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| **SAMPLE**Resolution to Adopt a Citizen Participation Plan*(Print on Municipal Letterhead or Plain Sheet – Remove DEHCR header/footer notes and “Sample” Language above)* |

[Unit of General Local Government (UGLG) Name, e.g., Village of Yourville]

Resolution to Adopt a Citizen Participation Plan

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| WHEREAS, the |  | of |  | has applied |

 *(County, City, Village, or Town) (UGLG/Unit of General Local Government’s Name)*

for a Community Development Block Grant (CDBG); and

WHEREAS, the State of Wisconsin Department of Administration (DOA) and the U.S. Department

of Housing and Urban Development (HUD) require recipients of Community Development Block

Grant (CDBG) monies to have in place a Citizen Participation Plan; and

WHEREAS, the Citizen Participation Plan shall encourage citizen participation (especially by

persons of low and moderate income (LMI)), provide citizens reasonable and timely access to local

meetings and information, provide for technical assistance, provide for public hearings, provide

for complaint procedures, and accommodate non-English speaking residents; and

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| WHEREAS, the |  | of |  | has prepared |

 *(County, City, Village, or Town) (UGLG/Unit of General Local Government’s Name)*

and publicly reviewed a Citizen Participation Plan;

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| --- | --- |
| NOW, THEREFORE, BE IT RESOLVED, that the |  |

 *(City Council, County Board, Village Board, Town Board)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| of the |  | of |  | officially |

 *(County, City, Village, or Town) (UGLG/Unit of General Local Government’s Name)*

adopts the Citizen Participation Plan.

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| ADOPTED on this |  | day of |  | ,  |  | . ATTEST: |  |

 *(Day) (Month) (Year) (Signature of Clerk)*

|  |  |  |
| --- | --- | --- |
| The governing body of |  | has authorized the above resolution |

 *(UGLG/Unit of General Local Government’s Name)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| by Resolution No.: |  | , dated |  | . |

 *(Resolution Number) (Date Authorized)*

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*Signature of the Chief Elected Official Title Date Signed*

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*Typed Name of the Chief Elected Official*