

Form RSBGP-6 Citizen Participation Plan

Citizen Participation Plan (Sample)

(Name of Local Government), Arkansas

A. Participation by Citizens

All citizens, including low- and moderate-income citizens, shall be requested and encouraged to participate in the assessment of community issues, problems and needs; the identification of potential solutions; and priority to such issues, problems and needs, as follows:

1. All citizens shall be periodically requested to complete a community needs survey to identify community and neighborhood issues, problems and needs.
2. All citizens shall be notified by publication and posting of all meetings to discuss the identified needs, potential solutions and solution priorities.
3. All citizens, particularly low and moderate-income citizens, shall be afforded the opportunity to serve on various community improvement task forces established by (Name of Local Government)

B. Access to Meetings, Information and Records

Notice of public meetings conducted by (Name of Local Government) shall be published or posted within a reasonable number of days prior to such meetings.

Agendas of all such meetings shall be available at (location) for public inspection.

All meetings where CDBG projects or applications are to be discussed shall be published or posted (within a reasonable number of) days prior to such meetings and all information and records concerning such CDBG projects or applications shall be available for public inspection at (location)

All meetings will be held at a time and location convenient to potential or actual beneficiaries which will be accessible to all citizens. The building and site will also be accessible to persons with disabilities.

C. Specific CDBG Project Information

All citizens shall be provided with information regarding specific CDBG projects through public meetings and publication of notices which provide all pertinent information regarding any CDBG project including, but not limited to:

1. The amount of CDBG funds expected to be made available to (Name of Local Government) for the current fiscal year, including CDBG funds and anticipated program income;
2. The specific range of activities that may be undertaken with CDBG funds;
3. The estimated amount of CDBG funds to be used for activities that will meet the national objective of benefit to low-and moderate-income persons, and;
4. A description of any proposed CDBG funded activities that are likely to result in displacement of persons along with (Name of Local Government) anti-displacement and relocation plans.

D. Provisions for Technical Assistance to Citizens

The (local representative) shall maintain current information of available resources for community improvement efforts and CDBG programs available and provide such information upon request by any citizen or group representing any citizen or group of citizens and the (local representative) shall provide assistance in developing proposals to address issues, problems and needs identified by such citizen or citizens.

E. Public Hearing on CDBG Activities

The (Name of Local Government) shall enact a minimum of two (2) public meetings or hearings to be conducted with regard to any CDBG application. At least one meeting or hearing shall be conducted prior to the submission of any such application and a second public hearing shall be held near the completion of any CDBG funded activity to obtain citizen input, comments or opinions with regard to such application(s) and to program or project performance.

The (local representative) shall act as the contact person for all questions, comments or concerns expressed by any citizen with regard to any CDBG program or project and shall forward any such questions, comments or concerns to (Name of Local Government) at the next regular meeting of (Name of Local Government) immediately following expression of such questions, comments or concerns. The (local representative) shall also be responsible for transmitting the (Name of Local Government) response to any such question, comment or concerns to the citizen or citizens expressing the same.

F. Needs of Non-English Speaking Citizens

The (Name of Local Government) shall conduct the public hearings in a manner to meet the needs of non-English speaking residents where significant number of non-English speaking residents can reasonably be expected to participate, the (local representative) shall arrange for oral or written translation of information regarding any CDBG program, application or project upon request by such non-English speaking persons or representatives of such persons.

The (local representative) shall present such complaint or grievance to the (location) at the next regular meeting of the (Name of Local Government) where it be reviewed by the Board members. The individual submitting such complaint or grievance shall be notified of such meeting and shall be given the opportunity to make further comments at such meeting. The (Name of Local Government) issue a written response to any complaint or grievance within fifteen (15) days following the meeting at which a response is formulated. Such response shall be mailed to the individual citizen(s) submitting the complaint or grievance by the (local representative) to the last known address of said citizen(s).

In the event that the nature of the complaint or grievance is determined to be a matter requiring immediate action, a special meeting of the (Name of Local Government) shall be called to review the matter within ten (10) days of receipt of such complaint or grievance.

H. Adoption

This Citizen Participation Plan is hereby adopted by action of the (elected body of the Local Government), Arkansas.

(Name of Chief Elected Official), (Title)

Attest: (Name of local representative), (Title)