



**RESOLUTION 08-45
CITIZEN PARTICIPATION PLAN**

WHEREAS, in accordance with CDBG Regulations the Town's Citizen's Participation Plan must be updated annually;

WHEREAS, it is the desire of the Governing Body of the Town of Taos to provide for and encourage citizen participation within their areas of jurisdiction with particular emphasis on participation by persons of low and moderate income; and

WHEREAS, it will also provide citizens with reasonable and timely access to local meetings, information and records relating to the proposed and actual use of Community Development Block Grant and other funds; and

WHEREAS, it will also provide for technical assistance to groups and representatives of low and moderate income persons that request assistance in developing proposals; and

WHEREAS, the Town of Taos will also provide for public hearings to obtain citizen participation and respond to proposals and questions at all stages of the CDBG programs; and

WHEREAS, the Town of Taos will also provide for timely written answers to written complaints and grievances within 15 working days where practicable; and

WHEREAS, it will identify how needs of non-English speaking residents will be met in the case of public hearings where a significant number of residents can be reasonably expected to participate.

NOW, THEREFORE, BE IT RESOLVED, by the governing body Town of Taos that it **HEREBY** endorses and supports such a program for the citizens of the Town of Taos as indicated in the Citizen Participation Plan.

PASSED, APPROVED, and ADOPTED, this 15th day of July, 2008, at the Regular Meeting of the Town Council.

Councilmember Darren M. Cordova	<u>yes</u>
Councilmember Rudy C. Abeyta	<u>yes</u>
Councilmember A. Eugene Sanchez	<u>yes</u>
Councilmember Amy Quintana	<u>yes</u>

TOWN OF TAOS

Bobby F. Duran, Mayor

ATTEST:

Renee Lucero, Town Clerk

APPROVED AS TO FORM:

Marcus Rael, Interim Town Attorney

COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM CITIZEN PARTICIPATION PLAN

Introduction

In accordance with the 1987 revisions to the Housing and Community Development Act and in an effort to further encourage citizen participation, the Town of Taos has prepared and adopted this Citizen Participation Plan.

Objective A

The Town of Taos will provide for and encourage citizen participation within its area of jurisdiction, with particular emphasis on participation by persons of low and moderate income.

1. The Town of Taos will adopt and circulate an Open Meetings Resolution which provides citizens with reasonable notice of Town of Taos upcoming meetings, actions and functions.
2. The Town of Taos will develop press releases on Town of Taos meetings, actions and hearings and circulate to newspapers, radio and television media.
3. The Town of Taos will develop and maintain a listing of groups and representatives of low and moderate income persons, and include on mailing lists of announcements, notices, press releases, etc.

Objective B

The Town of Taos will provide citizens with reasonable and timely access to local meetings, information and records relating to the proposed and actual use of Community Development Block Grant (CDBG) funds.

1. Public notices, press releases, etc., should allow for a maximum length of notice to citizens.
2. Appropriate information and records relating to the proposed and actual use of CDBG funds must be available upon request to all citizens. Personnel and income records may be exempted from these requirements.
3. Meetings, hearings, etc., should be conducted at times and locations conducive to public attendance, e.g., evenings, Saturdays.

Objective C

The Town of Taos will provide technical assistance to groups and representatives of low and moderate income persons that request assistance in developing proposals. (Special note: the level and type of assistance is to be determined by the Town of Taos)

1. Low and moderate income groups should be advised that technical assistance, particularly in the area of community development, is available from the Town of Taos upon request.
2. The Town of Taos will document technical assistance provided to such groups and have documentation available for review.

Objective D

The Town of Taos will provide a minimum of two public hearings to obtain citizen participation and respond to proposals and questions at all stages of the Community Development Block Grant Program.

1. The Town of Taos will advise citizens of the CDBG program objectives, range of activities that can be applied for and other pertinent information.
2. The Town of Taos will conduct a minimum of two public hearings.
 - a. One public hearing will be held to advise citizens of the program objectives and range of activities that can be applied for, and to obtain the citizen's views on community development and housing needs, to include the needs of low and moderate income people. This hearing will take place prior to the selection of the project to be submitted to the state for CDBG funding assistance.
 - b. A second public hearing will be held to review program performances, past use of funds and make available to the public its community development and housing needs, including the needs of low and moderate income families, and the activities to be undertaken to meet such needs.
3. The Town of Taos will publish public hearing notices in the non-legal section of newspapers or in other local media. Evidence of compliance with these regulations will be provided with each CDBG application, i.e., hearing notice minutes of public meetings, list of needs and activities to be undertaken, etc. Amendments to goals, objectives and applications are also subject to public participation.

Objective E

The Town of Taos will provide timely written answers to written complaints and grievances within 15 working days where practical. The Town of Taos will:

1. adopt complaint handling procedures to insure that complaints or grievances are responded to within 15 days, if possible;
2. allow for appeal of decision to a neutral authority; and
3. file a detailed record of all complaints or grievances and responses in one central location with easy public access.

Objective F

The Town of Taos will identify how the needs of non-English speaking residents will be met in the case of public hearings where a significant number of residents can be reasonably expected to participate.

1. The Town of Taos will identify areas where large majorities of non-English speaking persons reside and make appropriate provisions when issues affecting these areas are to be discussed at public meetings, hearings, etc. Appropriate provisions will include having interpreters available at the meetings and/or having briefing materials available in the appropriate languages;
2. The Town of Taos will maintain records/rosters of public hearing attendees and proceedings to verify compliance with this objective.

TOWN OF TAOS

Bobby F. Duran, Mayor

ATTEST:

Renee Lucero, Town Clerk

APPROVED AS TO FORM:

Marcus Rael, Interim Town Attorney