

**CITIZEN PARTICIPATION PLAN**  
**NORTH DAKOTA DEPARTMENT OF COMMERCE/DCS**  
**SFN 52662 (02/07)**

**SUGGESTED FORM**  
**FOR THE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM**

Pursuant to Section 104(a)(3) of the Housing and Community Development Act of 1974, as amended, this Citizen Participation Plan is hereby adopted to ensure that the citizens of (City, Town or County), particularly persons of very low and low income residing in slum and blight areas and in areas in which CDBG funds are proposed to be used, are provided the opportunity and encouraged to participate in the planning and implementation of CDBG-funded activities.

**PUBLIC HEARING**

Public hearings will be the primary means of obtaining citizen views and responding to proposals and questions related to community development and housing needs, proposed CDBG activities and past CDBG performance.

Prior to submitting a CDBG application to the State, the (City, Town or County) will conduct at least one public hearing to identify community development and housing needs, including the needs of very low and low income persons, as well as other needs in the community that might be addressed through the CDBG program, and to review proposed CDBG activities and the past performance of the (City, Town or County) in carrying out its CDBG responsibilities. In the event CDBG funds are granted by the State, the (City, Town or County) will conduct at least one additional public hearing to allow citizens to review and comment on its performance in carrying out its CDBG program.

A formal public notice will be published in a newspaper of general circulation in the area at least five (5) days prior to such public hearings. A public notice will also be posted in the (City/Town Hall or County Courthouse) and in other places frequented by the public, especially very low and low income persons benefiting from or affected by proposed CDBG activities. As circumstances warrant and as the (City, Town or County) determines necessary or appropriate, participation may additionally be specifically solicited from persons of very low and low income, those benefiting from or affected by CDBG activities and/or representatives of such persons. Hearings will be held at times and locations convenient to potential and actual beneficiaries, and with accommodation for the handicapped. In the case of public hearings where a significant number of non-English speaking residents can be reasonably expected to participate, arrangements will be made to have an interpreter present.

**PUBLIC INFORMATION AND RECORDS**

Information and records regarding the proposed and past use of CDBG funds will be available at (Location) during regular office hours. The public will be so informed by public notice. Special communication aids can be made available to persons upon request.

**TECHNICAL ASSISTANCE**

The (City, Town or County) will provide technical assistance to groups representative of persons of very low and low income that request assistance in developing CDBG proposals. The level and type of assistance appropriate will be determined by the (City, Town or County) based on its ability to provide or arrange for such assistance, the cost of providing such assistance and other relevant factors.

**WRITTEN COMMENTS AND RESPONSE**

The (City, Town or County) will respond to written complaints and grievances in writing in a timely manner. When practicable, such written responses shall be made within fifteen (15) working days.

\_\_\_\_\_  
Signature of Chief Elected Official

\_\_\_\_\_  
Date

**NOTE:** EACH JURISDICTION PARTICIPATING IN A MULTI-JURISDICTIONAL OR JOINT APPLICATION IS REQUIRED TO HAVE A CITIZEN PARTICIPATION (CP) PLAN. THE COUNTY WILL ADOPT A CP PLAN FOR COUNTY-WIDE PROJECTS. ALL PARTICIPATING COUNTIES WILL ADOPT A CP PLAN FOR MULTI COUNTY PROJECTS