

WAUKESHA COUNTY AND THE HOME CONSORTIUM CITIZEN PARTICIPATION PLAN 2015--2019

Revised January 2015

This plan provides an outline of the citizen participation process for Waukesha County and the HOME Consortium. Waukesha County has been determined to be an eligible urban county authorized to receive an annual entitlement Community Development Block Grant (CDBG) through the U.S. Department of Housing and Urban Development. Waukesha County is also the lead agent for the HOME Consortium, which consists of Jefferson, Ozaukee, Washington and Waukesha Counties, and is authorized to receive an annual entitlement of HOME Investment Partnership Program funds through the U.S. Department of Housing and Urban Development. This plan supersedes any other existing Citizen Participation Plans and will be implemented upon adoption to comply with the Consolidated Plan citizen participation requirements.

The CDBG Board is the governing body in matters related to the Consolidated Plan and associated housing and community development programs for Waukesha County. This body is composed of eleven members appointed by the County Executive, with appointments approved by vote of the Waukesha County Board of Supervisors. CDBG Board members represent a broad geographic representation of Waukesha's population and participating jurisdictions. Members are appointed for a three year term, which is staggered to minimize excessive turnover for any one year.

The HOME Board is the governing body in matters related to the Consolidated Plan and associated housing programs for the HOME Consortium (Jefferson, Ozaukee, Washington and Waukesha Counties). The HOME Board consists of three voting members and one alternate member from each county appointed by the County Executive or Chairman of the County Board of Supervisors if no County Executive exists. Members are appointed to three year renewable terms based on the HOME program year. The HOME Board by ordinance in each county shall have full authority to determine the HOME funding priorities, allocation and distribution of funds, program policies and procedures, review of data, information and needs to determine the best utilization of HOME funds.

The Waukesha County Board approves the annual funding allocation as proposed by the HOME and CDBG Boards. The Waukesha County Executive is authorized to execute and submit all documents necessary for the County's Consolidated Plan and or any other documents required by HUD.

Objective

The goal of the Citizen Participation Plan is to encourage active citizen's involvement in the Consolidated Plan and Annual Action Plan development and implementation, by providing clear guidelines citizens may follow. This plan is inclusive of a wide range of providers, citizens, advocacy groups, public and private agencies and community leaders. Waukesha County's Division of Community Development administers the CDBG and HOME programs from the U. S. Department of Housing and Urban Development (HUD) which fund housing, emergency shelter, economic development, infrastructure improvement, neighborhood revitalization and public service activities, among others. Each program is required to invite public comment prior to the expenditure of funds to determine needs, establish funding priorities, and at the end of the program year, assess program performance.

Encouragement of Citizen Participation

Waukesha County and the HOME Consortium provide for and encourage citizen participation in the development and substantial amendments of the Consolidated Plan, the Analysis of Impediments to Fair Housing, the Annual Action Plan, the Citizen Participation Plan and the Consolidated Annual Performance Report (CAPER).

This will be accomplished by the following procedures:

1. Notice will be given to notify the public that draft versions of the Consolidated Plan, the Annual Action Plan, any substantial amendments, the Citizen Participation Plan and the CAPER, are available for comment. Notices are provided through:
 - Press releases
 - Non-legal notices published in the official newspapers of each County participating in the HOME Consortium
 - Posting at the Waukesha County Courthouse
 - Posting on the Waukesha County Community Development website and the HOME Consortium website
 - Email notices to individuals, municipalities and nonprofit subgrantees

2. Public hearings will be held to solicit input and comments from citizens on the following proposed documents: the Consolidated Plan, the Analysis of Impediments to Fair Housing, the Annual Action Plan and community needs, substantial amendments to the Consolidated Plan and Annual Action Plan, and the CAPER.

Public hearings will be posted and advertised with adequate advance notice (10 days) to citizens and contain enough information so the public will understand the event being announced. Hearings on the Annual Action Plan and CAPER will typically be held at the Waukesha County Administration Center. Hearings on the Consolidated Plan will be held in each of the four counties of the HOME Consortium.

3. Waukesha County will publish the proposed Consolidated Plan, Annual Action Plan, substantial amendments, the Citizen Participation Plan and the CAPER in draft form for comments. Draft documents will be available for review as follows:

- Waukesha County Community Development office during normal business hours of 8:00—4:30.
- Waukesha County Community Development website
- HOME Consortium website

4. Time frames for the public to provide comments in writing will be as follows:

Proposed Documents	Comment Period
Consolidated Plan/Annual Action Plan and any substantial amendments to the plans, and Analysis of Impediments	30 days
CAPER, Citizen Participation Plan	15 Days

Persons unable to attend a public hearing will have the opportunity to submit in writing written comments on needs during the public comment period.

Information To Be Provided in the Draft Consolidated Plan and Annual Action Plan

Prior to the adoption of the Consolidated Plan or Annual Action Plan, the Waukesha County and the HOME Consortium will make available to citizens, public agencies, and other interested parties appropriate information that includes at a minimum:

1. The amount and type of assistance the County expects to receive from Community Development Block Grant and HOME programs, including any program income anticipated to be generated from program activities;
2. The range of activities that may be undertaken with the proposed funds, including the estimated amount that will benefit persons of low- and moderate-income;
3. Plans to minimize displacement of persons and to assist any persons displaced, specifying the types and levels of assistance Waukesha County and the HOME Consortium will make available. Such information will be made available upon request and will be included in the Consolidated Plan; and

Criteria For Amendments To Consolidated Plan and Annual Action Plan

Waukesha County and the HOME Consortium will amend its approved plan when one of the following decisions occurs:

1. To make a change in its allocation priorities or a change in the method of distribution of funds;
2. To carry out an activity, using funds from any program covered by the consolidated plan, not previously described in the action plan; or
3. To change the purpose, scope, location or beneficiaries of an activity.

A substantial amendment, including public participation, will be required when the CDBG or HOME dollar amount involved exceeds thirty percent (30%) of the current annual allocation AND the proposed change moves funds between Priority Needs Categories identified in the Consolidated Plan.

Performance Reports

Waukesha County shall solicit citizen comments regarding program performance at public hearings assessing countywide needs, and for the purpose of considering the Consolidated Plan. Community Development staff is required to complete a Grantee Performance Report (GPR), or CAPER by March 31, which is 90 days after the end of its program year. The CAPER will be published for public review and comment for 15 days prior to submission to HUD. The CAPER shall be reviewed by the HOME and CDBG Boards and consider citizen comments in its review.

Public Hearings

Waukesha County and the HOME Consortium will conduct the following minimum amount of public hearings annually for development and submission of the Annual Action Plan (and every five years for the development and submission of the Consolidated Plan):

A public hearing will be held prior to the development of the Consolidated Plan/Annual Action Plan in order to obtain views of citizens, public agencies, and other interested parties regarding housing and community development needs. This hearing will be held in conjunction with the public hearing for the HOME and CDBG Boards draft funding allocation for the Annual Plan. This meeting will typically be held in July.

A public hearing will be held after a draft document has been completed for the purpose of public comment prior to submitting the final Consolidated Plan/Annual Action Plan to HUD. At this hearing citizens will have an opportunity to review the proposed use of program funds. This meeting will typically be held in October.

A public hearing will be held after the draft CAPER has been completed for the purpose of assessing program performance. This meeting will typically be held in March. Additional public hearings will be held for any substantial amendments to the Consolidated Plan or Annual Action Plan.

Meetings

All meetings of the HOME and CDBG Boards shall be open meetings pursuant to Wisconsin statutes. All meeting notices shall be posted, at least 24 hours prior to such meeting dates, in the Office of the County Clerk for each County of the HOME Consortium.

Initial notices of public hearings shall be published not less than ten days prior to the date scheduled for such hearing. Such notices shall be published in a major newspaper with countywide circulation.

Written comments from persons unable to attend such meetings will be solicited through such notices. All public hearing notices shall be posted in the Offices of the County Clerk for each County of the HOME Consortium.

All public hearings and meetings of the HOME and CDBG Board shall be held at times and locations convenient to potential or actual beneficiaries, and with accommodations for the handicapped or non-English speakers.

Technical Assistance

Waukesha County's Community Development Block Grant Coordinator shall be available during normal working hours to provide information and technical assistance to all eligible entities participating or desiring to participate in the HOME or CDBG programs. Such assistance may include information regarding the range of activities which may be undertaken under the HOME or Community Development Block Grant Program; priority categories established for funding; federal regulations governing the use of HOME and Community Development Block Grant funds; and direction and clarification required for the completion of an application to Waukesha County for obtainment of funds. In addition, the Community Development Division will conduct a training session annually for agencies and municipalities interested in applying for CDBG funds, during the application process, which is usually in March.

Access to Records

Waukesha County will ensure that citizens, public agencies, and other interested parties will be given reasonable and timely access to information and records relating to the Consolidated Plan, Annual Action Plan, including substantial amendments, and CAPER for the preceding five years. Such public information is available for review at the Waukesha County Community Development Division office, or online, at www.waukeshacounty.gov/communitydevelopment.

Grievances

All grievances or complaints regarding the setting or holding of meetings or public hearings; the provision of interpreter services; the availability or access to program records; or the provision of technical assistance relating to the Waukesha County Community Development Block Grant Program or HOME Consortium shall be submitted in writing to:

**Community Development Division
515 W. Moreland Blvd., Room AC 320
Waukesha, WI 53188**

A timely written response shall be provided within fifteen (15) working days where practicable.