RESOLUTION 2007-08
TOWN OF SILVER CITY CITIZEN PARTICIPATION PLAN
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

WHEREAS, In accordance with the 1987 revisions to the Housing and Community Development Act and in an effort to further encourage citizen participation, the Town of Silver City has prepared and adopted this Citizen Participation Plan; and

WHEREAS, The Town of Silver City will provide for and encourage citizen participation within its area of jurisdiction, with particular emphasis on participation by persons of low and moderate income.

Action items:
1. Adopt and circulate an Open Meetings Resolution which provides citizens with reasonable notice of Town of Silver City's upcoming meetings, actions and hearings and circulate to newspapers, radio and television media.
2. Develop press releases on Town of Silver City's actions and hearings and circulate to newspapers, radio and television media.
3. Develop and maintain listing of groups and representatives of low and moderate income persons, and include on mailing list of announcements, notices and press releases, etc.; and

WHEREAS, The Town of Silver City will provide citizens with reasonable and timely access to local meetings, information and records relating to the proposed and actual use of CDBG funds.

Action items:
1. Public notices, press releases, etc. should allow for a maximum length of notice to citizens.
2. Appropriate information and records relating to the proposed and actual use of CDBG funds must be available upon request to all citizens. Personnel and income records may be exempted from these requirements.
3. Meetings, hearings, etc., should be conducted at times and locations conducive to public attendance, e.g., evenings, Saturdays; and

WHEREAS, The Town of Silver City will provide technical assistance to groups and representatives of low and moderate income persons that request assistance in developing proposals. Note: the level and type of assistance is to be determined by the Town.

Action items:
1. Low and moderate income groups should be advised that technical assistance, particularly in the area of community development, is available from the Town upon request.

2. Document technical assistance provided to such groups and have documentation

available for review; and

WHEREAS, The Town of Silver City will provide a minimum of two public hearings to obtain citizen participation and respond to proposals and questions at all stages of the Community Development Block Grant Program.

Action items:
1. Advise citizens of the CDBG program objectives, range of activities that can be applied for and other pertinent information.
2. Conduct a minimum of two public hearings:
a. One public hearing will be held to advise citizens of the program objectives and range of activities that can be applied for, and to obtain the citizen views on community development and housing needs, to include the needs of low and moderate income people. This hearing will take place prior to the selection of the project to be submitted to the state for CDBG funding assistance.
b. A second public hearing will be held to review program performances, past use of funds and make available to the public its community development and housing needs, including the needs of low and moderate income families, and the activities to be undertaken to meet such needs.
3. Publish public hearing notices in the non-legal section of newspapers or in other local media. Evidence of compliance with these regulations will be provided with each CDBG application, i.e. hearing notice, minutes of public meetings, list of needs and activities to be undertaken, etc. Amendments to goals, objectives and applications are also subject to public participation; and

WHEREAS, The Town of Silver City will provide timely written answers to written complaints and grievances within 15 days, if possible.

1. Adopt complaint handling procedures or policies to insure that complaints of grievances are responded to within 15 days, if possible.
2. Allow appeal of a decision to a neutral authority.
3. File a detailed record of all complaints or grievances and responses in one central location with easy public access; and

WHEREAS, The Town of Silver City will identify how the needs of non-English speaking residents will be met in the case of public hearings where a significant number of residents can be reasonably expected to participate. Action items:
1. Identify areas where large majorities of non-English speaking persons reside and make appropriate provisions when issues affecting these areas are to be discussed at public meetings, hearings, etc. Appropriate provisions will include having interpreter

available at the meeting and having briefing material available in the appropriate language.

2. Maintain records/rosters of public hearing attendees and proceedings to verify compliance with this objective.

NOW THEREFORE BE IT RESOLVED that the Town Council of the Town of Silver City, approved, passed, and adopted the Citizen Participation Plan this 13 day of February 2007.

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James Marshall, Mayor

Attest:

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Anita Norero, Acting Town Clerk