

Citizen Participation Plan

Introduction

The purpose of this Citizen Participation Plan is to outline how the will engage and involve citizens, particularly those of Low-to-Moderate Income (LMI), in the planning, implementation, and evaluation of projects funded by Community Development Block Grant-Disaster Recovery (CDBG-DR) funds. This plan is designed to ensure compliance with the requirements of the U.S. Department of Housing and Urban Development (HUD) and is modeled after the NJ DCA's Citizen Participation Plan.

Municipality Information

Municipality Name:	
Address:	
Phone Number:	
Email:	
Operating Hours:	

Citizen Participation

The encourages participation by all citizens, with a particular focus on engaging low- and moderate-income individuals, residents of slum and blighted areas, and those living in areas where CDBG-DR funds are proposed to be used. Efforts to encourage participation include:

1. Hosting community meetings in neighborhoods directly impacted by CDBG-DR funded projects.
2. Using outreach methods such as door-to-door notifications, community bulletins, and social media targeted at these communities.
3. Involving community leaders from LMI areas in the planning and decision-making process.

The must be able to demonstrate the efforts used to encourage participation.

Access to Meetings

The ensures that residents will be given reasonable and timely access to local meetings by providing notice at least 5 days in advance, in compliance with:

1. Section 504 of the Rehabilitation Act of 1973 as detailed in 24 CFR part 8.

2. Americans with Disabilities Act (ADA) as specified in 28 CFR parts 35 and 36.
3. Resilient Communities Program Policy

All venues for public meetings are wheelchair accessible and provide sign language interpretation and other aids. Meeting notices are provided in various formats (e.g., print, electronic) and languages as necessary.

Furnishing Citizens with Information

The _____ guarantees the provision of essential information to citizens, including but not limited to:

1. Total CDBG-DR funds available for the current fiscal year, including grants and anticipated program income.
 2. Range of activities eligible for CDBG-DR funding, with examples such as community facilities improvements and housing rehabilitation.
 3. Estimated allocation of funds intended for activities benefiting low- and moderate-income persons.
 4. Information on activities likely to cause displacement and the local government's anti-displacement and relocation plans as required under 24 CFR § 570.488.
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Offering Technical Assistance

The _____ provides technical assistance to groups representing LMI individuals upon request, focusing on:

1. Proposal development for CDBG-DR-funded activities.
 2. Developing strategies and actions to affirmatively further fair housing without necessarily providing funds.
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Public Notice Requirements

The _____ will ensure that residents are informed about public meetings regarding the Resilient Communities Program. To guarantee broad public awareness and participation, public hearing notices must be provided at least 5 days before the hearing occurs. The public hearing notice will include the following information:

1. The type(s) of project(s) to be undertaken
2. The source(s) of funds (i.e. CDBG-DR funds)
3. The amount of the funding requested
4. The date by which comments must be made
5. A contact person from whom to obtain a copy of the proposed application

6. Accommodations for non-English-speaking citizens (all information posted will need to be translated into Spanish, unless less than 5% of the population speaks Spanish).

Adequate and clear notice of hearings will be provided through specified formats and channels, such as local newspapers and online platforms.

Publication of public notifications will be posted in the following:

Type of Publication (Newspaper or Online Platform)	Name of Publication

Conducting Public Hearings

The _____ will conduct two public hearings at different stages of the Resilient Communities Program. The public hearings may be held in-person or virtually.

A public hearing was conducted prior to the submission of the application to the state. Another hearing will be conducted to cover community development and housing needs (including furthering fair housing), the development of proposed activities, and a review of project performance.

The public will be notified well in advance of proposed activities and/or significant changes to CDBG-DR funded projects, including any additions, deletions, and/or substantial modifications to the original application submitted to the State.

Public Hearing Accommodations

The _____ ensures that public hearings will be conducted at convenient times and accessible locations to potential or actual beneficiaries, with accommodations for persons with disabilities.

Public hearings will be organized with measures to accommodate all participants. It is vital for all residents, including non-English speakers and individuals with disabilities, to have access to information during the public meetings.

If 5% or more of the community consists of non-English speaking residents, interpreter services will be provided to ensure full participation during public hearings.

If the provided accommodations do not meet the needs of all residents, requests for additional services will be allowed. This ensures everyone the opportunity to participate fully in the public hearings.

Requests for accommodations can be made using the following methods:

Email:	
Phone Number:	
Operating Hours:	

Ensuring Public Comment Opportunities

The _____ will provide a reasonable advance notice and opportunity for public comment. Structured opportunities for public comment are provided, allowing community members to express their views and concerns regarding proposed activities.

Residents will have the chance to provide feedback through virtual or in-person public meetings, followed by a 14-day public comment period.

Complaint Process

Separate from the public comment period, the _____ will accept written complaints from citizens related to the CDBG-DR programs. Written complaints and grievances can be submitted via the following methods:

Email:	
Address:	
Phone Number:	
Operating Hours:	

Timely written answers to written complaints and grievances will be provided within 15 working days, where feasible.

Agreement Provision

_____ commits to fulfilling all specified requirements within this template and formally adopting them as their Citizen Participation Plan.

_____ acknowledges that compliance with all regulations set forth by the Resilient Communities Program, HUD regulations, and the New Jersey Citizen Participation Plan is required for the duration of the program.

Signatures:

- Authorized Government Official: _____
- Date: _____