

RESOLUTION 2017 – 9
ADOPTING A CITIZEN PARTICIPATION PLAN

WHEREAS, the City of Richland Center has applied for a Community Development Block Grant (CDBG); and

WHEREAS, the State of Wisconsin Department of Administration (DOA) and the U.S. Department of Housing and Urban Development (HUD) require recipients of Community Development Block Grant (CDBG) monies to have in place a Citizen Participation Plan; and


WHEREAS, the Citizen Participation Plan shall encourage citizen participation (especially by persons of low to moderate income), provide citizens reasonable and timely access to local meetings and information, provide for technical assistance, provide for public hearings, provide for complaint procedures, and accommodate non-English speaking residents; and

WHEREAS, the City of Richland Center has prepared and publicly reviewed a Citizen Participation Plan;

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Richland Center officially adopts the Citizen Participation Plan.

ADOPTED on this 18th day of April, 2017 ATTEST Melinda D Jones
(Signature of Clerk)

The governing body of the City of Richland Center has authorized the above resolution by Resolution No.: 2017-9, dated April 18, 2017


(Signature of the Chief Elected Official)

Mayor
Title

April 18, 2017
Date

City of Richland Center Citizen Participation Plan

PURPOSE

In order for the CDBG Program to operate effectively, and to address the needs of the citizens of the City of Richland Center the entire population must be kept informed. The decision-making process must be open and consistent with State and Federal regulations. To accomplish this, the following plan will be followed:

PROGRAM OVERSIGHT

1. The City of Richland Center shall create a Citizen Participation Plan Committee, members of which shall be appointed by the Chief Elected Official and confirmed by the City Council. This Committee shall be responsible for implementation of the Citizen Participation Plan, as well as offering guidance in preparation of the grant application.

The City of Richland Center shall oversee the preparation of the Community Development Block Grant (CDBG) grant application.

2. To insure responsiveness to the needs of its citizens, the City of Richland Center shall provide for and encourage citizen participation. Particular emphasis shall be given to participation by persons of low- to- moderate income (LMI).

CITIZEN PARTICIPATION

1. The City of Richland shall establish a committee composed of persons representative of the City demographics. This committee must include at least one LMI person.

The committee members should also include representatives from the local government, real estate, banking and labor communities whenever possible. This committee shall assume responsibility for coordinating all required elements of the Citizen Participation Plan. All committee members must be residents of the City.

NOTICE OF HEARINGS

1. Official notice of hearings will be by public notice in the Richland Observer at least two full weeks prior to the hearing. In addition, the public notice shall be posted at the city municipal building. These notices will include time, place and date of meetings, as well as a brief agenda.
2. All notifications of meetings and available assistance must be worded in such a way as to encourage LMI participation. In addition, all meeting announcements shall include where, and during what time, information and records relating to the proposed and actual use of funds may be found.

REQUIRED PUBLIC HEARINGS

Public hearings shall be held to obtain citizen views and to enable them to respond to proposals at all stages of the CDBG Program, including the development of needs, the review of proposed activities and the review of program performance. Hearings shall be held after adequate notice, at times and locations convenient to potential or actual beneficiaries and with accommodations for the handicapped, and, if needed, for non-English speaking persons.

1. The first hearing will receive citizens' views and provide an explanation of:
 - a. Community development needs, objectives, and strategies.
 - b. The CDBG program including goals, objectives, application process, amount of funds available, timetable, eligible activities, etc.
2. The second hearing will receive citizens' views and provide a review of the performance of the funded activities.
3. The first public hearing shall be held during the development of the application for funds. The second public hearing shall be held during the implementation of the program. The City of Richland Center will attempt to have at least one of the public hearings in the service area (if applicable).

PROGRAM INFORMATION, FILES, and ASSISTANCE

1. Technical assistance will be provided to any citizen who requests information about program requirements. Assistance with the application process will be provided by City of City of Richland Center staff member will meet with citizens on request.
2. The City of Richland Center will maintain, in the City Clerk/Treasurer's Office, a record of all citizen participation efforts including minutes of meetings, newspaper clippings, and copies of notices and brochures.
3. Citizens will be invited to make proposals regarding the application. If suitable proposals are submitted in writing, a written response will be provided within 15 days. Every effort will be made to respond to all proposals prior to the final action on the subject.
4. Citizens may petition or request in writing assistance or changes.

The City of Richland Center staff will respond to all such requests within 15 days after the City of Richland Center City Council has met to discuss the request.

COMPLAINTS

The City of Richland Center will handle citizen complaints about the program in a timely manner. By federal regulation the City of Richland Center will respond in writing to all written letters of complaint within 15 days after receipt of the complaint. The nature and disposition of verbal complaints will be

reported in a complaint log. The first contact for complaints should be made to Melinda Jones, City Clerk in the City Clerk's Office.

In addition to the above procedure, any citizen wishing to object may complain directly to the following address:

Attention: Executive Staff Assistant
WI Department of Administration
Division of Energy, Housing and Community Resources, 5th Floor
P.O. Box #7970
Madison, WI 53707-7970

Written complaints should contain the following information and should be as specific as possible when describing:

- 1) The Program area being referenced: HOME, Community Development Block Grants for Housing (CDBG – Housing), Community Development Block Grants for Community Development (CDBG – Community Development), Emergency Solutions Grants (ESG), etc.;
- 2) The event resulting in the complaint;
- 3) The dates, details, and reason for the complaint; along with
- 4) The complainant's name, address, and telephone number.

NON-ENGLISH SPEAKING PERSONS

The City of Richland Center will regularly survey the municipality to identify non-English speaking persons and will make all special efforts to assure them equal opportunity in the citizen's participation process.

CITIZEN PARTICIPATION CERTIFICATION For Public Hearing #1

I, Melinda Jones, as Clerk for the City of Richland Center, hereby certify that the following checked topics were discussed at the Community Development Block Grant (CDBG) Citizen Participation Public Hearing held at 7:30 pm on April 18, 2017.

Items Discussed at the Public Hearing	Agenda Items / Topics Covered
<input checked="" type="checkbox"/>	1. Basic overview of the Community Development Block Grant (CDBG) program.
<input checked="" type="checkbox"/>	2. The total Community Development Block Grant (CDBG) funds (including anticipated Revolving Loan Funds) available for: <ul style="list-style-type: none"> a. <input type="checkbox"/> Housing (CDBG-HSG); b. <input type="checkbox"/> Planning (CDBG-PLNG); c. <input checked="" type="checkbox"/> Public Facilities (CDBG-PF); d. <input type="checkbox"/> Economic Development (CDBG-ED); and/or e. <input type="checkbox"/> Public Facilities for Economic Development (CDBG-PFED).
<input checked="" type="checkbox"/>	3. Types of activities eligible for CDBG funding: <ul style="list-style-type: none"> a. Housing (CDBG-HSG): <ul style="list-style-type: none"> i. <input type="checkbox"/> Rehabilitation ii. <input type="checkbox"/> Homebuyer Assistance iii. <input type="checkbox"/> Special Housing Projects iv. <input type="checkbox"/> Other: <hr style="width: 100%;"/> v. <input type="checkbox"/> Other: _____; <ul style="list-style-type: none"> b. <input type="checkbox"/> Planning (CDBG-PLNG); c. <input checked="" type="checkbox"/> Public Facilities (CDBG-PF); d. <input type="checkbox"/> Economic Development (CDBG-ED); and/or e. <input type="checkbox"/> Public Facilities for Economic Development (CDBG-PFED).
<input type="checkbox"/>	4. Housing needs identified by staff/consultant prior to the Public Hearing.
<input type="checkbox"/>	5. Community Development needs (Planning, Public Facilities, Economic Development, and/or Public Facilities for Economic Development) identified by the staff/consultant prior to the Public Hearing.

- 6. Housing needs identified by attendees of the Public Hearing.
- 7. Community Development needs (Planning, Public Facilities, Economic Development, and/or Public Facilities for Economic Development) needs identified by attendees of the Public Hearing.
- 8. Activities proposed for the CDBG application.
- 9. The potential for residential and/or business displacement as a result of the proposed CDBG activities.
- 10. The public attending this meeting were offered an opportunity to discuss the proposed CDBG application.

*** Minutes from this Public Hearing (described above) are available upon request. ***

Melinda D Jones

Signature of the Municipal Clerk

Signed

Clerk/Treasurer

Title

April 18, 2017

Date

[Signature]

Signature of the Chief Elected Official (CEO)

Signed

Mayor

Title

April 18, 2017

Date

Paul Corcoran

Typed Name of the Chief Elected Official (CEO)