# Citizen Participation Plan - Example

Pursuant to Section 104(a)(3) of the Housing and Community Development Act of 1974, as amended, this Citizen Participation Plan is hereby adopted to ensure that the citizens of [UGLG Name] (hereinafter referred to as the Applicant), particularly persons of low and moderate income residing in slum and blight areas and in areas in which CDBG-CV funds are proposed to be used, are encouraged to participate in the planning and implementation of CDBG-CV funded activities.

# Public Hearing

A public hearing or public hearings will be the primary means of obtaining citizen views and responding to proposals and questions related to community development and housing needs, proposed CDBG-CV activities.

Prior to submitting a CDBG-CV application to the State of Minnesota, the Applicant will need to conduct at least one public hearing to identify community development and housing needs, including the needs of very low and low income persons, as well as other needs in the community that might be addressed through the CDBG-CV program. At the hearing, the Applicant must also, at minimum, review the proposed CDBG-CV activities, their benefiting location(s), overall cost and proposed financing, and the implementation schedule. In addition, the past performance of the Applicant in carrying out CDBG-CV responsibilities should be reviewed. Compliance with historic requirements of the CDBG-CV program must be discussed, including whether there are/may be any historic or potentially historic buildings in the target area, and how the Applicant intends to address compliance with federal regulations governing the “Protection of Historic Properties.”

Formal notice of the public hearing must be provided, which follows the posting/publication requirement(s) of the Applicant. A public notice will also be posted in places frequented by the public, especially low- and moderate-income persons benefiting from or affected by proposed CDBG-CV activities. As circumstances warrant and as the Applicant determine necessary or appropriate, participation may additionally be specifically solicited from persons of low and moderate income, those benefiting from or affected by CDBG-CV activities and/or representatives of such persons. Hearings will be held at times and in locations convenient to potential and actual beneficiaries with accommodation for persons with disabilities to assure accessibility. The [UGLG Name] will identify limited speaking/non-English speaking residents and make special efforts to assure them equal opportunity in the citizen’s participation process and have interpreters present as necessary. Citizens must be provided the opportunity to comment upon the original Citizen Participation Plan and on substantial amendments to it, or to the activities for which CDBG-CV funds will be used.

# Public Information and Records

Information and records regarding the proposed and past use of CDBG-CV funds will be available at [location] during regular office hours. The public will be so informed of this by public notice. Special communication aids can be made available to persons upon request.

# Written Comments and Response

The Applicant will respond to written complaints and grievances, in writing, in a timely manner. When at all possible, such written responses shall be made within fifteen (15) working days.

Applicant Signature of Chief Elected Official of Applicant Date

NOTE: EACH JURISDICTION PARTICIPATING IN A JOINT APPLICATION IS REQUIRED TO FOLLOW CITIZEN PARTICIPATION REQUIREMENTS. A SINGLE PLAN CAN BE USED FOR A MULTI-JURISDICTIONAL APPLICATION, BUT CITIZENS FROM ALL JURISDICTIONS MUST BE GIVEN AN OPPORTUNITY TO PARTICIPATE.