

## Cibola County Resolution # 24-10

### A Resolution Establishing A Citizen Participation Plan

**WHEREAS**, the Cibola County Board of Commissioners is duly elected and governing body of Cibola County;

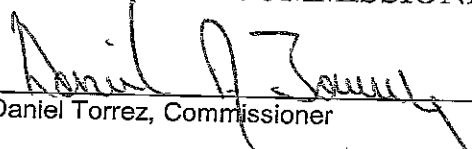
**WHEREAS**, the Board recognizes the need for citizen participation in the planning, implementation and assessment of the Community Development Block Grant Program (CDBG); and

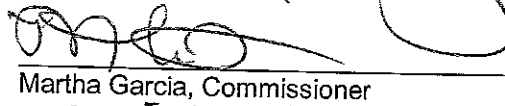
**WHEREAS**, public involvement serves a key role in the development of projects for consideration by the Board.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of County Commissioners of Cibola County adopts and directs the County Manager to implement the attached Cibola County Public Participation Plan (Exhibit "A"). **This resolution supersedes Resolution 23-10.**

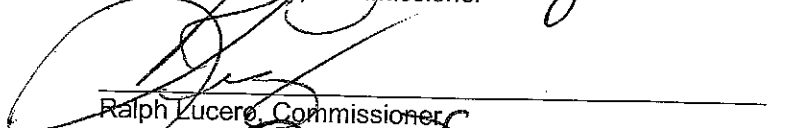
PASSED, APPROVED AND ADOPTED THIS 25TH DAY OF JANUARY, 2024.

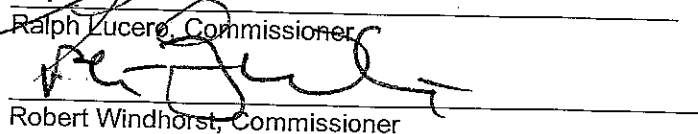
THE BOARD OF CIBOLA COUNTY COMMISSIONERS

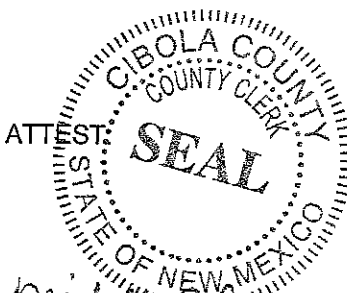
  
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Daniel Torrez, Commissioner

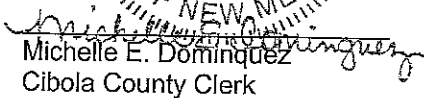
  
\_\_\_\_\_  
Martha Garcia, Commissioner

  
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Christine Lowery, Commissioner

  
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Ralph Lucero, Commissioner

  
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Robert Windhorst, Commissioner



  
Michelle E. Dominguez  
Cibola County Clerk



## EXHIBIT "A"

# COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM CITIZEN PARTICIPATION PLAN

### Introduction

In accordance with the 1987 revisions to the Housing and Community Development Act and in an effort to further encourage citizen participation, the County of Cibola, has prepared and adopted this Citizen Participation Plan.

### Objective A

The County of Cibola 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 County upcoming meetings, actions and functions.*
2. *Develop press releases on County meetings, action and hearings and circulate to newspapers, radio and television media.*
3. *Develop and maintain listings of groups and representatives of low and moderate income persons, and include on mailing lists of announcements, notices, press releases, etc.*

### Objective B

The County of Cibola 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 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.*

### Objective C

The County of Cibola 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 County. *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 County upon request.*
2. *Document technical assistance provided to such groups and has documentation available for review.*



#### Objective D

The County of Cibola will provide 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 citizens views on the community development and housing 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 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, lists of needs and activities to undertaken, etc. Amendments for goals, objectives and applications are also subject to public participation.*

#### Objective E

The County of Cibola will provide timely written answers to written complaints and grievances within 15 working days where practical. *Action Items:*

1. *Adopt complaint handling procedures or policies to insure that complaints or grievances are responded to within 5 days, if possible.*
2. *Allow for appeal of all decisions to a neutral authority.*
3. *File detailed record of all complaints or grievances and responses in one central location with easy public access.*

#### Objective F

The County of Cibola 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 reasonably be expected to participate. *Action items:*

1. *Identify areas where large majorities of non-English speaking persons reside and make appropriate provisions when issues affecting there areas are to be discussed at public meetings, hearings, etc. Appropriate provisions will include having interpreters 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.*