

**CITY OF NEENAH**  
**CITIZEN PARTICIPATION PLAN**  
**COMMUNITY DEVELOPMENT BLOCK GRANT**  
**COMMUNITY DEVELOPMENT BLOCK GRANT – COVID-19**

As a recipient of federal Community Development Block Grant (CDBG) funds, the City of Neenah is required to prepare a Consolidated Plan, and follow a Citizen Participation Plan in its development.

The City of Neenah anticipates being a recipient of CDBG – CV funds, to prevent, prepare for, and respond to COVID – 19. Amendment of the plan is required to receive CDBG – CV funds. The CARES Act of 2020 allows the amendment of citizen participation plans to expedite procedures to draft, propose or amend consolidated plans.

**THE IMPORTANCE OF CITIZEN PARTICIPATION**

The City of Neenah encourages all of its citizens to participate in the development of its Consolidated Plan, any substantial amendments to the Plan, and the required performance report. Citizens who are members of minority groups, those residents with low- and moderate-incomes, or those living in predominantly low- and moderate- income neighborhoods are particularly encouraged to participate. Residents of public and assisted housing developments are also encouraged to take part in the program development process.

In order to further the participation of non-English speaking residents and others with special needs, the City will aim to accommodate these needs upon request. Persons with disabilities may also request this Citizen Participation Plan in an accessible format.

**CITIZEN PARTICIPATION REQUIREMENTS FOR THE DEVELOPMENT OF THE CONSOLIDATED PLAN**

***Public Notices and Publication of Plan***

1. The City of Neenah will make available to citizens, public agencies, and other interested parties information about the proposed CDBG program before the Consolidated Plan is adopted. This information will include the amount of funding the jurisdiction expects to receive, and the range of activities that may be undertaken, including the estimated amount that will benefit low- and moderate-income persons. The City will attempt to minimize displacement of persons and assist any persons displaced through program activities, and notify the public at the time of the release of the proposed Consolidated Plan, as to the types and levels of assistance available to displaced persons.

2. The City of Neenah will make the proposed Consolidated Plan available to citizens by placing copies of the Plan in the following locations:

- Department of Community Development, City Administration Building, 211 Walnut

Street, Neenah.

The Plan will also be available on the City of Neenah website, <https://www.ci.neenah.wi.us/departments/community-development/block-grants/>.

### ***Public Hearings***

1. A public hearing will be held during the pre-publication phase of the Consolidated Plan, to obtain the views of citizens on housing and community development needs and receive proposals for the CDBG program. Notice of this hearing will be published as a legal ad in the official newspaper at least 10 days prior to the hearing. The hearing will be held when circumstances allow at the City of Neenah Administration Building, 211 Walnut Street, which is accessible to disabled persons, and by virtual hearing. Those with other special needs, such as interpreting, should make this request as soon as possible after the notice of the hearing.
2. A second public hearing will be held during the 30 day public comment period on the Consolidated Plan. Notice of this hearing will be part of the legal ad published to announce the release of the proposed Consolidated Plan. This hearing will be held at the City Administration Building when circumstances allow and by virtual hearing.
3. Virtual hearings will provide reasonable notification and access for citizens in accordance with the grantee's certifications, timely responses from local officials to all citizen questions and issues, and public access to all questions and responses.
4. The City will consider the comments and views of citizens, received in writing or verbally at the public hearings, when preparing the final plan. A summary of comments, whether incorporated or not in the Plan, will be attached to the final Consolidated Plan.
4. The City's Finance and Personnel Committee will consider and make a recommendation to the Common Council regarding the Plan.
5. The Common Council will also hold an in-person public hearing as circumstances allow, or a virtual hearing, after which it will consider the Consolidated Plan, including a CDBG program designed to begin June 1 of the current calendar year.

## **CITIZEN PARTICIPATION REQUIREMENTS FOR SUBSTANTIAL AMENDMENTS TO THE CONSOLIDATED PLAN**

### ***Criteria for Amendment to the Plan***

There may be instances in which the City of Neenah must change the Consolidated Plan. In such cases, the following criteria will determine whether changes constitute a substantial amendment, and therefore require additional citizen participation:

1. Use of Community Development Block Grant funds changes from one eligible activity to another outside of the original project scope or intent.
2. New information about housing or community development needs is discovered that may change the priority status of an activity.

### ***Public Notices and Public Hearings***

1. Notice of a proposed substantial amendment and a public hearing will be published in a legal ad in the official newspaper at least 10 days prior to a public hearing, in-person or virtual, as circumstances allow. A public comment period of 30 days will be held, after which the Finance and Personnel Committee and the Common Council will consider adoption of the amendment.

The City will consider the comments received in writing or made at the public hearing when preparing the substantial amendment. A summary of all the views expressed, and the reasons for acceptance or nonacceptance of the comments, will be attached to the substantial amendment of the Consolidated Plan.

### ***COVID – 19 Amendment***

The CARES Act of 2020 provided for expedited procedures to approve use of CDBG – CV funds.

Notice and reasonable opportunity to comment on the amendment of the citizen participation plan and COVID – 19 Substantial Amendment shall be no less than a 5-day period, and may run concurrently.

In-person public hearings are not required. Public hearing requirements may be met with virtual public hearings if: 1) national /local health authorities recommend social distancing and limiting public gatherings for public health reasons; and 2) virtual hearings provide reasonable notification and access for citizens in accordance with the grantee's certifications, timely responses from local officials to all citizen questions and issues, and public access to all questions and responses.

## **PERFORMANCE REPORTS**

Citizens will have an opportunity to review performance reports submitted by the City of Neenah to the Department of Housing and Urban Development.

1. A notice of the availability of the Performance Report will be published as a legal ad in the official newspaper no less than 15 days prior to its submission to HUD. The Performance Report will be available in the same locations as the Consolidated Plan.
2. Comments received in writing will be considered by the City in preparing its performance report. A summary of the comments will be attached to the Performance Report.

## **ACCESS TO PUBLIC RECORDS**

The City of Neenah will provide reasonable and timely access to the public records related to the Consolidated Plan and the Community Development Block Grant for the preceding 4 years.

## **TECHNICAL ASSISTANCE**

Groups representative of low- and moderate-income persons will be provided technical assistance in developing proposals for funding under the Community Development Block Grant, with the level and type of assistance to be determined by the City.

## **COMPLAINTS**

Written complaints from citizens regarding the Consolidated Plan, Substantial Amendments, and Performance Reports will be responded to in writing within 15 working days. Complaints should be directed to the Neenah Department of Community Development.

## **COMMENTS ON THE CITIZEN PARTICIPATION PLAN**

Any citizen with comments about this Plan is asked to contact the Department of Community Development, 211 Walnut Street, P.O. Box 426, Neenah, WI 54957-0426, phone (920) 886-6125, email [communitydevelopment@ci.neenah.wi.us](mailto:communitydevelopment@ci.neenah.wi.us).