Participation Plan as necessary to ensure compliance with federal regulations or to improve public participation. Any substantial amendments will follow the same procedures for public notice and hearings as outlined above.

Contact Information

For questions or further information regarding the Citizen Participation Plan or CDBG program, please contact:

City of Cape Girardeau, Administrative Services Department
Attn: Alex McElroy
44 North Lorimier Street
573-339-6320
cdbg@cityofcapegirardeau.org

Adopted by the City of Cape Girardeau on January 21, 2025.

This Citizen Participation Plan ensures that Cape Girardeau residents have meaningful opportunities to contribute to decisions related to CDBG-funded activities, especially those who are most affected by these projects. The City is committed to transparency and inclusivity in the process.

Table A: CDBG Public Notice Summary

Type of Document	Public Hearing	Hearing Notice	Public Comment Period	Notices in Public Areas
Citizen Participation Plan	N/A	N/A	15-calendar day public comment period ending upon Council approval of the item.	Post notice-identifying purpose of the draft plan, comment period, and location of draft for public review and comment.
Consolidated Plan and/or Annual Action Plan	2 (one during development of the plan and one at the conclusion of the public comment period)	Run a notice in newspaper at least 14 calendar days prior to each hearing or at the beginning of the public comment period, whichever is first.	30-calendar day public comment period ending upon Council approval of the item.	Post notice listing all meetings/hearings for the planning/adoption phase with enough detail for the public to recognize the purposes of the meetings, draft document locations and dates for comment periods.
Substantial Amendments to Citizen Participation Plan, Consolidated Plan and/or Annual Action Plan	Each substantial amendment requires one (1) public hearing, typically occurring in Spring and Fall depending on the need.	Run a notice in newspaper at least 14 calendar days prior to each hearing or at the beginning of the public comment period, whichever is first.	30-calendar day public comment period ending upon Council approval of the item.	Post notice describing amendment items and location of drafts for public review & comment.
Annual Performance Report/CAPER	1 (September)	Run a notice in newspaper at least 14 calendar days prior to the hearing or at the beginning of the public comment period, whichever is first.	15-calendar day public comment period ending upon Council approval of the item	Post notice-identifying purpose of hearing, comment period, & location of drafts for public review and comment.
Documents and drafts for public comment will be available on the City's website, which will also provide updates and links to other information.				