

**RESOLUTION NO. 704**  
**Citizen Participation Plan**

RESOLUTION OF THE DENTON TOWN COUNCIL, DENTON, MARYLAND  
ADOPTING A CITIZEN PARTICIPATION PLAN IN REGARDS TO COMMUNITY  
DEVELOPMENT BLOCK GRANT PROGRAMS.

WHEREAS, the Town of Denton participates in the Small Cities Community Development Block Grant program for housing, community development and economic development projects; and

WHEREAS, the State of Maryland, in accordance with the United States Department of Housing and Urban Development, requires local grant recipients to ensure adequate public participation; and

WHEREAS, The Town of Denton is required to certify that they are following a detailed written citizen participation plan.

NOW, THEREFORE, this 4<sup>th</sup> day of August 2008 the Denton Town Council hereby adopt the following plan:

**TOWN OF DENTON, MARYLAND COMMUNITY  
DEVELOPMENT BLOCK GRANT PROGRAM  
CITIZEN PARTICIPATION PLAN**

The Denton Town Council of Denton, Maryland (the "Town") adopts this Citizen Participation Plan to meet the citizen participation requirements of 24 CFR 570.486 and 24 CFR 91.115(e). United States Department of Housing and Urban Development regulation codified at 24 CFR 570.486 require that each unit of general local government receiving or expecting to receive Community Development Block Grant ("CDBG") funds:

- Provide for and encourage citizen participation, particularly by persons who reside in the area or areas in which CDBG funds are proposed to be used;
- Ensure that citizens will be given reasonable and timely access to local meetings, information and records relating to the unit of general local government's proposed and actual use of CDBG funds;
- Furnish citizens information and accept comment regarding the proposal activity including but not limited to:
  - the amount of CDBG funds expected to be made available for the current fiscal year (including the grant and anticipated program income);
  - identify the range of national objectives for low and moderate income persons;

- the range of activities that may be undertaken with CDBG funds;
  - the estimated amount of the CDBG funds proposed to be used for application activities;
  - the national objective the application will address to benefit low and income persons;
  - identify if the proposed CDBG activities will likely result in displacement and the unit of general local government's anti-relocation plans required under 24 CFR 42.325.
- Provide technical assistance to groups representative of persons of low and moderate income that request assistance in developing proposals in accordance with procedures developed by the State, which assistance need not include providing funds to such groups;
  - Provide for a minimum of two public hearings, each at a different stage of the program, for the purpose of obtaining citizens' views and responding to proposals and questions. Together the hearings must cover community development and housing needs, development of proposed activities and a review of program performance. Public hearings to cover community development and housing needs must be held before submission of an application to the State. There must be reasonable notice of the hearings and they must be held at times and locations convenient to potential or actual beneficiaries, with accommodations for the handicapped. Public hearings shall be conducted in a manner to meet the needs of non-English speaking residents where a significant number of non-English speaking residents can reasonably be expected to participate;
  - Provide citizens with reasonable advance notice of, and opportunity to comment on, proposed activities in an application to the State and, for grants already made, activities which are proposed to be added, deleted, or substantially changed from the unit of general local government's application to the State. Substantially changed means changes made in terms of purpose, scope, location or beneficiaries as defined by criteria established by the State;
  - Provide citizens the address, phone number and times for submitting complaints and grievances, and provide timely written answers to written complaints and grievances, within 15 working days where practicable.

CDBG funded activities may serve beneficiaries outside the jurisdiction of the unit of general local government that receives the grant, provided the Town determines that the activity is meeting its needs in accordance with section 106(d)(2)(D) of the Fair Housing Act.

## PROVISION OF INFORMATION, PUBLIC HEARINGS AND COMMENTS

The Town will provide reasonable access to records and information on the proposed and actual use of CDBG funds during regular business hours of 8:30 am – 4:00 pm at the following location:

Denton Town Council  
13 N. Third Street  
Denton, MD 21629

Where possible, and upon written request, the Town will provide copies of documents to citizens or groups requesting information at their own expense. Information will be furnished to citizens through public notice in The Times Record, or The Star Democrat, newspapers of general circulation in Denton, Maryland. CDBG application information will, where determined appropriate by the Town, also be provided through newspaper articles, newsletters, community bulletins, flyers, or at presentations made at community meetings.

When the Town proposes to submit an application to the State of Maryland Department of Housing and Community Development (“DHCD”) for CDBG funds for community development and housing, the Town will hold **at least one** public hearing to receive input by citizens on the housing and community development needs of the jurisdiction and to discuss the development of proposed activities. The hearings will be held **prior to submission of an application for CDBG funds**. The public notice will state that the following will be discussed:

- the amount of CDBG funds available
- the range of activities that may be undertaken with CDBG funds;
- the estimated amount of the CDBG funds proposed to be used for activities that will meet the national objective of benefit to low and moderate income persons; and
- whether the plans of the Town are likely to result in displacement and, if so, the existence of the Town’s anti-displacement and relocation plan required under 24 CFR 570.488.

If the MD CDBG Program funds the activity, a **second hearing** on program performance must be held at some point during the grant period (but after the activity has been initiated).

The notice of a public hearing be published in a newspaper of general local circulation no less than five (5) days in advance hearing. Hearings will be held at times convenient to actual or potential beneficiaries and at locations accessible to the disabled. At least one public hearing of the Denton Town Council or their designee prior to submission of an application to the DHCD shall be held in the evening, and where practical one hearing may be held in the general neighborhood of the area affected by the proposed activity. Prior to the first hearing preceding submission of an application to

DHCD, the Town shall post the public notice on a community bulletin board if one is available and posting is practicable. Documentary evidence that the required notices are published and public hearings are held in accordance with the plan will be maintained. Copies of the actual notices and/or affidavits shall be a part of the files, in addition to minutes of the hearings. Written minutes of the hearing and an attendance roster will be maintained by the Denton Town Council at the following location:

Town of Denton  
13 N. Third Street  
Denton, MD 21629

If necessary, Denton Town Council will make arrangements for a translator when it is expected that non-English speaking persons will participate. Similarly, a signer shall be provided for a deaf or mute participant. If special accommodations are necessary, however, requests should be made to Denton Town Council at 13 N. Third Street Denton, MD 21629. At least 15 days advance notice is requested.

The Denton Town Council of their designee will provide citizens an opportunity to comment on the proposed activities in an application to the State. Written comments may be sent to:

Denton Town Council  
Town of Denton  
13 N. Third Street  
Denton, MD 21629

#### **TECHNICAL ASSISTANCE**

When requested to provide technical assistance to groups representative of persons of low (including lower) and moderate income, the Denton Town Council will assist if possible. Files shall document meetings between the group and the local government. If staff capacity or expertise to assist does not exist, the Town may seek assistance or expertise from the State.

#### **COMPLAINTS AND GRIEVANCES**

Citizens who wish to submit a complaint or grievance may do so by calling or writing:


Denton Town Council  
13 N. Third Street  
Denton, MD 21629

Denton Town Council shall make reasonable efforts to provide a response in writing to written complaints or grievances within 15 working days.

**AMENDMENTS TO APPLICATION OR GRANTS**

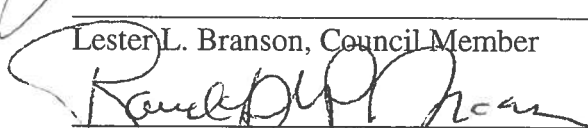
Denton Town Council will provide citizens notice of, and opportunity to comment on, substantial changes to grants already made, including changes in the purpose, scope, location or beneficiaries. This notice can be achieved through publication of a public notice in a newspaper of general circulation describing the change and establishing a comment period or through one public hearing conducted pursuant to the public hearing notice provisions described above.

**ATTEST:**

  
Karen L. Monteith, Clerk/Treasurer

**DENTON TOWN COUNCIL  
FOR TOWN OF DENTON, MARYLAND**

  
John A. Foster, Mayor

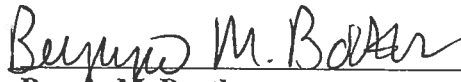
  
Lester L. Branson, Council Member

  
Randolph P. Moore, Council Member

  
Robert L. Clendaniel, Council Member

  
Dennis Porter, Council Member

**APPROVED AS TO FORM AND LEGAL SUFFICIENCY**

  
Brynja M. Booth  
Town Attorney