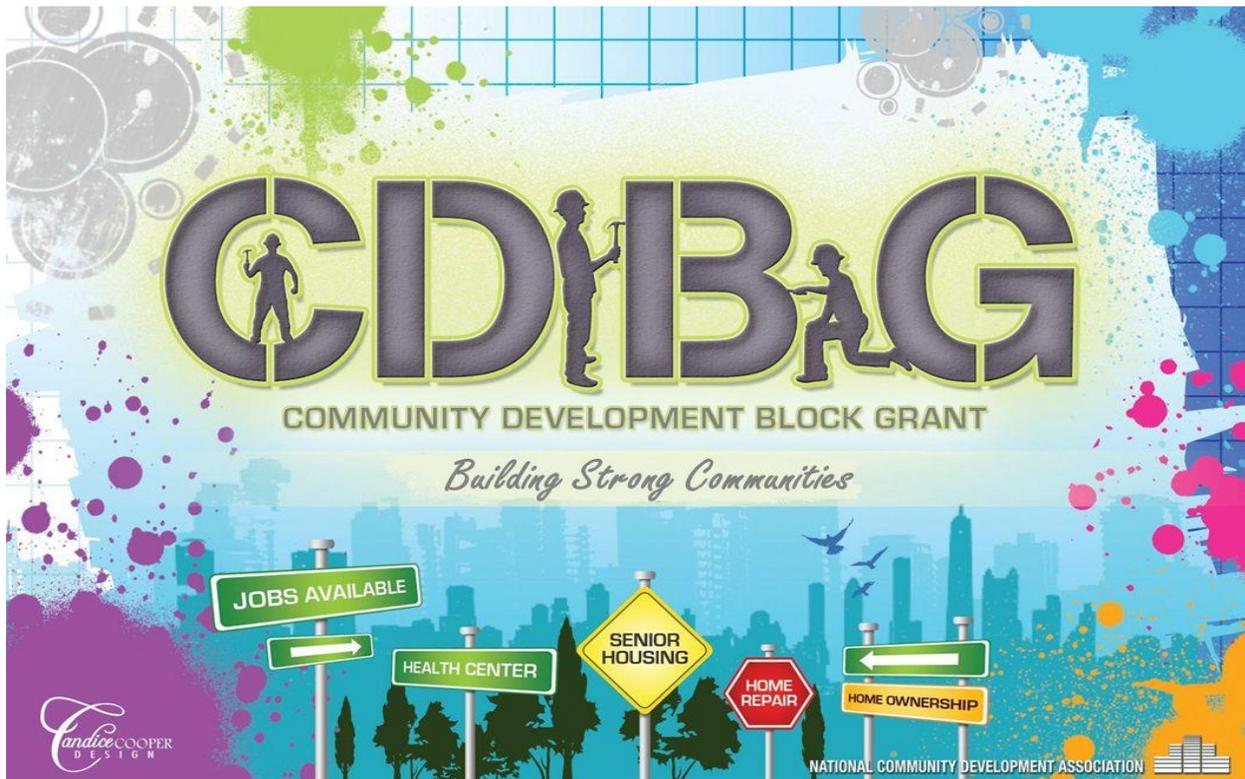


Community Development Block Grant



Citizen Participation Plan

Citizen Participation Plan

Community Development Block Grant Program

The City of Beloit will provide its citizens with the opportunity to participate in an advisory role in planning, implementing, and assessing CDBG programs. Information about the goals of the CDBG program and the activities it funds will be provided to all interested stakeholders. Public hearings will be held to gauge the views of citizens, while providing them with an opportunity to comment upon the development of Beloit.

Reference: <https://www.law.cornell.edu/cfr/text/24/91.105>

Standards of Participation

1. Beloit's citizen participation process will be conducted in an open manner for the benefit of all interested parties. Public hearings will cover the various aspects of the programs to be funded and citizen comments, both verbal and written, will be taken and maintained in a file in the Division of Community and Housing Services. These files will be available for citizen review upon request.
2. Low and moderate-income persons, particularly those living in areas designated by the City as a revitalization area or in a slum and blighted area and in areas where CDBG funds are proposed to be used, and by residents of predominately low and moderate-income neighborhoods, minorities, and non-English speaking persons, and persons with disabilities, the business community, and civic groups that are concerned with the program or activity will be involved through notification of meetings and hearings to be held and proposed actions to be considered.
3. The City of Beloit will ensure that all interested stakeholders are informed about the participation process through public notices, the news media, and through personal contact by City staff.
4. The City of Beloit will provide information to interested citizens through at least one public notice in the official newspaper of record. The notices will indicate the date, time, place, and procedures of the hearings and the topics to be considered. Whenever possible, the City will publicize the hearings by radio or television. These documents will be made accessible to persons with disabilities, upon request.

Scope of Participation

1. Citizens will be involved in the development of all applications.
 - The City of Beloit will hold public hearings and workshops to obtain the views and proposals of citizens regarding community development and housing needs and priorities, as well as to obtain comments on community development performance. Attached to this plan is a schedule of public hearings and publications concerning the various community development programs.
 - The City Council will consider subsequent amendments and other changes to approved applications, including the selection of contingency or local option activities, at their regular meetings. City Council meeting agendas are published in the official newspaper of record prior to the dates of scheduled meetings. The agendas are also posted on the City's internet homepage. Interested citizens and organizations will be notified of any proposed action.
2. Citizens will have an advisory role in policy decisions regarding program implementation through the submission of opinions and proposals at public and other meetings or directly to the Division of Community and Housing Services. The staff is also inviting stakeholders to meet with staff on a one-on-one basis.
3. Interested stakeholders will be given the opportunity to assess all aspects of community development performance. Furthermore, at the time the annual performance reports are submitted to HUD, public notices will inform citizens that copies of the reports are available at City Hall free of charge.

Submission of Opinions and Proposals

Citizens will be encouraged to submit opinions and proposals as follows:

- Directly to the Division of Community and Housing Services during the planning period prior to public hearings on applications;
- At neighborhood and other meetings, if scheduled prior to formal public hearings; and
- At formal public hearings.

The Division of Community and Housing Services will make every effort to respond to citizen opinions and proposals within 10 working days. This response includes written responses to written proposals, stating reasons for the action taken. Also, whenever possible, responses will be provided prior to the final hearing on applications.

Complaints

All written complaints will receive a timely, substantive written response within 15 working days where practical or as soon thereafter as possible.

Technical Assistance

In order to facilitate citizen participation, the level and type of technical assistance determined appropriate by the Division of Community and Housing Services will be provided to citizens so that they may adequately participate in the planning, implementation, and assessment of programs. The Division of Community and Housing Services will also provide assistance to groups of low and moderate-income persons, and groups of residents of blighted neighborhoods that request assistance in developing proposals and statements of opinions.

Adequate Information

In order to provide for full public access to program information and make adequate information available to citizens, information shall be provided to citizens at the time planning begins for the next program year through news media stories and public hearings. Additionally, in order to provide for full and timely disclosure of program records and information, consistent with applicable State and local laws regarding personal privacy and obligations of confidentiality, documents relevant to the programs will be available at the Division of Community and Housing Services, Beloit City Hall, Third Floor, 100 State Street, between 8:00 a.m. and 5:00 p.m., Monday through Friday, with the exception of official holidays.

Schedule of Public Hearings

Consolidated Plan

1. Two public hearings will be held to obtain citizen input on community development and housing needs and priorities during the development of the Consolidated Plan. This will also be an opportunity to obtain comments on the applicant's community development performance.
2. Should a substantial amendment be made to the Consolidated Plan, two public hearings will be held to obtain citizen input on the amendment. In addition, the amended plan will be available for a 30-day public review. During this time, copies of the amendment will be made available to citizens upon request.

Annual Action Plan

1. One public hearing will be held to obtain the opinions of citizens on the proposed Annual Action Plan and recommended Community Development Block Grant allocations.
2. If a substantial amendment is made to the Annual Action Plan or a change in the approved CDBG allocations of 15 percent of the current year grant award or greater, one public hearing will be held to obtain citizen input on the amendment. In addition, the amended plan will be available for a 30-day public review. During this time, copies of the amendment will be made available to citizens upon request.

Emergency Assistance Program

1. Public hearings shall be held to obtain citizen view and to enable them to respond to proposals at all stages of the 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 convenient to potential or actual beneficiaries and with accommodations for the handicapped, and, if needed, for non-English speaking persons.
2. The first hearing will allow citizens to communicate their views and will provide an explanation of the community development needs, objectives and strategies and the Community Development Block Grant – Emergency Assistance Program (CDBG-EAP) including goals, objectives, application process, amount of funds available, timetable, eligible activities, etc.
3. The second hearing will allow citizens to communicate their views and provide a review of the performance of the funded activities.
4. The first public hearing shall be held during the development of the application for funds. The second public hearing shall be held during the implementation of the program.

Notice of Public Hearings

1. Public Hearings – Notice of a public hearing will be published one time in the official newspaper of record at least two weeks prior to the date of the hearing. Additionally, the notice shall be posted at the Beloit City Hall and on the City's website. The notices shall include the time, place, and date of the meetings as well as a brief agenda.
2. Submission of Consolidated Plan or Annual Action Plan – Prior to the submission of the Consolidated Plan or Annual Action Plan (which includes the CDBG allocations) to the Department of Housing and Urban Development (HUD), a notice must be

published one time in the official newspaper of record stating that the Consolidated Plan or Annual Action Plan will be submitted to HUD and is available to interested parties upon request. This notice will be published 30 days prior to submission to HUD. This notice shall also be posted on the City's website during the 30 day public review period.

3. Consolidated Annual Performance Evaluation Report (CAPER) – Prior to the submission of the Consolidated Annual Performance Evaluation Report (CAPER) to HUD, a notice must be published one time in the official newspaper of record stating that copies of the report are available to citizens upon request. This notice will be published 30 days prior to submission to HUD. This notice will also be posted on the City's website during the 30 day public review period.

Language Needs:

During the Consolidated Plan preparation periods, the City of Beloit will survey the community to identify its language needs and identify any need for translation of notices and other vital documents. When required, the City of Beloit will make an interpreter available for public meetings. Additionally, when the City is not preparing the Consolidated Plan, the City will work closely with community organizations that serve the non-English speaking residents of Beloit to identify needs that may not have been discovered during the Consolidated Plan preparation period.