

Municipality of Princeton

County of Mercer

State of New Jersey

R E S O L U T I O N

WHEREAS, the Municipality of Princeton, will enter into a Grant Agreement with the New Jersey Department of Community Affairs for the administration of a Small Cities Community Development Public Facilities Block Grant; and

WHEREAS, that Grant Agreement requires the Municipality of Princeton to comply with all federal regulations with respect to citizen participation; and

WHEREAS, the Municipality of Princeton has reviewed the Citizen Participation Plan prepared for Small Cities CDBG grantees;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Municipality of Princeton, County of Mercer and State of New Jersey; that:

The Citizen Participation Plan developed by the New Jersey Department of Community Affairs, Small Cities CDBG Program, is adopted by the Municipality of Princeton; and

The Municipality of Princeton will follow all regulations set forth in that document throughout the term of the Grant Agreement cited above.

This is to certify that the foregoing Resolution was duly adopted at a Regular Meeting of Princeton Council which was held on August 25, 2014.

ATTEST:

\_\_\_\_\_  
(Clerk)

# SMALL CITIES PROGRAM

## CITIZEN PARTICIPATION PLAN

### I. Purpose

The federal Housing and Community Development Act of 1974, as amended, requires that all recipients of Small Cities funds certify that they are following a detailed Citizen Participation Plan (CPP). By choosing to participate in this program, the State of New Jersey has certified that it will comply with the law by preparing a CPP that identifies those tasks that units of local government receiving Small Cities funds must perform.

It is the State's responsibility to assist participating units of local government in complying with the law and in documenting such compliance. It is the responsibility of all grantees to certify to the State that they will manage their Small Cities program in accordance with the State's CPP. Grantees will provide documentation demonstrating such compliance.

In the following sections, basic requirements of the law will be presented and methods of satisfying these requirements discussed. Please read this material carefully and thoroughly. If you have any questions, contact your Small Cities Program Representative. It is essential that each grantee complies with these requirements, since no Small Cities funds will be disbursed until compliance is certified by the grantee and approved by the Department.

### II. Statutory Requirements

Each recipient of Small Cities Community Development Block Grant (CDBG) funds must certify that it is following a detailed Citizen Participation Plan that --

- (A) encourages citizen participation with particular emphasis on participation by persons of low and moderate income who are residents of areas in which CDBG Funds are proposed to be used, and in the case of a grantee described in Section 106(a) of the Act, provides for participation of residents in low and moderate income neighborhoods as defined by the local jurisdiction;
- (B) provides citizens with reasonable and timely access to local meetings, information, and records relating the grantee's proposed and actual use of funds under this program;
- (C) provides for technical assistance to groups representative of persons of low and moderate income who request assistance in developing proposals with the level and type of assistance to be determined by the grantee;
- (D) provides for public hearings to obtain citizen views and to respond to proposals and questions at all stages of the community development program including at least the development of needs, the review of proposed activities, and review of program performance. Hearings shall be held after adequate notice at times and locations

- convenient to potential or actual beneficiaries and with accommodation for the handicapped;
- (E) provides for a timely written answer to written complaints and grievances, within 15 working days where practicable; and
  - (F) identifies how the needs of non-English speaking residents will be met in the case of public hearings where a significant number of non-English speaking residents can be reasonably expected to participate.

The provision and implementation of a CPP may not be construed to restrict the responsibility or authority of the grantee for the development and execution of its community development program.

All grantees must adopt the CPP and provide documentation of compliance throughout the term of the grant agreement. The components of the Plan and the kind of information necessary to document compliance are discussed in the following section.

## **Timetable For Public Hearings**

### **A. Application Design Phase**

- Step 1** - Notice of First Public Hearing published as a display advertisement in the non-legal section of a newspaper of general circulation in the municipality at least seven days prior to Step 2. (See Application Instructions for Sample Hearing Notice.)
- Step 2** - First Public Hearing convened prior to submitting an application for CDBG funds. The focus of this hearing is to review the applicant's community development and housing needs, to describe the variety of activities that may be assisted with CDBG funds, to assess the applicant's past performance (if applicable) in the CDBG program, and to facilitate public review of and comment on any proposal to apply for CDBG funds. This hearing must be held at least twenty days prior to the date the application is submitted to the Department. In addition, copies of each published notice and proof of publication and hearing minutes must be included as part of the application package.

### **B. Implementation Phase (At least 50% of project completed)**

- Step 1** - [Notice of Second Public Hearing](#) published in accordance with A, Step 1 above at least seven days prior to Step 2.
- Step 2** - Second Public Hearing convened to discuss program progress, changes, and to identify future CD activities.

### **Note**

The location and time of the public hearings are critical to a successful and meaningful citizen participation process. The location of the hearings must be convenient to potential program beneficiaries and low and moderate income populations, and must be capable of accommodating the handicapped. The time of the hearing must be appropriate to facilitate citizen involvement.

# Citizen Participation Plan

## Sample Resolution

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(Municipality)

(County)

State Of New Jersey

### R E S O L U T I O N

WHEREAS, (municipality ) has entered into a Grant Agreement #\_\_\_\_\_ with the New Jersey Department of Community Affairs; and

WHEREAS, that Grant Agreement requires the (municipality) to comply with all federal regulations with respect to citizen participation; and

WHEREAS, the (municipality) has reviewed the Citizen Participation Plan prepared for Small Cities CDBG grantees;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and the (type of municipality) Committee of the (municipality), County of \_\_\_\_\_ and State of New Jersey, that:

The Citizen Participation Plan developed by the New Jersey Department of Community Affairs, Small Cities CDBG Program, is adopted by the (municipality); and

The (municipality) will follow all regulations set forth in that document throughout the term of the Grant Agreement cited above.

This is to certify that the foregoing Resolution was duly adopted at a Regular Meeting of the (municipality) committee which was held on (dated).

ATTEST:

(Municipal Clerk)

**Sample Display Advertisement**  
**Citizen Participation -- Performance Hearing Requirement**  
**Small Cities Community Development Program**

Instructions to Newspaper

1. Display Ad - Non-Legal Section
2. Publish at least seven days prior to the hearing date
3. Send 1 Proof of Publication to: (Local contact and address)

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\_\_\_\_\_  
(Municipality)

\_\_\_\_\_  
(County)

State Of New Jersey

PUBLIC NOTICE

The  (applicant) , New Jersey will hold a public hearing on  (date)  at  (time)  in the  (specific building location)  in  (municipality) , New Jersey.

The purpose of the hearing is to review the performance of and receive citizen comments and recommendations concerning the Small Cities Community Development Block Grant, awarded in  (Year Awarded)  for  Type of Grant (Public Facilities, Economic Development, etc.) .

The  (name of applicant)  received a grant in the amount of \$   for  (describe purpose -- e.g., rehabilitation of housing, reconstruction of streets -- and location) .

All citizens are encouraged to offer comments at the public hearing or by writing to  (municipality/county, mailing address, ATTN: contact person) . Within ten days following the public hearing, written comments may also be sent to the New Jersey Department of Community Affairs, Small Cities Unit, PO Box 811, Trenton, New Jersey, 08625-0811, ATTN: Administrator.