

RESOLUTION NO. 2267

A RESOLUTION  
ADOPTING A CITIZEN PARTICIPATION PLAN IN CONNECTION WITH THE  
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

WHEREAS, to comply with the 1987 revisions to the Housing and Community Development Act and to further encourage citizen participation;

BE IT RESOLVED that the City of Roswell and the governing body hereby adopt the following Citizen Participation Plan.

Objective A

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

1. The City of Roswell will adopt and circulate an Open Meetings Resolution which provides citizens with reasonable notice of the City's upcoming meetings, actions and functions.
2. The City of Roswell will develop press releases on City meetings, actions and hearings and circulate them to newspaper, radio and television media.
3. The City of Roswell will develop and maintain listings of groups and representatives of low and moderate income persons and include them on mailing lists for announcements, notices, press releases, etc.

Objective B

The City of Roswell will provide citizens with reasonable and timely access to local meetings, information and records relating to the proposed and actual use of Community Development Block Grant (CDBG) funds.

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

Objective C

The City of Roswell will provide for technical assistance to groups and representatives of low and moderate income persons who request assistance in developing proposals. The level and type of assistance is to be determined by the City of Roswell.

1. Low/moderate income groups will be advised that technical assistance, particularly in the area of community development, is available from the City of Roswell upon request.
2. The City of Roswell will document all technical assistance provided to such groups and have documentation available for review.

#### Objective D

The City of Roswell will provide for public hearings to obtain citizen participation and respond to proposals and questions at all stages of the Community Development Block Grant Program.

1. The City of Roswell will advise citizens of the CDBG Program objectives, range of activities that can be applied for and other pertinent information.
2. The City of Roswell will conduct a minimum of two public hearings.
  - a. One public meeting will be held for the purpose of obtaining the views of citizens 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 for the purpose of gaining citizen input on the particular application to be submitted to the State for CDBG consideration.
3. The City of Roswell will review program performance, past use of CDBG 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.
4. Public hearing notices will be published 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 will also be subject to public participation

#### Objective E

The City of Roswell will provide for timely written answers to written complaints and grievances within 15 working days, where practicable.

1. The City of Roswell will adopt complaint handling procedures and policies to insure that complaints or grievances are responded to within 15 days, if possible.
2. Procedures will allow for appeal of a decision to a neutral authority.



3. A detailed record of all complaints/grievances and responses will be filed in one central location with easy public access provided.

Objective F

The City of Roswell will identify how the need 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.

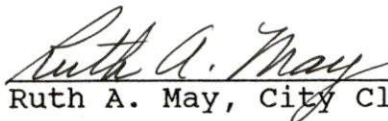
1. The City of Roswell will identify areas where large majorities of non-English speaking persons reside and make appropriate provisions when issues affecting these areas are to be discussed at public meetings, hearings, etc. Appropriate provisions will include having interpreters available at the meeting and/or having briefing materials available in the appropriate language.
2. The City of Roswell will maintain records/rosters of public hearing attendees and proceedings to verify compliance with this objective.

ADOPTED the 9th day of March, 1995.

CITY SEAL

  
THOMAS E. JENNINGS, Mayor

ATTEST:

  
Ruth A. May, City Clerk