

OFFICE OF THE CITY CLERK  
Sheboygan, Wisconsin  
CITY HALL

I hereby certify that this is a true copy of a document from the Common Council proceedings of the City of Sheboygan.

Susan Richards  
City Clerk

Res. No. 252 07 - 08. By Alderperson Hanna, Bohren, Kliejunas, Bouck and Gischia. March 17, 2008.

A RESOLUTION adopting a Citizen Participation Plan for funds acquired from U.S. Department of Housing and Urban Development, Community Development Block Grant Program.

WHEREAS, the City of Sheboygan is applying for a Community Development Block Grant, and;

WHEREAS, the U.S. Department of Housing and Urban Development require recipients of Community Development Block Grant monies to have in place a Citizen Participation Plan (CPP), and;

WHEREAS, the CPP shall encourage citizen participation (especially by persons of low- to moderate-income), provide citizens reasonable and timely access to local meetings and information, provide for technical assistance, provide for public hearings and provide for a complaint procedure, and;

WHEREAS, the City of Sheboygan has prepared and reviewed a CPP.

NOW, THEREFORE, BE IT RESOLVED: The City of Sheboygan Common Council officially adopts the CPP.

*Finance favorable*

James A. Bohren  
Mayor

I HEREBY CERTIFY that the foregoing Resolution was duly passed by the Common Council of the City of Sheboygan, Wisconsin, on the 2<sup>nd</sup> day of April, 2008.

Dated April 7<sup>th</sup> 2008. Susan Richards, City Clerk

Approved April 7<sup>th</sup> 2008, [Signature], Mayor

Proceedings Published April 7, 2008.

Resolutions Published April 7, 2008.

Certified April 8, 2008 to Fin. Dir./Treas.; Dep. Fin. Dir./Treas.; City Plan

City of Sheboygan  
Community Development Block Grant Program

## Citizen Participation Plan

This Citizen Participation Plan (CPP) sets forth the City of Sheboygan's policies and procedures for citizen participation for the use of Community Development Block Grants (CDBG) funds. The Citizen Participation Plan provides an opportunity for the community to work in partnership with the City to identify needs and to allocate CDBG funds on a yearly basis.

While the CPP will aim to ensure participation of all residents, special assurances will be made to ensure participation of the following groups:

- Extremely low, low and moderate income persons;
- Minorities;
- Non-English speaking persons; and
- Persons with physical disabilities.

### **A. Citizen Participation Plan**

The City of Sheboygan recognizes that CDBG funds are tax money returned to the City to be used primarily to benefit low, low to moderate-income persons. The CPP seeks to involve the participation of citizens of Sheboygan and social service agencies in the development and adoption of the Consolidated Plan, the Annual Action Plan, any substantial amendments, any changes in the allocations of CDBG funding, and the Consolidated Annual Performance Evaluation Report (CAPER).

The City of Sheboygan's Finance Committee and Common Council are responsible for the oversight of the development of the HUD required plans. Should the members of the Finance Committee have conflicts of interest with approval of the CDBG allocations, the Strategic Fiscal Planning Committee shall make recommendations to the Common Council for approval on the yearly allocations. The local administration of the City's CDBG program is handled by the Department of Planning and Development.

The Finance Committee is composed of five (5) alderpersons, all appointed by the Mayor. The Strategic Fiscal Planning Committee is composed of five (5) alderpersons, and four (4) ex-officio members, all appointed by the Mayor. The Finance Committee meets regularly on the 2<sup>nd</sup> and 4<sup>th</sup> Mondays of each month and offers public input opportunities for citizens to comment on the CDBG activities. The Strategic Fiscal Planning Committee meets on an "on-call" basis.

## **B. Public Hearings**

Two public hearings are held each year prior to completion of the Annual Action Plan and the Consolidated Plan. The public hearings allow citizens to comment on the previous years' activities, as well as the next years objectives and program strategies. Notices of the public hearings are published in the Sheboygan Press at least two weeks prior to each hearing, posted on the City's website and various other media outlets.

Additionally, public notices are published whenever there are any plans, reports, substantial amendments, or changes in the level of CDBG funding for each activity that is funded in part through the CDBG program.

## **C. Comments & Complaints**

Citizens who wish to make written comments for consideration by the Finance Committee, the Strategic Fiscal Planning Committee, or the Common Council may do so by sending their comments to: Department of Planning and Development, City of Sheboygan, 807 Center Avenue, Sheboygan, WI 53081.

All written complaints shall be received by the Department of Planning and Development within 30 days of the action that gave rise to the complaint. The Department of Planning and Development shall respond, where applicable, within 15 days of the receipt of the complaint.

## **D. Consolidated Plan/Annual Action Plan Reports**

Limited printed copies of the Consolidated Plan and Annual Action Plan will be available to the public in the Department of Planning and Development, City of Sheboygan, 807 Center Avenue, Sheboygan, WI 53081. Electronic versions of the both reports will be available on the City's website at [www.ci.sheboygan.wi.us](http://www.ci.sheboygan.wi.us)

## **E. Amendments**

Prior to adding or deleting any proposed CDBG activity or increasing or decreasing the funding of an activity by 10% or more, a public hearing in accord with the process described in Item B shall be held. In addition, a press release regarding the public hearing and any proposed action to be taken will be sent to the local media. However, a hearing will not be required for activities funded by a revolving loan fund when the increase (or decrease) in funds is the result of more (or less) revenue than was originally projected.

## **F. Accessibility**

No person shall be excluded from participation in the City of Sheboygan's CBDG programs on the grounds of race, color, national origin, gender, sexual orientation, age, religious creed or disability. Persons with disabilities who need accommodations to attend meetings are encouraged to contact the noted department on the meeting notice at least twenty-four (24) hours before the meeting.

## **G. Additional Information**

Additional information regarding the City of Sheboygan's Community Development Block Grant Program can be obtained at the following:

City of Sheboygan  
Department of Planning and Development  
807 Center Avenue  
Sheboygan, WI 53081  
Phone: (920) 459-3377  
Fax: (920) 459-3919  
Email: [development@ci.sheboygan.wi.us](mailto:development@ci.sheboygan.wi.us)