

PUTNAM COUNTY
CITIZEN PARTICIPATION PLAN

In order to provide citizens with information concerning the Community Development Block Grant (CDBG) program, Putnam County 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 program, 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. The County may establish a Citizen Advisory Task Force (CATF) to make recommendations on community needs prior to the drafting of an application. If established, the CATF will be composed of at least 5 citizens of the jurisdiction, and at least 51% of the members must be from low-to-moderate income households. No more than one employee and no elected officials of the County can serve as members of the CATF. The CATF members will be appointed by the governing body before the First Public Hearing on the project. Members may be reappointed as a standing committee.
- 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 Florida Department of Economic Opportunity.
- 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.

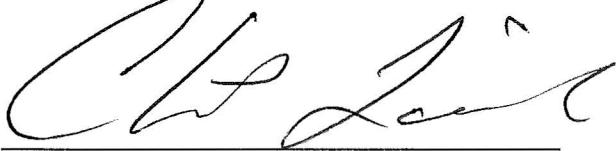
The following Complaint/Grievance Procedure will be followed for the CDBG program:

- 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 Economic Opportunity.
- 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

Approved by governing body the 26th day of January, 2016.



Chairman