



Nacogdoches County

JOE ENGLISH

County Judge

Commissioners
Jerry Don Williamson, Pct. 1
Charles "Kilowatt" Thomson, Pct. 2

Shannon L. Burkley
Court Assistant

Commissioners
Jim Elder, Pct. 3
Elton Milstead, Jr., Pct. 4

A grant to a locality under the CDBG Disaster Recovery Program may be awarded only if the locality certifies that it is following a detailed citizen participation plan that provides for and encourages citizen participation at all stages of the disaster recovery program.

CDBG Disaster Recovery applicants and funded entities are required to carry out citizen participation procedures in accordance with the Citizen Participation Plan as described in the Texas General Land Office Application Guide. The entity certifies, by signing the Form 424, that it has and will comply with the requirements of the Citizen Participation Plan. As per Texas General Land Office requirement, the applicant will conduct at least one (1) public hearing prior to submitting an application for Disaster Recovery Program Round 2.2 Non-Housing Activities Funds.

Each applicant must maintain a citizen participation file which includes a copy of the Plan Requirements below, the applicant's complaint procedures; any technical assistance provided by the applicant; and public notices, minutes, and attendance lists for any public hearings. Applicants are cautioned that despite the expedited application process by GLO, the entities are still responsible for ensuring that all citizens have equal access to information about project activities.

CITIZEN PARTICIPATION PLAN

THE COUNTY OF NACOGDOCHES

DATE: _____

The County of Nacogdoches shall comply with the following citizen participation plan requirements:

1. Outreach Efforts: Provide for reasonable public notice, appraisal, examination, and comment on the activities proposed for the use of CDBG Disaster Recovery funds. These efforts shall include:
 - a. Provide for and encourage citizen participation, particularly by low and moderate income persons who reside in slum or blighted areas and areas in which CDBG Disaster Recovery funds are proposed to be used.

- b. Ensure that citizens will be given reasonable and timely access to local meetings, information and record relating to the County’s proposed and actual use of CDBG Disaster Recovery funds by publishing and posting Public Hearing Notices at least seventy-two (72) hours prior to the Public Hearing.

- c. Furnish citizens information, including but not limited to:
 - * The amount of CDBG Disaster Recovery funds expected to be made available;
 - * The range of activities that may be undertaken with the CDBG Disaster Recovery funds;
 - * The estimated amount of the CDBG Disaster Recovery funds proposed to be used for activities that will meet the national objective of benefit to low and moderate income persons; and
 - * If applicable, the proposed CDBG Disaster Recovery activities likely to result in displacement and the entity’s anti-displacement and relocation plan.

- d. Provide citizens with reasonable advance notice of, and opportunity to comment on, proposed activities in an application to the state and, for grants already made, activities which are proposed to be added, deleted or substantially changed from the entity’s application to the state. Substantially changed means changes made in terms of purpose, scope of work, location or beneficiaries as defined by criteria established by the state.

- e. These outreach effort may be accomplished through one or more of the following methods:
 - Publication of notice in a local newspaper at least seventy-two (72) hours prior to Public Hearing. A published newspaper article may also be used so long as it provides sufficient information regarding program activities and relevant dates;
 - Notices prominently posed in public buildings and distributed to local Public Housing Authorities and other interested community groups;
 - Posting of notice on the County’s website;
 - Public Hearing
 - Individual notice to eligible cities and other entities as applicable using one or more of the following methods:
 - + Certified mail
 - + Electronic mail or fax
 - + First class mail
 - + Personal delivery
 - + The County will submit to GLO at DRSRound2Postings@hntb.com any notices of public hearings the County may have that relate to the administration of Hurricane Recovery funds that are provided to the

County. GLO will post such notices received on its website. If such notices are posed on the County's website, the County will submit a copy of the World Wide Web address.

2. Complaint Procedure: The County will provide for a timely written response to written complaints and grievances, within 15 days where practicable. Written complaints and grievances shall be sent to the Office of the County Judge, Nacogdoches County, 101 West Main, Suite 170, Nacogdoches, Texas 75961. The County Judge or his representative shall investigate the complaint or grievance and provide a written response within 15 days.
3. Technical Assistance: When requested, the County shall provide technical assistance to groups representative of persons of low and moderate income in developing proposals for the use of CDBG Disaster Recovery funds. The level and type of assistance will be determined by County based upon the specific needs of the community's residents.
4. Public Hearing Provisions: Although the Federal Notice [Docket No. FR-5256-N-01] regarding Disaster Recovery Grantees Under 2008 Supplemental CDBG Appropriations specifically removes the mandate for public hearings at either the state or local government level for projects proposed under this fund, Texas General Land Office requires that the applicant conduct at least one (1) public hearing prior to submitting an application. For each public hearing scheduled and conducted for the application the County shall observe the following public hearing provisions:
 - * Public notice of any hearings must be published at least seventy-two (72) hours prior to the scheduled hearing. The public notice must be published in the local newspaper. Each public notice must include the DATE, TIME, LOCATION and TOPICS to be considered at the public hearing. A published newspaper article may also be used to meet this requirement so long as it meets all content and timing requirements. Notices should also be prominently posted in public buildings and distributed to local Public Housing Authorities and other interested groups.
 - * Each public hearing shall be held at a time and location convenient to potential or actual beneficiaries and will include accommodation for persons with disabilities. Persons with disabilities must be able to attend the hearings and the County will make arrangements for individuals who require auxiliary aids or services if contacted at least two days prior to each hearing.
 - * When a significant number of non-English speaking residents can be reasonably expected to participate in a public hearing, an interpreter will be present to accommodate the needs of the non-English speaking residents.
 - * The County may conduct a public hearing via webinar if they also follow the provisions of the above sections. If the webinar is used to conduct a public hearing, a physical location with associated reasonable accommodations will be made available for citizens to participate so as to ensure that those individuals without necessary technology are able to participate.

The County of Nacogdoches will also comply with the following citizen participation requirements in the event that the County receives funding from the Community Development Block Grant Disaster Recovery Program as administered by the Texas General Land Office:

1. The County will hold a public hearing concerning any substantial change, as determined by GLO, proposed to be made in the use of CDBG Disaster Recovery funds from one eligible activity to another.
2. Upon completion of the community development program activities, the County will hold a public hearing to review the program performance including the actual use of CDBG Disaster Recovery funds.
3. The County will retain documentation of the hearing notices, attendance lists, minutes of the hearings, and any other records concerning the actual use of funds for period of three years after the project is administratively completed. Such records must be made available to the public in accordance with Chapter 552, Government Code.

The County of Nacogdoches will submit to GLO at DRSRound2Postings@hntb.com all notices of any public hearings or requests for public comment the County may have that relates to the administration of Hurricane Recovery funds that are provided to the County. GLO will post such notices received on its website. Such postings will not fulfill the County’s responsibility under Chapter 551 of the Texas Government Code. The County of Nacogdoches certifies compliance with these Citizen Participation Plan requirements by signing the 424 FORM.

Adopted this the 22nd day of November, 2011.

NACOGDOCHES COUNTY COMMISIONERS COURT

Joe English, County Judge

Jerry Williamson, Commissioner Pct 1

Charles Thomson, Commissioner Pct 2

Jim Elder, Commissioner Pct 3

Elton Milstead, Jr., Commissioner Pct 4

ATTEST: _____
Carol Wilson, County Clerk