

# MUSKINGUM COUNTY COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

## CITIZEN PARTICIPATION PLAN

### Introduction

The Citizen Participation Plan contains Muskingum County's policies and procedures for the use of Community Development Block Grant (CDBG) money. The Plan provides for and encourages public participation, emphasizing involvement by low and moderate income people. Muskingum County also encourages participation of minorities, people who do not speak English, and people with disabilities.

The primary purpose of the CDBG program covered by this Citizen Participation Plan is to improve communities by providing: decent housing, a suitable living environment, and growing economic opportunities principally for low and moderate income people.

#### **I. Provide timely advance public notices about availability of required documents and public hearings.**

There shall be advance public notice after the first of each calendar year regarding the County's intent to apply for Community Development Block Grant funds. In addition, there shall be advance public notice, in conformance with Ohio's Sunshine Law of all public hearings and public information meetings relating to the funds or planning process covered by this Citizen Participation Plan.

Public notice will be given in the following forms:

1. Public notices will be posted in various locations at the Muskingum County Courthouse and published in the *Zanesville Times Recorder*. Copies of the notice shall also be provided to each township and village throughout Muskingum County for posting at each government building.
2. Notice will also be given to organizations and agencies providing services to lower income people and to any other news media having requested such notice.
3. Notices will also be posted on the Muskingum County website:  
<http://robertweb.muskingumcounty.org/mccdbg.html>
4. The notice will state the time, date, place and subject matter of the hearing. An agenda of items to be considered will also be included.

#### **II. Provide reasonable and timely access to information and records.**

Muskingum County will provide the public with reasonable and timely access to information and records relating to the CDBG program. The public will also be given reasonable access to records about any uses of these funds.

Standard documents to be made available include, but are not limited to:

1. Sub-recipient grant application
2. Complete list of eligible activities under the program
3. The Citizen Participation Plan

Copies of standard documents will be provided to the public at no cost and as soon as practicable without delay.

Standard documents will be made available on Muskingum County's website at <http://robertweb.muskingumcounty.org/mccdbg.html>

Materials will be available in form accessible to persons with disabilities, when requested.

All other documents related to Muskingum County's use of CDBG funds will be available to the public at the Muskingum County Community Development Office, 401 Main Street, Ground Floor, Zanesville, Ohio.

### **III. Hold public meetings and public hearings.**

Public hearings, to meet federal guideline requirements, will be used as an official forum for obtaining the public's view and to provide the public with the County's responses to public questions and proposals. Hearings will address community development needs. Pertinent documents will be available from the Muskingum County CDBG Office at the time of the first published notice.

Not less than two public hearings will be held each year prior to the County's application for Community Development funds, Water and Sanitary Sewer Grant Program funds or Neighborhood Revitalization funds.

Hearings will be conducted in conformance with Ohio's Sunshine Law.

Notice of public hearings will be given in accordance with the guidelines set forth under Section I.

A reasonable attempt will be made to notify organizations representing low and moderate income people.

Special arrangements to accommodate persons with disabilities and people who do not speak English will be made upon request. All public hearings will be held at locations accessible to people with disabilities.

#### **IV. Conducting the public hearings.**

The Community Development Director shall conduct the public hearings. All attendees will be asked to sign-in and provide contact information.

The first public hearing held each calendar year will cover all CDBG programs through which the County may apply for funds. This may include, but is not limited to, the Community Development program, Water and Sanitary Sewer Program and the Neighborhood Revitalization program.

The following documents will be made available at the first public hearing:

1. Sub-recipient grant application
2. Complete list of eligible activities under the program
3. The Citizen Participation Plan

The second public hearing will cover the specifics of the program applications that the County intends to submit.

Any individuals unable to attend the public hearings may contact the Community Development Director and request a copy of any and all documents that were distributed at the meeting, including a copy of the minutes.

#### **V. Other considerations.**

The Community Development Director is available to meet with any local governing body or community organization which would like more detailed and specific information regarding the CDBG programs and application process.