

## COMMUNITY DEVELOPMENT BLOCK GRANT COMMUNITY REVITALIZATION

### MUSKOGEE COUNTY CITIZEN PARTICIPATION PLAN

The County intends to implement a citizen participation program for its Community Development Block Grant (CDBG) application process to accomplish the following objectives:

- A. Provide for and encourage citizen participation, particularly by low and moderate income persons who reside in areas where CDBG funds are proposed to be used. This will be accomplished by:
1. Providing frequent and timely public notice of CDBG program activities in the local newspaper or by posting at City Hall/County Courthouse.
  2. Adopting a comprehensive CDBG Statement of Needs.
  3. Conducting a Special Public Hearing to inform citizens of the proposed CDBG project and authorizing the Mayor to sign a CDBG application in a formal Council meeting.
- B. Ensure that citizens will be given reasonable and timely access to local meetings, information, and records relating to proposed and actual use of funds, including, but not be limited to:
1. The amount of CDBG funds to be made available for the current fiscal year, if the proposed project is approved.
  2. The range of activities that may be undertaken with those funds.
  3. The estimated amount of those funds proposed to be used for activities that will benefit low and moderate income persons.
  4. The proposed CDBG activities likely to result in displacement and any anti-displacement and relocation plans developed by the County in accordance with Section 104(d)(1) and (2) of the Act.
  5. The basis on which the County may provide technical assistance to groups representative of persons of low and moderate income that may request assistance in developing proposals. The level and type of assistance to be provided is at the discretion of the County and does not necessarily include providing funding to such groups.
  6. This requirement will be accomplished by discussing the CDBG proposal during regular Council meetings and in one formal public hearing prior to the submittal of the 2021 Community Revitalization CDBG application. During the hearing the five (5) items listed above will be explained to the public. Records of the CDBG process will be maintained in the City Hall/County Courthouse of Muskogee County by the Clerk and will be available upon request for review by the public. A brief summary of the proposed CDBG project will be available for public review after the Council has made its final selection.

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- C. Provide for a minimum of two (2) public hearings; one (1) prior to submission of the application for funding of the project for the purpose of obtaining citizen views and formulating or responding to proposals and questions, and the other end of the grant period if the County receives funding, that discusses the County's accomplishments in relation to initial plans. The application stage hearing will include discussion of CDBG needs, and the development of activities being proposed for CDBG funding. There will be reasonable notice of all hearings, which will be scheduled for times and locations convenient to the potential and actual beneficiaries and which will accommodate the handicapped. Regularly scheduled Council meetings will not be used for this purpose.
1. This requirement will be met through scheduling a Special Public Hearing to discuss the County's CDBG proposal. At this hearing, the proposed project will be reviewed for the public and further citizen input will be solicited. Notice will be given seven (7) working days in advance of this hearing in the \_\_\_\_\_ and by posting at the City Hall/County Courthouse. The hearing will be held in the early evening so those citizens who work may attend. A second hearing will be held at the end of the grant period if the County is funded in the CDBG process.
- D. Meet the needs of non-English speaking residents in those instances where a significant number of non-English speaking residents can reasonably be expected to participate in the CDBG process. For example: The County does not currently have a significant population of non-English speaking citizens. However, every effort will be made to accommodate the needs of any non-English speaking citizens who wish to participate.
- E. Provide citizens with reasonable advance notice of, and opportunity to comment on, proposed activities not previously described in the County's funding request and on activities which are proposed to be deleted or substantially changed in terms of purpose, scope, location or beneficiaries.

The proposed seven (7) working day notice for all public meetings and hearings in connection with the County's CDBG application process is believed by the County to afford citizens with reasonable advance notice. In addition, if any change is proposed to the purpose, scope, location, or beneficiaries of the proposed project or if the CDBG project budget changes by more than 25%, the public will be notified and afforded an opportunity for additional input.

- F. Provide the place, telephone number, and times when citizens are able to submit written complaints or grievances and the process the County will use to provide a timely, written response to such complaints or grievances. For example: Citizens with comments or grievances on the CDBG process may submit them in writing or in person at the City Hall/County Courthouse during regular business hours or may call (918-682-9601). The County Clerk will respond to such comments or grievances within fifteen (15) working days, where practicable.

By formally adopting this Citizen Participation Plan, the Muskogee County City Council/Board of Commissioners accepts the responsibility for implementing its provisions. The Council further charges all employees and contractors with the responsibility of implementing this plan and living up to the spirit of the citizen participation requirements of the CDBG program.

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Adopted this 22nd day of March, 2021 by the City Council/Board of Commissioners of Muskogee County.

Keith Hyslop  
(Type) Name and Title of Chief Elected Official

\_\_\_\_\_ Date

Keith Hyslop  
Signature of Chief Elected Official

[S E A L]

Attest:  
Subscribed and sworn to before me \_\_\_\_\_, 20\_\_\_\_. My commission  
expires \_\_\_\_\_, 20\_\_\_\_. Commission No. \_\_\_\_\_

Polly Irving by Sheila Hemin  
Clerk Signature

22 day of Mar 2021  
Chairman Keith Hyslop  
Member Kathy  
Member Kenneth R. Ray  
Attest Polly Irving by Sheila Hemin  
County Clerk

