



**CITIZEN PARTICIPATION PLAN**  
**COMMUNITY DEVELOPMENT BLOCK GRANT**  
**CITY OF MARIETTA OHIO**

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 Marietta (hereinafter referred to as the Applicant), particularly persons of low and moderate income residing in slum and blight areas in which Community Development Block Grant (hereinafter referred to as CDBG) funds are proposed to be used, are encouraged to participate in the planning and implementation of CDBG funded activities.

The City of Marietta will encourage said citizen participation through the following means:

**Public Hearing**

A public hearing or 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.

The City of Marietta will conduct a minimum of two (2) public meetings during the request for proposal period of the CDBG application process to gain citizen input as to the needs of community development and housing, 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. At each hearing the city will give an overview of the CDBG program including the budget amount requested, read proposal received and receive verbal and written proposals from citizens. The Development Administration will accept proposals for a minimum of thirty (30) days from the final public hearing.

Formal notification of these public hearings will be advertised in a local newspaper, posted on the city website and posted in government offices. Hearings will be held at times and locations convenient to potential and actual beneficiaries and with accommodations for persons with disabilities. In the case of a public hearing where a significant number of non-English speaking residents can be reasonably expected to participate, arrangements will be made to have an interpreter present.

The City of Marietta will conduct a public hearing prior to submitting a final CDBG application to the State of Ohio to gain citizen input as to the application to be submitted. At the hearing the city will review the proposed CDBG activities, their benefiting location(s), overall cost and proposed financing, and the implementation schedule. In addition, the past performance of the city in carrying out CDBG responsibilities will be reviewed. Compliance with historic requirements of the CDBG program, if any, will also be discussed.

A summary of the proposals will be advertised in a local newspaper and copies of the final application will be made available for public viewing in the Community Development office, City Hall and the Public Library for a minimum of thirty (30) days prior to submittal to the State of Ohio. Development Administration will accept comments on the proposals for a minimum of thirty (30) days from the final public hearing prior to submitting the final application to the State of Ohio and will include all comments with the application.

Formal notification of this public hearing will be advertised in a local newspaper, posted on the city website and posted in government offices. Hearings will be held at times and locations convenient to potential and actual beneficiaries and with accommodations for persons with disabilities. In the case of a public hearing where a significant number of non-English speaking residents can be reasonably expected to participate, arrangements will be made to have an interpreter present.

## **Funding**

The City of Marietta will apply for CDBG funding each year in the amount presented at all public hearings. In each year that the City is successful in receiving a CDBG award, the funds will be applied to each program and/or project as presented at each public hearing.

Should the awarded funding in any given year differ, either greater than or less than the amount demonstrated at the public hearings, the City of Marietta will apply the Substantial Amendment process to the re-distribution of funds. The City of Marietta will conduct a public hearing in which the proposed re-distribution will be discussed. A summary of the proposal(s) will be advertised in a local newspaper and copies of the final amendment will be made available for public viewing in the Community Development office, City Hall and the Public Library for a minimum of thirty (30) days prior to submittal to the State of Ohio. The Development Administration will accept comments on the amendment for a minimum of thirty (30) days from the final public hearing prior to submitting the final amendment to the State of Ohio and will include all comments with the application.

At the conclusion of any program or project, that will continue into the next program year, any unspent funds will automatically move into the same program or project to be used in the subsequent year as stated in the approved final plan.

At the conclusion of any program or project that will not continue into the next program year any unspent funds that equal 25% or greater of the original amount allocated to that program or project will be subject to the substantial amendment process for the re- distribution of the funds. Remaining funds that equal less than 25% of the original amount allocated to the program or project will be will moved to the contingency fund for the same CDBG neighborhood in which the original program or project was designated.

### **Public Information and Records**

In accordance with the provisions of the Community Development Department's Public Records Policy, provided and posted in the Community Development Department, information and records regarding the proposed and past use of CDBG funds will be available in Community Development offices at 304 Putnam Street during regular office hours. The public will be so informed of this by public notice. Special communication aids will be made available to persons with disabilities upon request.

### **Written Comments and Response**

The City of Marietta will respond to written complaints and grievances, in writing, in a timely manner. When at all possible, such written responses shall be made within fifteen (15) working days