

City of Scottsbluff, Nebraska

Monday, September 21, 2020

Regular Meeting

Item Resolut.2

Council to consider and take action on the Resolution authorizing the Mayor to sign the application along with the Citizen Participation Plan for a Community Development Block Grant in the amount of \$732,500 for Owner Occupied Housing Rehabilitation.

Staff Contact: City Council

RESOLUTION AUTHORIZING CHIEF ELECTED OFFICIAL TO SIGN AN APPLICATION FOR CDBG FUNDS

Whereas, the City of Scottsbluff, Nebraska, is an eligible unit of a general local government authorized to file an application under the Housing and Community Development Act of 1974 as amended for Small Cities Community Development Block Grant Program, and,

Whereas, the City Of Scottsbluff, Nebraska, has obtained its citizens' comments on community development and housing needs; and has conducted public hearing(s) upon the proposed application and received favorable public comment respecting the application which for an amount of \$732,500.00 for Owner Occupied housing rehab within the city limits of Scottsbluff, NE to benefit LMI households; and,

NOW, THEREFORE, BE IT RESOLVED BY

City Council of City of Scottsbluff, that the Mayor be authorized and directed to proceed with the formulation of any and all contracts, documents or other memoranda between City of Scottsbluff and the Nebraska Department of Economic Development so as to effect acceptance of the grant application.

Signed Raymond Gonzales

Title Mayor

Date 09/21/2020

Exhibit C2: Citizen Participation Plan

EXHIBIT C-2

Citizen Participation Plan City of Scottsbluff, Nebraska

A. Participation by Citizens

All citizens, including low- and moderate-income citizens, shall be requested and encouraged to participate in the assessment of community issues, problems and needs; the identification of potential solutions; and priority to such issues, problems and needs, as follows:

1. All citizens shall be periodically requested to complete a community needs survey to identify community and neighborhood issues, problems and needs.
2. All citizens shall be notified by publication and posting of all meetings to discuss the identified needs, potential solutions and solution priorities.
3. All citizens, particularly low and moderate-income citizens, shall be afforded the opportunity to serve on various community improvement task forces established by the City of Scottsbluff.

B. Access to Meetings, Information and Records

Notice of public meetings conducted by the City of Scottsbluff shall be published or posted within a reasonable number of days prior to such meetings.

Agendas of all such meetings shall be available at the at the City of Scottsbluff Offices 2525 Circle Drive Scottsbluff, NE 69361 for public inspection.

All meetings where CDBG projects or applications are to be discussed shall be published or posted for 10 days prior to such meetings and all information and records concerning such CDBG projects or applications shall be available for public inspection at the City of Scottsbluff Offices at 2525 Circle Drive Scottsbluff, NE 69361.

All meetings will be held at a time and City of Scottsbluff Offices at 2525 Circle Drive Scottsbluff, NE 69361 convenient to potential or actual beneficiaries which will be accessible to all citizens. The building and site will also be accessible to persons with disabilities.

C. Specific CDBG Project Information

All citizens shall be provided with information regarding specific CDBG projects through public meetings and publication of notices which provide all pertinent information regarding any CDBG project including, but not limited to:

1. The amount of CDBG funds expected to be made available to the City of Scottsbluff for the current fiscal year, including CDBG funds and anticipated program income;
2. The specific range of activities that may be undertaken with CDBG funds;
3. The estimated amount of CDBG funds to be used for activities that will meet the national objective of benefit to low-and moderate-income persons, and;
4. A description of any proposed CDBG funded activities that are likely to result in displacement of persons along with the City of Scottsbluff anti-displacement and relocation plans.

D. Provisions for Technical Assistance to Citizens

The City Manager shall maintain current information of available resources for community improvement efforts and CDBG programs available and provide such information upon request by any citizen or group representing any citizen or group of citizens and the City Manager shall provide assistance in developing proposals to address issues, problems and needs identified by such citizen or citizens.

E. Public Hearing on CDBG Activities

The City of Scottsbluff enact a minimum of two (2) public meetings or hearings to be conducted with regard to any CDBG application. At least one meeting or hearing shall be conducted prior to the submission of any such application and a second public hearing shall be held near the completion of any CDBG funded activity to obtain citizen input, comments or opinions with regard to such application(s) and to program or project performance.

The City Manager shall act as the contact person for all questions, comments or concerns expressed by any citizen with regard to any CDBG program or project and shall forward any such questions, comments or concerns to the City of Scottsbluff at the next regular meeting of the Scottsbluff City Council immediately following expression of such questions, comments or concerns. The City Manager shall also be responsible for transmitting the Scottsbluff City Council response to any such question, comment or concerns to the citizen or citizens expressing the same.

F. Needs of Non-English Speaking Citizens

The City of Scottsbluff shall conduct the public hearings in a manner to meet the needs of non-English speaking residents where a significant number of non-English speaking residents can reasonably be expected to participate, the City Clerk shall arrange for oral or written translation of information regarding any CDBG program, application or project upon request by such non-English speaking persons or representatives of such persons.

G. Compliance/Grievance Procedures

The City Clerk shall post a notice at the 2525 Circle Drive Scottsbluff, NE 69361 that provides name, telephone number, address, and office hours of the City of Scottsbluff for citizens who wish to file a complaint or grievance regarding any CDBG program, project or application.

Individuals wishing to submit a complaint or file a grievance concerning activities, of or application for, CDBG funds may submit a written complaint or grievance to the City Manager.

The City Manager shall present such complaint or grievance to the City Council at the next regular meeting of the City of Scottsbluff, where it be reviewed by the Board members. The individual submitting such complaint or grievance shall be notified of such meeting and shall be given the opportunity to make further comments at such meeting. The City of Scottsbluff shall issue a written response to any complaint or grievance within fifteen (15) days following the meeting at which a response is formulated. Such response shall be mailed to the individual citizen(s) submitting the complaint or grievance by the City Manager to the last known address of said citizen(s).

In the event that the nature of the complaint or grievance is determined to be a matter requiring immediate action, a special meeting of the City of Scottsbluff shall be called to review the matter within ten (10) days of receipt of such complaint or grievance.

H. Adoption

This Citizen Participation Plan is hereby adopted by action of the Scottsbluff City Council of City of Scottsbluff, Nebraska.

Signed:

Chief Elected Official: Raymond Gonzales, Mayor

Attest: Kimberley Wright, City Clerk

Date