

Town of Atlantic Beach

CITIZEN PARTICIPATION PLAN

In its effort to provide for participation by its citizens in the planning and implementation of community and economic development projects which will involve Community Development Block Grant (CDBG) funds, The **Town of Atlantic Beach** has developed this detailed, written plan for citizen participation, hereinafter referred to as the “CP Plan”.

The **Town of Atlantic Beach** will make its written CP Plan available for public review by public hearing or by notice of its availability for review at a location or locations convenient to residents of the Town. Such notice will be given to the public and may be published along with the notice given for a public hearing regarding the community development and housing needs assessment required for participation in the CDBG program.

All notices of public hearings will be published in the Sun News or another newspaper of general local circulation, at least seven days prior to the public hearing; or notices will be posted on the Town’s website and social media pages at least 10 days prior to the hearing. Such notice(s) will be prominently advertised.

In addition to notices in the newspaper, the **Town of Atlantic Beach** will employ other methods by which it will encourage the participation by residents of slum and blight areas of areas in which CDBG funds are proposed to be used. Possible methods might include requesting appropriate community leaders and agencies (ministers, council members, community action agencies, newspaper editors, virtual and conference calls etc.) to inform their constituents; distributing notices in low- and moderate-income neighborhoods, particularly potential project target areas; posting of notices at post offices and neighborhood businesses; and/or radio and television announcements.

All public meetings concerning the CDBG program will be held at times and locations convenient to its citizens, particularly those who are potential or actual beneficiaries, and no meetings will be held before 6:00 p.m. on weekdays or 2:00 p.m. on Sundays, nor will meetings be scheduled to begin after 8:30 p.m. The location of such meetings will be accessible to the handicapped or the announcement of such meetings will indicate that assistance will be provided to accommodate the special needs of disabled persons.

Prior to the development of any application or pre-application if applicable, for CDBG funding, the **Town of Atlantic Beach** assess its community development and housing needs, particularly those of low- and moderate-income residents. The results of

the Needs Assessment will be presented at one or more public hearings and citizens' comments will be considered.

At the time of the public hearing where the Needs Assessment is presented, the **Town of Atlantic Beach** will also present information concerning the CDBG program, including the amount of CDBG funds available, State funding guidelines, and the range of activities that may be undertaken with such funds, particularly in relation to identified community needs.

Technical assistance will be provided to group representatives of persons of low and moderate income that request such assistance in developing proposals for CDBG funding. **The Town of Atlantic Beach** must specify the type and level of assistance to be provided.

Less than ten percent of the population of the **Town of Atlantic Beach** is non-English speaking and there are no significant concentrations of non-English speaking residents within the **Town**, as determined by the most currently available census data. If ten percent or more of the potential or actual beneficiaries of a CDBG project are determined to be non-English speaking, provisions will be made at the appropriate public hearings for translation of comments and documents into the native language of the majority of the non-English speaking residents affected.

In the event that the **Town of Atlantic Beach** intends to submit a CDBG application, the Town will hold a public hearing to review and solicit public comment on the proposed activities and furnish the citizens with information on the activity to be undertaken, the amount of funding requested, the number of low to moderate income person affected and information on whether the activity will result in displacement.

The **Town of Atlantic Beach** will provide a timely, written answer to written complaints and grievances within 15 working days, where practicable. Written grievances are to be delivered to the office of the Town Manager who will then schedule the complaint's appearance before the Town Council for consideration of his/her complaint or grievance. A complainant may file a written appeal of Town Council's decision to the Division of Community Grant Programs within 15 working days of such decision. The Division, however, will deny those appeals which involve the consistent application of the **Town of Atlantic Beach's** local program policies. Prior to any response to a written grievance which involves State law or policy, State CDBG program guidelines, or federal regulations governing the CDBG program, the **Town of Atlantic Beach** will provide the written grievance and its proposed response to the Division, which will review and approve the response. After the appeal process has been exhausted, the Complaint may seek relief in the appropriate court of law.

The **Town of Atlantic Beach** will conduct one or more public hearings in person, virtually and/ or by telephone to review program performance and accomplishments. At least one public hearing must be held when all activities are completed and prior to the Division Community Grant Programs closing out the grant.

Prior to making any substantial change in a CDBG funded project, the **Town of Atlantic Beach** will hold one or more public hearing to inform its citizens, particularly those who might be affected, of the proposed change and to solicit public comment.

Citizens will be provided with reasonable access to records concerning any project undertaken with CDBG funds upon request. Such records will be available for review at **Atlantic Beach Town Hall** during normal business hours. Confidential information normally protected under the State and federal freedom of information laws may not be made available for public review.