

RESOLUTION 11-33

Adopting A Citizen Participation Plan

WHEREAS, Pierce County is applying for a Community Development Block Grant; and

WHEREAS, the State of Wisconsin Department of Administration and the U.S. Department of Housing and Urban Development require recipients of Community Development Block Grant 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 a complaint procedure and accommodate non-English speaking residents; and

WHEREAS, Pierce County has prepared and publicly reviewed the Citizens Participation Plan.

NOW, THEREFORE, BE IT RESOLVED the Board of Supervisors of Pierce County officially adopts the Citizen Participation Plan, attached as Exhibit "A".

Dated this 14th day of February, 2012.

RESOLUTION 11-33 EXHIBIT "A"
Citizen Participation Plan
Community Development Program - Pierce County

PURPOSE

In order for the Community Development program to operate effectively and to address the needs of the citizens of Pierce 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 Community Development Program is administered by Pierce County or its appointed Designee by the authority of the Pierce County Board of Supervisors. The Community Development Committee will also serve in the capacity of the Citizen Participation Committee.

2. To insure responsiveness to the needs of its citizens, Pierce County or its appointed designee shall provide for and encourage citizen participation. Particular emphasis shall be given to participation by persons of low- and moderate-income (LMI) who are residents of blighted areas of the County.

CITIZEN PARTICIPATION COMMITTEE

1. A Citizen Participation Committee (CPC) shall be established. The CPC shall be responsible for coordinating and overseeing all required elements of this Citizen Participation Plan.

2. The CPC shall consist of at least five members appointed by the County Board Chairperson. The membership of the CPC shall be composed of persons representative of the community's 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. All members must be residents of the County.

NOTICE OF HEARINGS

1. Official notice of hearings will be by public notice in the official newspaper two weeks preceding the hearing. In addition, the public notice shall be posted at the Pierce County Courthouse. These notices will include time, place and date of meeting, as well as a brief agenda.

2. For projects concentrated in a specific area or neighborhood, in addition to the above notification, notices shall be posted at locations of public gathering within the target area of the neighborhood.

3. All notifications of meetings and available assistance will be worded in such a way as to encourage LMI participation.

REQUIRED PUBLIC HEARINGS

Public hearings shall be held to obtain citizen views and enable residents to respond to proposals at all stages of the community development program, including the development needs, the review of proposed activities and the review 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 citizen 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 first hearing also will receive citizen views and provide a summary of proposed activities, including explanation of how they address community development needs and objectives.

3. The second hearing will receive citizen views and provide a review of the performance of the funded activities.

4. The first public hearing shall be held prior to the submission of the final application for funds. The second public hearing shall be held during the implementation of the program.

PROGRAM INFORMATION / FILES / 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 Pierce County or its appointed designee. Pierce County or its appointed designee will meet with citizens on request.
2. Pierce County or its appointed designee will maintain, in the official office of local government, 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 that subject.
4. Citizens may petition or request in writing assistance or changes. Pierce County or its appointed designee will respond to all such requests within 15 days after the CPC has met to discuss the request.

COMPLAINTS

Pierce County or its appointed designee will handle citizen complaints about the program in a timely manner. Pierce County or its appointed designee 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 Pierce County or its appointed designee at the office of local government and then to the chief elected official.

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

Joanna Schumann
Department of Administration
Division of Housing
P.O. Box 7970
Madison, WI 53707-7970

NON-ENGLISH SPEAKING RESIDENTS

Pierce County or its appointed designee will regularly survey the community to identify non-English speaking persons and will make all special efforts to assure them equal opportunity in the citizen participation process.