**TEMPLATE**

*[(Print on Municipal Letterhead or Plain Sheets – Remove DEHCR header and footer text; and remove the “Template” language above and below. This template has the required sections and content for a CDBG Citizen Participation Plan. Generally all sections are required. The UGLG may add content. Contact DEHCR for approval to omit any of this content from the UGLG’s CPP.]*

**[Unit of General Local Government (UGLG) Name, e.g. Village of Yourville]**

**Citizen Participation Plan for the**

**Community Development Block Grant (CDBG) Program**

**PURPOSE**

In order for the CDBG Program to operate effectively, and to address the needs of the citizens of the [UGLG Name], 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 [UGLG Name] shall create a Citizen Participation Committee, members of which shall be appointed by the Chief Elected Official and confirmed by the [UGLG Type] [Governing Body Name].. This Committee shall be responsible for implementation of the Citizen Participation Plan (CPP), as well as offering guidance in preparation of the grant application.

The [UGLG Name] shall oversee the preparation of the Community Development Block Grant (CDBG) grant application.

1. To insure responsiveness to the needs of its citizens, the [UGLG Name] 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 [UGLG Name] shall establish a committee composed of persons representative of the [UGLG Name] 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 [UGLG Name].

**NOTICE OF HEARINGS**

1. Official notice of hearings will be by public notice in the *[Local Newspaper Name]* as a [Select Hearing Timing/Type From Drop-Down Options: "2-week (14 days)" OR "class 2" OR "2-week (14 days) or class 2"] notice prior to the hearing date. In addition, the public notice shall be posted at the [UGLG Name] [UGLG Municipal Administrative Building Name]. These notices will include the 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:
   1. Community development needs, objectives, and strategies.
   2. 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.
4. The second public hearing shall be held during the implementation of the program. If the project includes construction, demolition, and/or structural rehabilitation activities, then the second hearing must be held after construction, demolition, and/or rehabilitation has begun and is in progress.
5. The [UGLG Name] 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 [UGLG Type] staff in the Community Development Department. A [UGLG Type] staff member will meet with citizens on request.
2. The [UGLG Name] will maintain, in the [UGLG Municipal Administrative Building Name], 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 [UGLG Name] staff will respond to all such requests within 15 days after the [UGLG Type] [Committee Name] has met to discuss the request.

**COMPLAINTS**

The [UGLG Name] will handle citizen complaints about the program in a timely manner. By federal regulation the [UGLG Type] 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 recorded [identify method, e.g., “in a complaint log”]. The first contact for complaints should be made to [Contact Name and Title].

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

Attention: Executive Staff Assistant  
 Wisconsin Department of Administration

Division of Energy, Housing and Community Resources  
 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.

**ACCOMMODATIONS**

The [UGLG Name] will respond to residents’ requests for reasonable accommodations to participate in CDBG public hearings in accordance with state and federal laws; and include instructions for making accommodation requests in hearing notices.

**NON-ENGLISH SPEAKING PERSONS**

The [UGLG Name] will regularly review the demographic data of the municipality and survey a CDBG project area and/or service area if deemed necessary to identify non-English speaking persons; and will take steps to assure them equal opportunity in the citizen participation process.

[ADD CONTENT AND TEXT AS NEEDED – DELETE THIS INSTRUCTIONAL NOTE]