

LICKING COUNTY
Community Development Block Grant (CDBG)
REVISED CITIZEN PARTICIPATION PLAN POLICY

The purpose of the citizen participation process is to assure that the CDBG program addresses the needs of those whom it is primarily intended to benefit. Failure to seek and consider input is a violation of program regulations and can result in citizen complaints and charges that national program objectives are not being met. In order to provide the citizens of Licking County an opportunity to participate in planning, implementation and assessment of the local Community Development Block Grant Program (CDBG), the Licking County Commissioners have adopted the following Plan (legislation attached):

1. A public hearing (#1) generally will be held in the first quarter of each calendar year, prior to the development of any CDBG applications for funding, and will be advertised at least 10 days in advance of the meeting in the non-legal section of the local newspaper. Information to be discussed will, at minimum, include:

- National and State program objectives;
- Amount of money available to the county;
- List of eligible activities;
- Performance of the locality in past program and activities;
- A summary of other program requirements;
- Date of Public Hearing #2;
- Date applications are due to the Ohio Development Services Agency(ODSA)/Office of Community Development (OCD); and
- Citizen's comments, questions, and recommendations about potential projects.

Notices of the public hearing and a summary of the CDBG program will be sent to local officials of all townships, villages, cities, and will advise them of how they may participate in the CDBG programs. Local officials will be strongly encouraged to attend this hearing. Local officials and citizens are also encouraged to meet with Licking County Development staff to receive assistance in developing proposals with the level and type of assistance to be determined by the grantee. This can also provide for the review of proposed activities and review of program performance of past activities.

Public Hearing #2 will be held prior to the submission of an application to the Ohio Development Services Agency/Office of Community Development. At least 10 days in advance of the hearing, an advertisement will be placed in the Newark Advocate, the newspaper of general circulation, and will include a summary of the proposed activities. This hearing will include the following elements:

2. A presentation and discussion of the proposed activities;
 - The amount of CDBG funds and other funds allocated for each activity;
 - The objective of each activity;
 - The timetable estimated for each activity; and
 - Discussion of the national objective each activity will meet.

A written summary of the proposal will be provided to those attending the meeting.

Minutes of each public hearing will be taken and maintained in the files for each program and included in the grant applications when required.

A listing of signatures of those people attending the public hearings will be compiled and kept in the Citizen Participation file.

Citizen complaints will be discussed and will be responded to in writing, within 15 days of the complaint and a copy of the complaint and response will be maintained in the files, and a copy sent to the Ohio Department of Development/Office of Housing and Community Partnerships. Licking County will complete the Citizen Complaint form and establish a file for the complaint. The response to a complaint will include any remedies that Licking County will undertake.

Program documents will be made available for the public to review during regular business hours at the Licking County Planning Commission offices. These documents will be comprised of Program Regulations, Applications, Status and Performance Reports and Activity Guidelines. Requests for copies will follow the Ohio Public Records Act.

In addition, if Licking County and the Ohio Development Services Agency determine that an amendment to a grant is necessary, a public hearing will be advertised and held for citizens and officials to comment on any substantial changes to the CDBG Program. The public hearing ad will show the change being made to the grant whether it is a new activity or a modified activity.

Licking County also provides the opportunity for citizen participation with the existence of the Community Development Advisory Committee (CDAC). This group is comprised of representatives from throughout the county, and their role is to oversee and make recommendations regarding program policies and the direction it would like to see the program take. Generally, the members of the CDAC will represent various fields and populations, including the following:

- Low to moderate-income citizens of Licking County;
- Law;
- Real Estate;
- Social Service Agencies;
- Banking;
- Elderly citizens;
- Licking County Commissioners;
- Licking County Planning Commission; and
- A representative any CDBG or HOME program area.

Recognizing the need to include local citizens and their important input into Licking County's CDBG and other community development programs, and especially the needs of low and moderate income persons, the County will continue with its citizen participation plan, updating and expanding it when necessary.

Licking County may provide for the needs of non-English speaking residents in the case of public hearings where a significant number of non-English speaking residents can be reasonably expected to participate. Meetings will be held in areas that are handicapped accessible.

Alternatives to placing public hearing ads in the local newspaper are listed in the Ohio Development Services Agency/Office of Community Development: OCD 07-01, Dated January 5, 2007.

Adopted January, 1992
Amended February 2011
Amended February 2019

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CITIZEN COMMENTS, OBJECTIONS AND COMPLAINTS POLICY

The scheduled public hearings described in this Citizen Participation Plan are designed to facilitate public participation in all phases of the community development process. Citizens are encouraged to submit their views on the aspects of programs during the comment periods and public hearings. However, to ensure that citizens are given the opportunity to assess and comment on all aspects of the community development program on a continuous basis, citizens may, at any time, submit written comments or complaints to the Licking County Commissioners.

Citizens or citizens' groups desiring to comment or object to any phase of the planning, development, approval or implementation of CDBG/HOME and Formula program activities should submit such comments or objections in writing to the Licking County Commissioners. Local Officials shall make every effort to provide written responses to citizen proposals or complaints within fifteen (15) working days of the receipt of such comments or complaints where practicable.