

**RESOLUTION 97-55**

**AUTHORIZING AND APPROVING THE COMMUNITY  
DEVELOPMENT BLOCK GRANT PROGRAM,  
CITIZEN PARTICIPATION PLAN**

WHEREAS, In accordance with the 1987 revisions to the Housing and Community Development Act and in a effort to further encourage citizen participation, the Torrance County Commission has prepared and adopted this Citizens Participation Plan.

NOW THEREFORE, be it resolved that the Torrance County Commission establish the following objectives as official policy.

**OBJECTIVE A.** The Torrance County Commission will provide for and encourage participation within its area of jurisdiction, with particular emphasis on participation by persons of low and moderate income. Action items:

1. Adopt and circulate an Open Meetings Resolution which provides citizens with reasonable notice of Torrance County upcoming meetings, actions and functions.
2. Develop press releases on Torrance County meetings, actions and hearings and circulate to the local newspaper.
3. Develop and maintain 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 Torrance County Commission will provide citizens with reasonable and timely access to local meetings, information and records relating to the proposed and actual use of CDBG funds. Action items:

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, hearing, etc., should be conducted at times and locations conducive to public attendance, e.g., evenings, Saturdays.

**OBJECTIVE C.** The Torrance County Commission will provide technical assistance

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to groups and representatives of low and moderate income persons that request assistance in developing proposals. Note: the level and type of assistance is to be determined by the County Commission. Action items:

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

**OBJECTIVE D.** Torrance County 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. Action items:

1. Advise citizens of the CDBG program objectives, range of activities that can be applied for and other pertinent information.
2. 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. 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.** Torrance County will provide timely written answers to written complaints and grievances within 15 working days where practical. Action items:

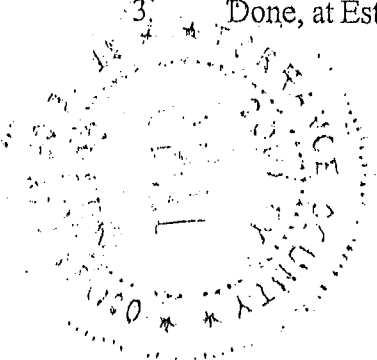
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1. Adopt complaint handling procedures or policies to insure that complaints or grievances are responded to within 15 days, if possible.
2. Allow for appeal of a decision to a neutral authority.
3. File a detailed record of all complaints or grievances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

**OBJECTIVE F.** The Torrance County Commission 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. Action item:

1. 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 meeting and having briefing material available in the appropriate language.
2. Maintain records/rosters of public hearing attendees and proceedings to verify compliance with this objective.

3. Done, at Estancia, Torrance County, New Mexico, this 23<sup>rd</sup> day of December, 1997.



Torrance County Commission

Bill R. Williams  
Bill R. Williams, Chairman

Rodger Rayner  
Rodger Rayner, Member

Chester Riley, Jr.  
Chester Riley, Jr., Member

ATTEST:

[Signature]  
Clerk of the Board