

LENAWEE COUNTY BOARD OF COMMISSIONERS

301 N. Main St. Courthouse ~ Adrian, MI 49221

(517) 264-4508

www.lenawee.mi.us



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POLICY#2019-003

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CITIZEN PARTICIPATION PLAN

Date of Adoption: February 13, 2019

Citizen Participation

Lenawee County, as a Local Unit of Government recipient of Community Development Block Grant funding has developed and adopted this Citizen Participation Plan to be in compliance with Section 508 of the Housing and Community Development Act of 1974, as amended.

This Plan:

- Provides for and encourages citizen participation, with particular emphasis on participation by persons of Low and Moderate Income (LMI) who are residents of slum or blighted areas and of areas in which funds are proposed to be used.
- Provides citizens with reasonable and timely access to local meetings, information, and records relating to the Local Unit of Government's proposed method of distribution and relating to the actual use of funds under Title I of the Housing and Community Development Act of 1974, as amended.
- Provides for technical assistance to groups representative of persons of LMI that request such assistance in developing proposals with the level and type of assistance to be determined by the Local Unit of Government.
- Provides for public hearings to obtain citizen views and to respond to proposals and questions at all stages of the community development program, including the development of needs, review of proposed activities, and review of program performance; which hearings shall be held after adequate notice, at times and locations convenient to potential or actual beneficiaries, and with accommodations for the handicapped. At a minimum, two hearings are required: one at the time of application, and one at the end of the grant.
- Provides for a formal written procedure that will accommodate a timely written response to written complaints and grievances, within 15 days where practicable.
- Identifies how the needs of non-English speaking residents will be met in the case of public hearings where a significant number of non-English speaking residents can be expected to participate.

Lenawee County provides citizens with adequate opportunity to participate in the planning, implementation, and assessment of the Community Development Block Grant (CDBG) program. Lenawee County will provide adequate information to citizens, hold a public hearing at the initial stage of the planning process to obtain views and proposals of citizens, and provide opportunity to comment on Lenawee County's community development performance.

Scheduling and Providing Notices of Public Hearings

To provide for adequate notice, a minimum of five calendar days' notice must be given of any public hearings. The initial public hearing must be scheduled early in the planning process to ensure adequate public participation and still permit the County to complete and submit an application. In addition, Lenawee County must provide citizens with reasonable and timely access to the hearings. The location and times of these hearings must be scheduled in such a manner as to be convenient to potential or actual beneficiaries with accommodations for the handicapped and non-English speaking persons.

Citizens, with particular emphasis on persons of LMI who are residents of slum or blighted areas, must be encouraged to submit their views and proposals regarding community development and housing needs. Citizens must be made aware of where they may submit their views and proposals should they be unable to attend the public hearing. Where a significant number of non-English speaking residents can be reasonably expected to participate in a public hearing, an interpreter must be present to accommodate the needs of the non-English speaking residents. Citizens must be provided with the following information at the public hearing prior to application submittal to the state. The following items must be included in the first public notice:

- The amount of funds available for proposed community development.
- The range of activities that may be undertaken, including the estimated amount proposed to be used for activities that will benefit LMI persons.
- The plans of the applicant for minimizing displacement of persons as a result of activities assisted with such funds and the benefits to be provided by persons actually displaced as a result of such activities.
- Lenawee County will provide citizens with information regarding the applicant's performance in prior CDBG programs funded by the State.

In addition, the hearing should inform citizens of the proposed objectives, proposed activities, the location of the proposed activities, and the amounts to be used for each activity. Citizens must be given the opportunity to review the application and comment on the proposed application. The notice must state the proposed submittal date of the application and must provide the location at which, and hours when, the application is available for review. The application must be available for review when the notice is published in the newspaper.

Written minutes of hearings and an attendance roster must be submitted to the MEDC Program Specialist and be kept for review by State officials.

To satisfy all the requirements of citizen participation, additional information will be provided to citizens.

Lenawee County will retain as proof of the published public notices in the form of an affidavit or the actual newspaper page showing the published notice with the publication date of each public notice. Such proof will be submitted to the MEDC.

Technical Assistance

Lenawee County must provide technical assistance to facilitate citizen participation when requested, particularly to groups' representative of persons of LMI. The level and type of technical assistance will be determined by Local Unit of Government based upon the specific needs of the community's residents.

Complaint Procedures

Lenawee County has written citizen and administrative complaint procedures. All written citizen complaints that identify deficiencies relative to Lenawee County's community development program merit full, prompt consideration, and must be handled according to their written complaints procedure. Good faith attempts must be made to satisfactorily resolve the complaint at the local level.

This citizen and administrative complaint procedure is established to meet the requirements of Section 508:

- The complaint should be in writing and contain information about the alleged discrimination such as name, address, phone number of complainant and location, date, and description of the problem. Alternative means of filing complaints, such as personal interviews or a tape recording of the complaint, will be made available for persons with disabilities upon request.
- The complaint should be submitted by the grievant and/or his/her designee as soon as possible but no later than 60 calendar days after the alleged violation to:
Martin D. Marshall, County Administrator
Lenawee County
301 N. Main Street, Adrian, MI 49221
(517) 264-4508
Fax: (517) 264-4512
- Within 15 calendar days after receipt of the complaint, Contact Person or his designee will meet with the complainant to discuss the complaint and the possible resolutions. Within 15 calendar days of the meeting, Contact Person or his designee will respond in writing, and where appropriate, in format accessible to the complainant, such as large print, Braille, or audio tape. The response will explain the position of Local Unit of Government and offer options for substantive resolution of the complaint.
- If the response by Contact Person or his designee does not satisfactorily resolve the issue, the complainant and/or his/her designee may appeal the decision of within 15 calendar days after receipt of the response to the Lenawee County Board of Commissioners.
- Within 15 calendar days after receipt of the appeal, the Board of Commissioners will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, the Board of Commissioners will respond in writing, and, where appropriate, in a format accessible to the complainant, with a final resolution of the complaint.
- All written complaints received by Martin Marshall or his designee, appeals to the Lenawee County Board of Commissioners, and responses from these two offices will be retained by Lenawee County for at least three years.

All citizen complaints relative to Fair Housing/Equal Opportunity violations involving discrimination must be forwarded to the Michigan Department of Civil Rights [Michigan Department of Civil Rights, Intake Team, 3054 West Grand Blvd., Suite 3-600, Detroit, MI 48202] for disposition. The complainant must be notified in writing within 10 days that, due to the nature of the complaint, it has been forwarded to the Michigan Department of Civil Rights. Citizens must be made aware that they can forward a complaint alleging discrimination directly to the Michigan Department of Civil Rights, Intake Team, 3054 West Grand Blvd., Suite 3-600, Detroit, MI 48202. Persons wishing to object to the Michigan Strategic Fund's (MSF) approval of an application may make such objection known to the Michigan Economic Development Corporation.

The MSF will consider objections made only on the following grounds:

- Lenawee County's description of needs and objectives is plainly inconsistent with available facts and data.
- The activities to be undertaken are plainly inappropriate to meeting the needs and objectives identified by Lenawee County, the Local Unit of Government.
- The application does not comply with the requirements set forth in the final statement (consolidated plan) or other applicable laws. Such objections should include both identification of the requirements not met and, in the case of objections relative to the first bullet above, must include the data upon which the objection is based. Performance Hearings Prior to close-out of the CDBG, the recipient must have a public hearing to obtain citizen views and to respond to questions relative to the recipient's performance. This hearing must be conducted after any construction or other significant activity has been completed. It may be conducted during or after the lien period. A copy of the public notice and minutes of the hearing must be submitted with the close-out documents.

Documentation must be kept at the local level to support compliance with the aforementioned requirements.

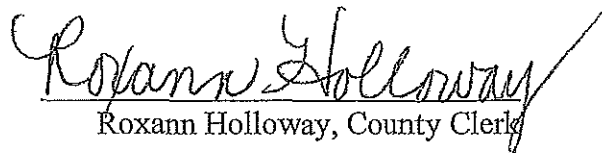
WHEREAS, the Lenawee County Board of Commissioners recognizes the importance of adequate public participation in seeking Community Development Block Grant funds.

NOW THEREFORE BE IT RESOLVED, the Lenawee County Board of Commissioners adopts this Citizen Participation Plan to be in compliance with Section 508 of the Housing and Community Development Act of 1974, as amended.

PASSED BY ROLL CALL VOTE of the Lenawee County Board of Commissioners at a regular meeting held Wednesday, February 13, 2019, in the Old County Courthouse, Adrian, Michigan.



David Stimpson, Chair



Roxann Holloway, County Clerk