

Resolution Number: 18-0620

RESOLUTION TO Adopt a Citizen Participation Plan for implementation of Grant Applications for the Community Development Program.

Whereas, the County of Iowa is applying for funding of project(s) through the Community Development Block Grant (CDBG) program 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 County of Iowa Public Works Committee has prepared and publically reviewed a Citizen Participation Plan for submittals of the Community Development Block Grant application(s) for use of CDBG funds;

Now Therefore Be It Resolved, by the Iowa County Board of Supervisors; the County of Iowa hereby adopts the Citizen Participation Plan for implementation of Grant applications related to the CDBG program,

Adopted this 16th day of June, 2020



John Meyers
Iowa County Chairman

ATTEST:


Gregory T. Klusendorf
Iowa County Clerk

CERTIFICATION OF ADOPTION

This is to certify that the above Resolution was duly adopted by the County Board of Iowa County on the 16th day of June, 2020


Gregory T. Klusendorf
Iowa County Clerk
Iowa County, Wisconsin



Citizen Participation Plan for the Community Development Block Grant (CDBG) Program

County of Iowa

PURPOSE

In order for the CDBG Program to operate effectively, and to address the needs of the citizens of the County, 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 County shall create a CDBG Citizen Participation Plan Committee, members of which shall be appointed by the County Administrator and confirmed by the County Board. This Committee shall be responsible for implementation of the Citizen Participation Plan, as well as offering guidance in preparation of the grant application.

The County shall oversee the preparation of the Community Development Block grant application(s).

2. To insure responsiveness to the needs of its citizens, the County 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 County shall establish a committee composed of persons representative of the County 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 County.

NOTICE OF HEARINGS

1. Official notice of hearings will be by public notice in the Dodgeville Chronicle at least two full weeks prior to the hearing. In addition, the public notice shall be posted at the County Courthouse 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. The CDBG program including goals, objectives, application process, amount of funds available, timetable, eligible activities, etc.
 - b. Community development needs, objectives, and strategies.

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 County will attempt to have at least one of the public hearings in the service area.

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 County staff in the Highway Department. A County staff member will meet with citizens on request.
2. The County will maintain, in the Highway Department 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 County staff will respond to all such requests within 15 days after the County CDBG Citizen Participation Plan Committee has met to discuss the request.

COMPLAINTS

The County will handle citizen complaints about the program in a timely manner. By federal regulation the County 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 :

For CDBG-PF applications:

Iowa County Administrator, Larry Bierke at
222 N. Iowa Street
Dodgeville, Wis. 53533

For CDBG-Close applications:

Iowa County Highway Commissioner; Craig Hardy at:
1215 N. Bequette Street
Dodgeville, Wisconsin 53533

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), Community Development Block Grant – Close (CDBG-Close) Grant, 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 County 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.