

RESOLUTION NUMBER 16-02-03

WHEREAS, the Town of Jay, Florida, established a Citizen Participation Plan for implementation of Community Development Block Grants; and

WHEREAS, The Town of Jay, Florida, recognizes the importance of updating the policy to address any changes made in the CDBG program requirements as determined by the Department of Economic Opportunity, therefore

BE IT HEREBY RESOLVED, that this legislative body of Town of Jay, Florida, hereby revises their Citizen's Participation Plan to delete references to the former Department of Community Affairs and replace them with references to the Department of Economic Opportunity.

ADOPTED THIS 1st day of February, 2016 on a vote of 4 yeas and 0 nays by the TOWN COUNCIL.

TOWN COUNCIL
TOWN OF JAY, FLORIDA

BY:


Kurvin Qualls, Mayor

ATTEST:


Linda Carden, Town Clerk

(SEAL)

TOWN OF JAY
CITIZEN PARTICIPATION PLAN

In order to provide citizens with information concerning the Community Development Block Grant (CDBG) program, the Town of Jay will take the following actions:

- a. Make available to the public, in a reasonable and timely manner, information concerning the amounts of funds available for various activities and the range of activities that may be undertaken.
- b. Provide citizens with adequate notice of public hearings, which are to be held at times and locations convenient to potential or actual beneficiaries, and with accommodation for the handicapped. If a significant number of non-English speaking residents could reasonably be expected to attend a public hearing, an interpreter will be provided for the language expected to be represented.
- c. If any party representing low to moderate income persons requests assistance for developing a proposal for the CDBG, the governing body shall determine the eligibility of the proposed activity. If such activity is eligible for funding, the party's ideas will be discussed at the First Public Hearing in the CDBG application or amendment stage. Information available from the state regarding the application process will be provided to interested parties.
- d. Hold at least one Public Hearing to obtain the views of citizens on community development needs.
- e. A citizen advisory task force shall be established (composed of citizens of the jurisdiction) to provide input relative to all phases of the project process. Residents of low and moderate income neighborhoods shall be included in this task force. The task force members will be appointed by the governing body before the Second Public Hearing on the project. Members may be reappointed as a standing committee.

The task force will meet at its discretion and will offer recommendations as it deems appropriate.
- f. Develop and publish a summary of the proposed application that will provide citizens with an opportunity to examine its contents and submit their comments.

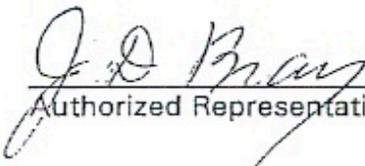
- g. Consider any comments and views expressed by citizens on the proposed application and, if appropriate, modify the proposed application.
- h. Hold at least one Public Hearing to obtain the views of citizens on the final application prior to its submission to the department.
- i. Hold at least one Public Hearing during the grant implementation process to review the program performance. This may be combined with the Public Hearing on amendments, if any such hearings are required.

The following Complaint/Grievance Procedure will be followed for the CDBG program:

- a. Complaints or grievances may be filed by local citizens, property or business owners, or their representatives, on the basis of their belief that the CDBG program design or implementation is inappropriate or illegal based upon such factors as environmental considerations or civil rights.
- b. Complaints shall be issued in writing to the chief elected official within 30 days of the perceived problem and delivered or mailed to the official address of the local government.
- c. The local government shall investigate the complaint/grievance and respond in writing within 15 days, although conclusion of the matter may take more than 15 days.
- d. The investigation may be performed by local officials, staff, consultants, the citizen advisory task force, or others as determined appropriate by the local government.
- e. If the party filing the complaint or grievance is not satisfied with the response, they may appeal to the Florida Department of Community Affairs.
- f. Nothing in this policy shall prohibit a person from filing a complaint with HUD or any regulatory agency or court. Housing discrimination complaints may be filed directly by calling the discrimination hotlines.

HUD: 1-800-424-8590
State: 1-800-342-8170

Adopted by governing body the 7th day of December, 1992.



Authorized Representative