

Grand Traverse County Citizen Participation Plan

Community Development Block Grant (CDBG) Program

INTRODUCTION

This Citizen Participation Plan (CPP) for Grand Traverse County was written and adopted on September 24, 2014 in compliance with Section 508 of the Housing and Community Development Act of 1974, as amended. with the requirements of 24CFR Part 91, Subpart B (the Consolidated Planning Regulations) required by Section 104(a)(2) of the Housing and Community Development Act and by regulations at 24 CFR 570.486(a)(6), The CPP describes the policies and procedures for involving the general public (citizens) in critical planning issues and funding recommendations related to the CDBG program.

PURPOSE

The CPP has several objectives, including:

- Adequately informing citizens (including minority, non-English speaking, disabled, lower-income, and those likely to be affected by program activities) so that they can knowledgeably participate in program planning and development, and can review performance for the programs covered by this plan.
- Soliciting views and opinions from the public and community stakeholders including adjacent communities, regional planning entities, and the State of Michigan concerning housing and community development needs, particularly as they relate to lower-income residents.
- Coordinating program development and delivery between public and private entities, which provide housing and human services, and between units of government concerning area-wide issues.
- Informing citizens of the processes followed in developing and managing the programs covered by the CPP.

ENCOURAGING CITIZEN PARTICIPATION

Citizens are encouraged to participate in the public hearings with attention given to encourage low and moderate-income persons. Reasonable actions will be taken to encourage participation by all citizens, including minorities, disabled persons, and non-English speaking persons. Grand Traverse County encourages the participation of local and regional service agencies and institutions in the process of developing and implementing the plans. Grand Traverse County may also utilize alternative public involvement techniques and quantitative ways to measure efforts that encourage citizen participation in a shared vision for change in communities and neighborhoods, and the review of program performance, e.g., use of focus groups, neighborhood meetings, and the use of web-based surveys. The Traverse City Housing Commission and local housing non-profits will be consulted regarding housing needs of the community.

ADMINISTRATIVE RESPONSIBILITIES AND CONTACT INFORMATION

Grand Traverse County receives and implements CDBG funds. Grand Traverse County Planning and Development Department has responsibility for the Citizen Participation Plan. The Planning and Development Department administers CDBG funds and assists sub-recipient organizations county departments with meeting the reporting requirements set forth by HUD. Additional information may be obtained from Grand Traverse County Planning and Development at (231) 922-4676 or www.grandtraverse.org.

PUBLIC NOTICE

Grand Traverse County will provide advanced public notice when required for public input for CDBG applications and any proposed amendments to the Citizen Participation Plan. HUD considers two weeks advance public notice to be adequate for the public to permit informed comment. The amount of lead-time can also vary, depending on the event. Specific minimum amounts of lead-time for different events are described later in this CPP.

Public notices for public hearings will be published as a display advertisement in a local newspaper of general circulation. Notices may also be posted at the Governmental Center and the Traverse City Housing Commission. Requirements for publishing will be met by publishing a summary of the above-mentioned documents.

PUBLIC ACCESS TO INFORMATION

Grand Traverse County will provide the public with reasonable and timely access to information and records relating to the data and content of all applications. Documents relevant to the CDBG program shall be made available at the Planning and Development Department during normal working hours for citizen review upon request.

Grand Traverse County shall also provide for full and timely disclosure of its program records and information consistent with applicable State and local laws regarding freedom of information, personal privacy, and obligations of confidentiality. These documents include all key documents such as prior applications for funding, letters of denial and approval, grant agreements, other reports required by HUD, all mailings and promotional material, records of hearings, documents regarding other important program requirements such as contracting procedures, environmental policies, fair housing and other equal opportunity requirements and relocation provisions, copies of regulations and issuances governing the program.

In the spirit of encouraging public participation, copies of applications and grant agreements will be provided to the public. Grand Traverse County shall make copies of standard documents available at Grand Traverse County Planning and Development.

PUBLIC HEARINGS

Public hearings will be held at key stages for the process to obtain the public's views and to provide the public with Grand Traverse County's responses to public questions and proposals. Federal law requires that Grand Traverse County hold at least two public hearings to obtain input regarding community needs. The first public hearing shall be conducted prior to application and at the close-out of the project, when applicable.

Public hearings shall be held only after adequate public notice has been provided as described in the "Public Notice" portion of this CPP, including a display advertisement in a local newspaper of general circulation two weeks prior to the public hearing. The public notice of public hearing shall indicate the time and location and include a direct contact at Grand Traverse County for further information. All public hearings will be held at a convenient time and at an accessible location. Non-English speaking or hearing impaired and disabled citizens wishing to attend a public hearing must notify the county at least five (5) days prior to the meeting to arrange translation or interpretive services. Grand Traverse County shall provide such services to the greatest extent possible.

Based upon the review of proposed activities, the Planning and Development Department shall forward its recommendation to the Grand Traverse County Board of Commissioners, regarding applications. The County Board shall approve the Plan. All County Board meetings are open to the general public and provide for public comment, per state law.

The County shall provide a period, not less than 30 days, to receive comments from citizens on the proposed Consolidated Plan or Annual Action Plan. All comments shall be incorporated into the Consolidated Plan and/or Annual Action Plan prior to their submittal to HUD for review and approval. Copies of the documents shall be available at locations specified in "Public Access to Information".

ANTI-DISPLACEMENT POLICY

Grand Traverse County does not plan to displace any persons as a result of a proposed CDBG-funded activity. If displacement does occur, Grand Traverse County will abide by the regulations set forth in the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended.

COMPLAINT PROCEDURE

Any and all comments are welcome and will be submitted to HUD with the Consolidated Plan or other reports as required by HUD regulations. In addition, the Planning and Development Department will answer all questions or comments it receives in writing within 15 working days of its receipt.

Persons wishing to object to the approval of the Consolidated Plan or other reports as required by HUD regulations may make the objections known to: Grand Traverse County Planning and Development, 400 Boardman Avenue, Traverse City, MI 49684.

USE OF CITIZEN PARTICIPATION PLAN

Grand Traverse County will follow the measures outlined in the CPP in all matters pertaining to its CDBG program, except in cases of public exigency or otherwise as permitted by federal law.

AMENDING THE CITIZEN PARTICIPATION PLAN

This Citizen Participation Plan can be changed only after the public has been notified of intent to modify it, and only after the public has had a reasonable chance to review and comment on proposed substantial changes. Copies of the amendments to the CPP will be made available to the public as indicated in "Public Access to Information". Grand Traverse County will provide reasonable notice of changes to the CPP so that citizens will have an opportunity to review and comment on it. Notice will be made according to the procedures described in Public Notice of this CPP and will allow a 30-day period for public comment. Amendments shall be reviewed by the Planning and Development Department and approved by the Grand Traverse County Board of Commissioners.

RESOLUTION

119-2014

Citizen Participation Plan

WHEREAS, The Ways & Means Committee met in regular session on September 17, 2014, and reviewed request from the Director of Planning & Development to approve the GTC Citizen Participation Plan (attached); and,

WHEREAS, This Plan identifies how GTC will seek public input when receiving or utilizing CDBG and will also be followed when seeking public input on future revolving loan fund applications which are being handled through the Chamber Foundation; and,

WHEREAS, CDBG Grants being applied for come before the County Board for public input/comment with approval of application and award after public comment is received; and,

WHEREAS, This plan will also be used for Chamber Foundation applications to assure the public hearing process takes place and that the public's comments are forwarded to the Chamber Foundation but no action is required by the County Board; and,

WHEREAS, the Ways & Means Committee recommends approval.

NOW, THEREFORE, BE IT RESOLVED BY THIS BOARD OF COMMISSIONERS, THAT Grand Traverse County approves the Citizen Participation Plan attached hereto and hereby becoming a part of this resolution.

APPROVED: September 24, 2014