

**GLADWIN COUNTY CITIZEN PARTICIPATION PLAN**  
**CDBG Housing Improving Local Liveability Program**

**January 2024**

The County of Gladwin will provide citizens with reasonable notice and an opportunity to comment on the CDBG Housing Improving Local Liveability (CHILL) Homeowner Improvement grant application and any substantial amendments. Reasonable and timely notice will be given through a public notice in a newspaper(s) with general circulation. The notice will clearly provide the name and address of the person responsible for receiving these comments. Reasonable notice will be given to the public for non-substantial amendments by a direct mailing to current program participants, and by request to other interested parties. A minimum of two public hearings will be held for the purpose of obtaining residents' views and responses to the program.

Citizens will be encouraged to participate and the following information will be furnished:

- a) The amount of CDBG funds expected to be made available for the current fiscal year (including the grant and anticipated program income);
- b) The range of activities that may be undertaken with the CDBG funds;
- c) The estimated amount of CDBG funds proposed to be used for activities that will meet the national objective of benefit to low and moderate income persons; and
- d) The proposed CDBG activities likely to result in displacement, if any, and the County's anti-displacement and relocation plans.

The County will consider any comments or views of citizens received in writing, if any, in preparing any substantial amendment to the CHILL Homeowner Improvement Program. A summary of these comments shall be attached to the substantial amendment to the Program.

Residents will be given reasonable and timely access to local meetings, consistent with accessibility and reasonable accommodation requirements in accordance with Section 504 of the Rehabilitation Act of 1973 and the regulations at 24 CFR Part 8, and the Americans with Disabilities Act and the regulations at 28 CFR Parts 35 and 36, as applicable, as well as information and records relating the County's proposed and actual use of CDBG funds.

**PERFORMANCE REPORTS**

Citizens shall be provided with a reasonable notice and opportunity to comment on program performance as required by the CHILL Homeowner

Improvement Program. Reasonable notice shall be given in the form of an announcement in one or more newspapers of general public circulation.

The County shall consider any comments received in writing or orally when preparing the performance report. A summary of these comments shall be attached to the performance report.

### **AVAILABILITY TO THE PUBLIC**

The CHILL Homeowner Improvement Program grant proposal, as adopted by the Board, and any substantial amendments and performance reports shall be available to the public, including the availability of materials in a form accessible to persons with disabilities, upon request. These documents shall be available at the Gladwin County Clerk's office, and on the County's website at [www.gladwincounty-mi.gov](http://www.gladwincounty-mi.gov) and available upon request to members of the general public through the County Clerk's Office at 401 W Cedar Avenue, Gladwin MI 48624, or by email at \*\*\*\*\*.

### **ACCESS TO RECORDS**

The state shall provide citizens, public agencies, and other interested parties with reasonable and timely access to the state's consolidated plan and the state's use of assistance under the programs covered by this part during the preceding five years.

### **COMPLAINTS**

The County shall provide a timely, written response to every citizen's complaint or grievance within 15 (fifteen) working days where practicable, to complaints received from citizens on the CHILL Homeowner Improvement Program. Complaints can be addressed to the Executive Secretary/Administrative Assistant, Melanie Thume, at 401 W. Cedar Avenue, Gladwin MI 48624, or by phone at 989.426.4821, or by email to [mthume@gladwincounty-mi.gov](mailto:mthume@gladwincounty-mi.gov). Hours of operation are M-F, 8:30 a.m. – 4:30 p.m.

### **USE OF THE CITIZEN PARTICIPATION PLAN**

The County assures that it will follow its Citizen Participation Plan.



\_\_\_\_\_  
Chairperson, Karen Moore  
Gladwin County Board of Commissioners

\_\_\_\_\_  
Date