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MEMO

Date: October 9, 2014
To: Cara Pavlicek, Village Manager
From: Tammie Grossman, Director, Development Customer Services
Re: New VOP 2015-19 Consolidated Planning Process

Every five years, the Village must submit a Consolidated Plan for Housing and Community Development (Con Plan) in order to receive Community Development Block Grant (CDBG) and Emergency Shelter (ESG) funds. The current Con Plan expires next year, and Village staff are ready to begin the process for creating the 2015-2019 Con Plan. This memo outlines the purpose of and the timeline for completing the new Con Plan.

Purpose. The purpose of the HUD-mandated Con Plan process is to determine the priorities and strategies for meeting the needs of low and moderate income persons with CDBG and ESG funding. The Con Plan will help guide the funding allocations the Village makes for the next five years, and is a chance to create new priorities for CDBG funding. The Village's newly adopted Comprehensive Plan cannot be a substitute for the Con Plan, given the need to create a plan that focuses on low and moderate income households and CDBG/ESG eligible activities.

Relationship to Cook County's Con Plan. As part of our recent HOME Consortium partnership, the Village's Con Plan will become a part of Cook County's Con Plan. For this combined Consortium Con Plan, the Village is responsible for preparing our own sections on community development and homeless assistance. We have the option of using Cook County's housing section, though if necessary we can create our own housing section. This process is consistent with HUD's Consortium rules and also ensures that the Village's distinct needs (and actions to fulfill these needs) are adequately presented to HUD.

Process and Timing. Writing a Con Plan is a major effort that has many steps. In contrast to prior years when the Village hired consultants to write the last Con Plan, CDBG staff will be handling this process entirely in-house. The process requires broad input from the Village, local stakeholders such as business and human service leaders, and the general public. We are aiming to engage the Village Board and key Village staff in December 2014 through interviews. The new Con Plan is due to HUD on August 15, 2015. The major steps for the Con Plan and the 2015 Action Plan are:

- October 2014
 - Gather and analyze Census demographic information to help determine Oak Park needs;
 - Post and market a primarily-online survey to help determine Oak Park needs;
- November 2014 – Review Cook County housing priorities and strategies; comment as needed
- December 2014 – Hold “stakeholder” meetings to determine priorities and strategies
- January 2015
 - Write the 2015-2019 Con Plan with input from CDCAC
 - Village makes PY15 grant applications made available
- February – July 2015
 - Review PY2015 applications with CDCAC
 - Draft the PY 2015 Action Plan with input from CDCAC
 - Secure Board approval of the draft Con Plan, Action Plan and PY15 funding recommendations
 - Put plans out for public comment
- August – October 2015
 - Submit Con Plan and Action Plan to HUD for review and approval
 - PY2015 begins October 1, 2015 (putting the Village and Cook County on the same program year)