

August 12, 2008

RESOLUTION NO. 2008-46

**RESOLUTION BY THE FINANCE & HUMAN RESOURCES COMMITTEE,
ADOPTING A CITIZEN PARTICIPATION PLAN FOR A CDBG-EAP GRANT
APPLICATION**

To the Honorable Members of the Racine County Board of Supervisors:

WHEREAS, Racine County has notified the State of Wisconsin Department of Commerce (DOC) of its intention to apply for a Community Development Block Grant Emergency Assistance Program (CDBG-EAP) grant for housing rehabilitation and other purposes related to flooding damage in June 2008.

WHEREAS, DOC and the U.S. Department of Housing and Urban Development (HUD) require recipients of Community Development Block Grant Emergency Assistance 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, Racine County has prepared and publicly reviewed a Citizen Participation Plan, which is attached hereto.

NOW, THEREFORE, BE IT RESOLVED that the Racine County Board of Supervisors officially adopts the Citizen Participation Plan.

Respectfully submitted,

1st Reading _____

**FINANCE & HUMAN RESOURCES
COMMITTEE**

2nd Reading _____

BOARD ACTION
Adopted _____
For _____
Against _____
Absent _____

Karen A. Nelson, Chairman

Robert N. Miller, Vice-Chairman

VOTE REQUIRED: Majority

Russell A. Clark

Prepared by:
Corporation Counsel

Thomas Pringle

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Q.A. Shakoor, II

Van A. Wanggaard

Pamela Zenner-Richards

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**Citizen Participation Plan
Community Development Program
Racine County, Wisconsin**

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PURPOSE

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In order for the Community Development Program to operate effectively, and to address the needs of the citizens of Racine 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:

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PROGRAM OVERSIGHT

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1. Racine County shall create a Citizen Participation Committee, which members shall be appointed by the County Executive and confirmed by the Racine County Board of Supervisors. This committee shall be responsible for implementation of the Citizen Participation Plan, as well as offering guidance to the Plan Commission in the preparation of the grant application.
Racine County shall oversee the preparation of the Community Development Block Grant - Emergency Assistance Program grant application.
 2. To insure responsiveness to the needs of its citizens, Racine County shall provide for and encourage citizen participation. Particular emphasis shall be given to participation by persons of low and moderate income (LMI).

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CITIZEN PARTICIPATION

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1. Racine County shall establish a committee composed of persons representative of the county's demographics, including 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 will assume responsibility for coordinating all required elements of the citizen participation plan. All committee members must be residents of Racine County.

NOTICE OF HEARINGS

1. Official notice of hearings will be by public notice in the Racine *Journal Times* at least two weeks prior to the hearing. In addition, the public notice shall be posted at the Racine County Courthouse, Dennis Kornwolf Racine County Service Center, Ives Grove Office Complex, and Western Racine County Service Center. Notices will include 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 hours, 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 Community Development 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

1 convenient to potential or actual beneficiaries and with accommodations for the
2 handicapped, and, if needed, for non-English speaking persons.

- 3 1. The first hearing will receive citizens' views and provide an explanation of:
 - 4 a. Community development needs, objectives and strategies.
 - 5 b. The Community Development Block Grant - Emergency Assistance
6 Program (CDBG-EAP) including goals, objectives, application process,
7 amount of funds available, timetable, eligible activities, etc.
- 8 2. The second hearing will receive citizen views and provide a review of the
9 performance of the funded activities.
- 10 3. The first public hearing shall be held during the development of the application
11 for funds. The second public hearing shall be held during the implementation of
12 the program. Racine County will attempt to have at least one of the public
13 hearings in the target area (if applicable).

14 **PROGRAM INFORMATION/FILES/ASSISTANCE**

- 15 1. Technical assistance will be provided to any citizen who requests information
16 about program requirements. Assistance with the application process will be
17 provided by Racine County staff in the Planning & Development Department. A
18 county staff member will meet with citizens on request.
- 19 2. Racine County will maintain, in the Planning & Development Department, a
20 record of all citizen participation efforts, including minutes of meetings,
21 newspaper clippings, and copies of notices and brochures.
- 22 3. Citizens will be invited to make proposals regarding the application. If suitable
23 proposals are submitted in writing, a written response will be provided within 15
24 days. Every effort will be made to respond to all proposals prior to the final
25 action on the subject.
- 26 4. Citizens may petition or request in writing assistance or changes. Racine County
27 staff will respond to all such requests within 15 days after the Citizen
28 Participation Committee has met to discuss the request.

29 **COMPLAINTS**

30 Racine County will handle citizen complaints about the program in a timely manner. The
31 county will respond in writing to all written letters of complaint within 15 days after receipt
32 of the complaint. The nature and disposition of verbal complaints will be reported in a
33 complaint log. The first contact for complaints should be made to the Director of
34 Planning & Development (262-886-8470).

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

36 Department of Commerce
37 Bureau of Community Finance
38 P. O. Box 7970
39 Madison, WI 53707-7970

40 **NON-ENGLISH SPEAKING PERSONS**

41 Racine County will regularly survey the municipality to identify non-English speaking
42 persons and will make all special efforts to assure them equal opportunity in the citizens'
43 participation process.