

***Community Development Block Grant (CDBG)
2008 Water and Wastewater Engineering Program
Citizen Participation Plan***

City of Clinton **CITIZEN PARTICIPATION PLAN**

The City of Clinton intends to implement a citizen participation program for its 2008 application process to accomplish the following objectives:

- A. Provide for and encourage citizen participation, particularly by low and moderate income persons who reside in areas where Community Development Block Grant (CDBG) funds are proposed to be used. This will be accomplished by:
 1. Providing frequent and timely public notice of CDBG program activities in the local newspaper and by posting at City Hall/County Courthouse.
 2. Adopting a comprehensive CDBG Statement of Needs.
 3. Conducting a Special Public Hearing to inform citizens of the proposed 2008 CDBG project and authorizing the Mayor to sign a CDBG application in a formal Council meeting.
- B. Ensure that citizens will be given reasonable and timely access to local meetings, information, and records relating to proposed and actual use of funds, including, but not be limited to:
 1. The amount of CDBG funds to be made available for the current fiscal year, if the proposed project is approved.
 2. The range of activities that may be undertaken with those funds.
 3. The estimated amount of those funds proposed to be used for activities that will benefit low and moderate income persons.
 4. The proposed CDBG activities likely to result in displacement and any anti-displacement and relocation plans developed by City of Clinton in accordance with Section 104(d)(1) and (2) of the Act.
 5. The basis on which City of Clinton may provide technical assistance to groups representative of persons of low and moderate income that may request assistance in developing proposals. The level and type of assistance to be provided is at the discretion of City of Clinton and does not necessarily include providing funding to such groups.
 6. This requirement will be accomplished by discussing the CDBG proposal during regular Council meetings and in one formal public hearing prior to the submittal of City of Clinton 2008 CDBG application. During the hearing the five (5)

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items listed above will be explained to the public. Records of the 2008 CDBG process will be maintained in the City Hall/County Courthouse of City of Clinton by the Clerk and will be available upon request for review by the public. A brief summary of the proposed 2008 CDBG project will be available for public review after the Council has made its final selection.

- C. Provide for a minimum of two (2) public hearings; one (1) prior to submission of the application for funding of the project for the purpose of obtaining citizen views and formulating or responding to proposals and questions, and the other end of the grant period if City of Clinton receives funding, that discusses City of Clinton accomplishments in relation to initial plans. The application stage hearing will include discussion of CDBG needs, and the development of activities being proposed for CDBG funding. There will be reasonable notice of all hearings, which will be scheduled for times and locations convenient to the potential and actual beneficiaries and which will accommodate the handicapped. Regularly scheduled Council meetings will not be used for this purpose.
1. This requirement will be met through scheduling a Special Public Hearing to discuss City of Clinton 2008 CDBG proposal. At this hearing, the proposed project will be reviewed for the public and further citizen input will be solicited. Notice will be given seven (7) to ten (10) days in advance of this hearing in the City of Clinton and by posting at the City Hall/County Courthouse. The hearing will be held in the early evening so those citizens who work may attend. A second hearing will be held at the end of the grant period if City of Clinton is funded in the 2008 CDBG process.
- D. Meet the needs of non-English speaking residents in those instances where a significant number of non-English speaking residents can reasonably be expected to participate in the 2008 CDBG process. For example: City of Clinton does not currently have a significant population of non-English speaking citizens. However, every effort will be made to accommodate the needs of any non-English speaking citizens who wish to participate.
- E. Provide citizens with reasonable advance notice of, and opportunity to comment on, proposed activities not previously described in City of Clinton funding request and on activities which are proposed to be deleted or substantially changed in terms of purpose, scope, location or beneficiaries.

The proposed seven (7) to ten (10) day notice for all public meetings and hearings in connection with City of Clinton 2008 CDBG application process is believed by City of Clinton to afford citizens with reasonable advance

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notice. In addition, if any change is proposed to the purpose, scope, location, or beneficiaries of the proposed project or if the CDBG project budget changes by more than 25%, the public will be notified and afforded an opportunity for additional input.

- F. Provide the place, telephone number, and times when citizens are able to submit written complaints or grievances and the process City of Clinton will use to provide a timely, written response to such complaints or grievances. For example: Citizens with comments or grievances on the 2008 CDBG process may submit them in writing or in person at the Town/City Hall/County Courthouse during regular business hours or may call City of Clinton will respond to such comments or grievances within fifteen (15) working days, where practicable.

By formally adopting this Citizen Participation Plan, the City of Clinton Town/City Council/Board of Commissioners accepts the responsibility for implementing its provisions. The Council further charges all employees and contractors with the responsibility of implementing this plan and living up to the spirit of the citizen participation requirements of the 2008 CDBG program.

Adopted this _____ day of _____, 20__ by the City Council/Board of Commissioners of the Town/City/County City of Clinton.

Chief Elected Official

ATTEST:

Clerk's Signature