

RESOLUTION 01-03-13

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MARATHON, FLORIDA, ADOPTING A COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG), CITIZENS PARTICIPATION PLAN; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, The City of Marathon (the “City”) has resolved to prepare and submit a 2001 Small Cities Community Development Block Grant-Housing Category Application for the benefit of the residents of the City of Marathon; and

WHEREAS, 24 CFR Section 570.486 and Rule 9B-43, Florida Administrative Code, provides that participating jurisdictions adopt a Citizen Participation Plan in order to ensure a process for community-wide participation in the planning, development, implementation and performance evaluation activities related to the Community Development Block Grant (CDBG) Program; and

WHEREAS, the City desires to establish a process and a forum for community input, feedback and comment relative to the City’s Community Development Block Grant (CDBG) activities.


NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MARATHON, FLORIDA, AS FOLLOWS:

Section 1. Recitals. The above recitals are true and correct and are incorporated herein by reference.

Section 2. The Community Development Block Grant (CDBG) Citizens Participation Plan attached as Exhibit “A” is approved.

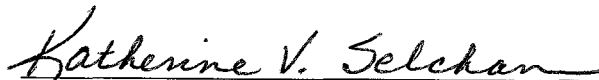
Section 3. Effective Date. This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED this 13th day of MARCH, 2001.



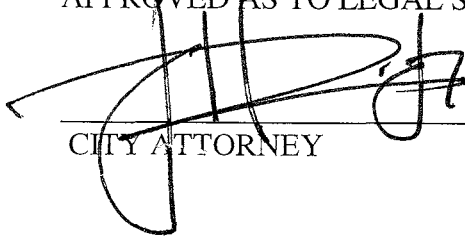
ROBERT MILLER, MAYOR

ATTEST:



CITY CLERK

APPROVED AS TO LEGAL SUFFICIENCY:



CITY ATTORNEY

City of Marathon, Florida

Community Development Block Grant (CDBG) - Citizen Participation Plan

OVERALL GOAL

Pursuant to 24 CFR Section 570.486 and Rule 9B-43, FAC, the purpose of this plan is to provide a process for community wide participation in the planning development, implementation and performance evaluation activities related to the City of Marathon's Community Development Block Grant (CDBG) Program.

OBJECTIVES

- To increase interchange of information between local government CDBG staff and the local citizens concerning community development and related concerns.
- To heighten public awareness of the purpose and function of the CDBG program and the types of assistance available, especially among low and moderate income persons and residents of CDBG targeted areas.
- To increase community participation in program planning and implementation and, thereby, create local support for CDBG goals.
- To allow affected or potentially affected citizens to directly assist in shaping and establishing guidelines related to the program's impact upon their neighborhood as well as the community at large.
- To accomplish these objectives, the City of Marathon shall create a Community Development Block Grant Citizens Advisory Task Force.

Citizens Advisory Task Force

The role of the Citizens Advisory Task Force (CATF) shall be to encourage residents, particularly low and moderate- income persons who reside in slum or blighted areas and/or the project area, to provide input relative to all phases of the project. Further, the CATF shall assist the local government staff in overseeing the project, including development of plans, procedures, public hearings and amendments, if necessary.

The CATF shall be comprised of five members, of which a significant percentage are low/moderate income and/or minority representatives.

The CATF shall hold an annual meeting and regular meetings called by the City of Marathon, which are open to the general public. These meetings are readily accessible to interested parties and a copy of the agenda is available to all interested parties prior to the CATF meeting. During such meetings the Task Force shall assist staff in all aspects of the CDBG Program, including: designing and implementing surveys and questionnaires, gathering and assessing citizen input, selection of target areas, documentation and prioritization of needs, community outreach and public relations, public meetings, determination of program activities and service levels, quality assurance and program monitoring. The Task Force shall form the major link between the City of Marathon and the community.

Exhibit 1: CDBG, Citizen’s Advisory Task Force By-Laws

Public Meetings

In accordance with Federal and State regulations, the following Public Hearings are required:

| <i>Program Component</i> | <i>Number of Public Hearings</i> |
|--------------------------------|---------------------------------------|
| Pre-Application/Planning Stage | One Hearing, Publicly Noticed |
| Application Stage | One Hearing, Publicly Noticed |
| Amendment to CDBG Program | One Hearing, Publicly Noticed |
| | Citizens Advisory Task Force Approval |

All public hearings shall be publicly announced and noticed in the non-legal section of the Florida Keys Keynoter a minimum of five (5) days but not more than fourteen (14) days prior to the scheduled hearing. The hearing will be advertised at least once during the period. To ensure accessibility, hearings will be held at handicap accessible designated “Neighborhood” facilities within the City of Marathon.

Access to Public Information

All CDBG Program information will be available for inspection by interested citizens, including, at a minimum: CDBG Citizens Advisory Task Force meeting Minutes, CDBG Application, CDBG Program Regulations, Guidelines and Operating Procedures, Community Development Plan, and the Citizens Participation Plan. These documents are available during normal working hours, Monday – Friday, from 8:00am to 5:00pm at the Monroe County Housing Authority, 240 Sombrero Road, Marathon, Florida 33050. This information will be made available at no charge.

In addition, specific information dissemination and technical assistance activities will be undertaken to educate low/moderate income persons residing in the CDBG target areas. Such activities include: neighborhood meetings at community centers, churches or other convenient locations, community outreach by the CDBG staff, direct contact by the Citizen’s advisory Task

Force neighborhood representative, and written (flyer) information concerning the program. These activities provide excellent opportunities for interaction in a neutral setting between staff, Citizen's Advisory Task Force representatives and the residents served by the program. Citizens views and recommendations are strongly encouraged.

Citizen Complaint Process

The program will utilize the Citizen Complaints Procedures, which will be established in a future Resolution adopted by the City Council.

Bilingual Opportunities

According to the 1990 Census, the foreign born population in Monroe County is 476. Operational experience in the CDBG target area has proven the number of families speaking foreign languages is not significant. The City of Marathon does recognize that the 1990 census count regarding the foreign born population in Monroe County may be significantly altered upon conclusion of the 2001 Census.

Response to Program Inquiries

All inquiries concerning the CDBG Program will be promptly answered either by telephone, personal contact or in writing. All written inquiries will be answered in writing. The response period should not exceed fifteen (15) days from the date of the receipt of the inquiry. These inquiries shall be handled by the Monroe County Housing Authority.

- Make available to the public information concerning the amounts of funds available, including anticipated program income for various activities, and the range of activities that may be undertaken with CDBG funds;
- Conduct at least one (1) public hearing to obtain views of citizens on community development and housing needs;
- Develop and publish a summary of the proposed application that will provide citizens with an opportunity to examine its contents and submit their contents;
- Consider any comments and views expressed by the citizens on the proposed application and, if appropriate, modify the proposed application; and
- Conduct at least one (1) public hearing in the jurisdiction within which the project is to be implemented to obtain the views of citizens on the final application prior to its submission to the Department of Community Affairs.

Conduct at least one (1) Public Hearing in the event the City of Marathon elects to amend an existing CDBG Application.

All public hearings will be announced in the non-legal section of the local newspaper(s) of significant distribution a minimum of five (5) days, but not more than fourteen (14) days, prior to the scheduled hearing. The hearing will be advertised at least once during the period. To ensure accessibility, hearings will be held at neighborhood facilities that are handicapped accessible within the City of Marathon.

All program information will be available for inspection by interested citizens, including, at a minimum: CDBG Citizen's Advisory Task Force Minutes, CDBG Application, CDBG Program Regulations, Guidelines and Operating Procedures. The information shall be provided at the following location: Monroe County Housing Authority, 240 Sombrero Road, Marathon, Florida 33050.