

Richland County Finance and Personnel Committee

Agenda Item Cover

Agenda Item Name: Community Development Block Grant Close

Department	Richland Economic Development	Presented By:	Jasen Glasbrenner
Date of Meeting:	8/1/20 – 1pm	Action Needed:	Review and Approval of CDBG Close Process
Disclosure:	Open	Authority:	Committee Structure (J)
Date submitted:	8/25/20	Referred by:	

Recommendation and/or action language: (summarize action/s sought by committee, e.g. present a resolution, present an ordinance, receive and file information, approve expense or grant, etc.)

Actions Needed:

- 1) Review of Current Possible CDBG Close Projects
- 2) Approval for RFP or RFQ Process for consulting / administration of CDBG Close program
- 3) Review and approval of Resolution to Adopt a Citizen Participation Plan for CDBG Close program
- 4) Review and approval of Citizen Participation Plan for CDBG Close Program

Background: (preferred one page or less with focus on options and decision points)

Attachments and References:

Current – Possible County CDBG Close Projects 8-25-20	1-Richland County Citizen Participation Plan (CPP) 8-24-20
1-Adopting Resolution – CPP for CDBG CLOSE – 8-25-20	

Financial Review:

(please check one)

<input type="checkbox"/>	In adopted budget	Fund Number	
<input type="checkbox"/>	Apportionment needed	Requested Fund Number	
<input type="checkbox"/>	No financial impact		

This CBDG Close process is in regard to a fund balance of approx. 1.2million that the county has in its possession. The funds must be returned to the state by Jan 2021. We are able to recover those funds for the county if we write project proposals that meet the State requirements. The actions requested are required to continue to move through the process of recovering the funds.

Approval:

Jasen Glasbrenner

Department Head

Review:



Administrator, or Elected Office (if applicable)

Richland County CDBG Close Program

-Project List-

Updated 8/19/2020

Jasen Glasbrenner – Richland Economic Development Director

GUIDING TERMS of CDBG Close

- 2 or 3 projects total –
 - o Verify handling of Homesteaders Loan
 - o 24 months to carry out new projects.

Option 1 – City Auditorium Project

Jasen, (See Dave P. Email 8/14/20)

Thank you for the list of activities typically seen at the City Auditorium. DEHCR concurs that the accessibility improvements are eligible improvements to this building. Please include a copy of this email as evidence of DEHCR's confirmation that accessibility improvements are and eligible activity.

Dave

- Issues that need to be verified as of 8/24/20
 - o There was / is office rental space on third floor. Does this affect the project?
 - o We have plans already begun for this project and some preliminary estimates. We should review these plans to find out if we are looking at a 100% funded project or if we will have to fund a portion of the project because of usage.
 - o What if a portion of the basement is rented to a business? This has been talked about in the past - Restaurant
- Handicap Accessibility (ADA)
 - o Elevator and Restrooms
 - o <https://www.rcpac.org/restoration>
- Currently held by a non-profit but city may retake possession
- Building is located in Richland Center but does serve a wider area. However, the primary focus of the project is ADA Accessibility.
- This is a Davis Bacon Project



Option 2 – Sidewalks Project in Lone Rock

David P. of the DOA has verbally indicated that this would work.

- Spoke with Mary Litviak who works with Economic Development efforts in Lone Rock.
- Sidewalks for Main St.
- Lights for Main St.
- Memorial Sidewalk to old Lone Rock School -

Option 3 – Library Improvement

David P. of the DOA has verbally indicated that this would work.

- Brewer Public Library <https://brewerpubliclibrary.wordpress.com/>
 - Upgrading Library with meeting space & private rooms
 - Would we need to prove the use?
 - Cardholder data
 - Service area would be Richland Center – Citizens to utilize. Dave P. says the narrative would want to focus on the city benefit not the wider area. 8/13/20

Option 4 – Create A Street Project

Hi Jasen, (See Dave P. Email 8/13/20)

We reviewed the project and agree this would be a community wide benefit project as described. If you pursue this as a project, please include this email in the application as DEHCR's approval meeting the Low to moderate income national objective using community wide benefit.

- Richland Center

- Main St. or major thoroughfare in a community already declared LMI.
 - Church St. between Hazeltine St. and E Gage St.

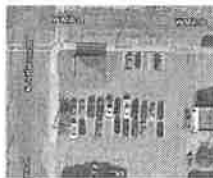


- Boaz
- Viola - Cross County lines municipality

Option 5 – Public Parking Lots

David P. of the DOA has verbally indicated that this would work.

- Richland Center
 - CDBG – does not do routine maintenance.
 - Fires Station Parking Lot – Seal Coat - ? on Cost – No to maintenance
 - Jefferson & Mill St. - \$180,000



- Jefferson – across from Kwik Trip - \$180,000



- Church St. Parking Lot – Across from Bindl Tire – \$115,000



- Other Villages in Richland County – I have done map searches.

Citizen Participation Plan for the Community Development Block Grant (CDBG) Program

Richland County, WI

PURPOSE

In order for the CDBG Program to operate effectively, and to address the needs of the citizens of Richland County, WI, the entire population must be kept informed. The decision-making process must be open and consistent with State and Federal regulations. To accomplish this, the following plan will be followed:

PROGRAM OVERSIGHT

1. The Richland County Board shall create a Citizen Participation Plan Committee, members of which shall be appointed by the Chief Elected Official and confirmed by the Richland County Board. This Committee shall be responsible for implementation of the Citizen Participation Plan, as well as offering guidance in preparation of the grant application.

The Richland County Board shall oversee the preparation of the Community Development Block Grant (CDBG) grant application.

2. To insure responsiveness to the needs of its citizens, the Richland County Board shall provide for and encourage citizen participation. Particular emphasis shall be given to participation by persons of low- to- moderate income (LMI).

CITIZEN PARTICIPATION

1. The Richland County Board shall establish a committee composed of persons representative of the Richland County demographics. This committee must include at least one LMI person.

The committee members should also include representatives from the local government, real estate, banking and labor communities whenever possible. This

committee shall assume responsibility for coordinating all required elements of the Citizen Participation Plan. All committee members must be residents of Richland County, WI.

NOTICE OF HEARINGS

1. Official notice of hearings will be by public notice in The Richland Observer at least two full weeks prior to the hearing. In addition, the public notice shall be posted at the Richland County Clerk's Office. These notices will include time, place and date of meetings, as well as a brief agenda.
2. All notifications of meetings and available assistance must be worded in such a way as to encourage LMI participation. In addition, all meeting announcements shall include where, and during what time, information and records relating to the proposed and actual use of funds may be found.

REQUIRED PUBLIC HEARINGS

Public hearings shall be held to obtain citizen views and to enable them to respond to proposals at all stages of the CDBG Program, including the development of needs, the review of proposed activities and the review of program performance. Hearings shall be held after adequate notice, at times and locations convenient to potential or actual beneficiaries and with accommodations for the handicapped, and, if needed, for non-English speaking persons.

1. The first hearing will receive citizens' views and provide an explanation of:
 - a. Community development needs, objectives, and strategies.
 - b. The CDBG program including goals, objectives, application process, amount of funds available, timetable, eligible activities, etc.
2. The second hearing will receive citizens' views and provide a review of the performance of the funded activities.
3. The first public hearing shall be held during the development of the application for funds. The second public hearing shall be held during the implementation of the program. The county will attempt to have at least one of the public hearings in the service area (if applicable).

PROGRAM INFORMATION, FILES, and ASSISTANCE

1. Technical assistance will be provided to any citizen who requests information about program requirements. Assistance with the application process will be provided by Richland County staff in the Economic Development Department. A County staff member will meet with citizens on request.
2. The County will maintain, in the County Clerk's Office, a record of all citizen participation efforts including minutes of meetings, newspaper clippings, and copies of notices and brochures.
3. Citizens will be invited to make proposals regarding the application. If suitable proposals are submitted in writing, a written response will be provided within 15 days. Every effort will be made to respond to all proposals prior to the final action on the subject.
4. Citizens may petition or request in writing assistance or changes. The county staff will respond to all such requests within 15 days after the Richland County [Finance and Personnel] has met to discuss the request.

COMPLAINTS

The Richland County Board will handle citizen complaints about the program in a timely manner. By federal regulation the Richland County Board will respond in writing to all written letters of complaint within 15 days after receipt of the complaint. The nature and disposition of verbal complaints will be reported in a complaint log. The first contact for complaints should be made to Jasen Glabrenner, Economic Development Director .

In addition to the above procedure, any citizen wishing to object may complain directly to the following address:

Attention: Executive Staff Assistant
Wisconsin Department of Administration
Division of Energy, Housing and Community Resources, 9th Floor
P.O. Box 7970
Madison, WI 53707-7970

Written complaints should contain the following information and should be as specific as possible when describing:

- 1) The Program area being referenced: HOME, Community Development Block Grants for Housing (CDBG – Housing), Community Development Block Grants for Community Development (CDBG – Community Development), Community Development Block Grant Close Program (CDBG-CL), Emergency Solutions Grants (ESG), etc.;
- 2) The event resulting in the complaint;
- 3) The dates, details, and reason for the complaint; along with
- 4) The complainant's name, address, and telephone number.

NON-ENGLISH SPEAKING PERSONS

Richland County, WI will regularly survey the municipality to identify non-English speaking persons and will make all special efforts to assure them equal opportunity in the citizen's participation process.

Resolution to Adopt a Citizen Participation Plan

WHEREAS, the County of Richland, WI has applied for
(County, City, Village, or Town) (UGLG/Unit of General Local Government's Name)
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 to moderate income), 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 County of Richland, WI has prepared
(County, City, Village, or Town) (UGLG/Unit of General Local Government's Name)
and publicly reviewed a Citizen Participation Plan;

NOW, THEREFORE, BE IT RESOLVED, that the County Board
(City Council, County Board, Village Board, Town Board)
of the County of Richland, WI officially
(County, City, Village, or Town) (UGLG/Unit of General Local Government's Name)
adopts the Citizen Participation Plan.

ADOPTED on this 15 day of September, 2020. ATTEST: _____
(Day) (Month) (Year) (Signature of Clerk)

The governing body of Richland County, WI has authorized the above resolution
(UGLG/Unit of General Local Government's Name)
by Resolution No.: _____, dated _____
(Resolution Number) (Date Authorized)

Signature of the Chief Elected Official

Title

Date Signed

Typed Name of the Chief Elected Official

