

TOWN OF MILLINGTON RESOLUTION 2025-11

A RESOLUTION TO ESTABLISH THE MARYLAND COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM CITIZEN PARTICIPATION PLAN

The Town of Millington has adopted this Citizen Participation Plan to meet the citizen participation requirements of 24 CFR 570.486 and 24 CFR 91.115(e). Regulations require that each unit of general local government receiving or expecting to receive Maryland Community Development Block Grant Funds:

- Furnish citizens with information related to the availability of CDBG funds including the amount the State makes available under each state fiscal year, the eligible CDBG activities, and the eligible uses of CDBG funds;
- Provide for and encourage citizen participation, particularly by low- and moderate-income persons who reside in slum or blighted areas and areas in which CDBG funds are proposed to be used;
- Ensure that citizens will be given reasonable and timely access to local meetings, information, and records relating to the unit of general local government's proposed and actual use of CDBG funds;
- Provide technical assistance groups representative of persons low and moderate income that request assistance in developing proposals in accordance with procedures developed by the State. Such assistance need not include providing funds to such groups;
- Provide for a minimum of two public hearings, each at a different stage of the project, for the purpose of obtaining citizens' views and responding to proposals and questions;
- Provide citizens with reasonable advance notice of and opportunity to comment on proposed activities in an application to the State and, for grants already made, activities which are proposed to be added, deleted, or substantially changed from the application to the State. Substantially changed means changes made in terms of purpose, scope, location, or beneficiaries as defined by criteria established by the State;
- Provide citizens with the Town of Millington Residential Anti-Displacement and Relocation Assistance Plan if proposed applications to be submitted will likely result in displacement of persons or businesses from their homes or businesses;
- Provide citizens the contact address, email address, phone number, and times for submitting complaints and grievances, and provide timely written answers to written complaints and grievances, within 15 working days where practicable.
- Provide information and seek comment from potential beneficiaries that are outside the jurisdiction that may benefit from CDBG funded activities.

PROVISION OF INFORMATION, PUBLIC HEARINGS, AND COMMENTS

The Town of Millington will provide reasonable access to records and information on the proposed and actual use of CDBG funds during regular business hours of 9:00 AM to 5:00 PM at the following location: 402 Cypress Street, Millington, Maryland 21651

Where possible, the Town of Millington will provide copies of documents or access to copying services to citizens or groups requesting information at the expense of the requester.

The Town of Millington will hold at least one public hearing to receive input by citizens on the housing and community development needs of the jurisdiction and to discuss the development of proposed activities. This hearing will be held in conjunction with a regularly scheduled meeting of the elected public officials prior to submission of an application for CDBG funds.

If the Maryland CDBG program funds the activity, a second hearing on program performance must be held at some point during the grant period after the activity has been initiated.

The Maryland CDBG program requires that notice of a public hearing be published in a newspaper of general local circulation no less than five (5) days in advance of the hearing. Hearings will be held at times and locations convenient to actual or potential beneficiaries and at locations accessible to the disabled. Documentary evidence that the required notices are published and public hearings held in accordance with the plan will be maintained. Written minutes of the hearing and an attendance roster will be maintained by the Town of Millington at 402 Cypress Street, Millington, Maryland 21651.

The Maryland CDBG program requires applicants to make draft copies of the applications to be submitted available for public comment. The information as to how the public may access the draft plan will be included in the public hearing notice and discussed during the hearing.

Additional information to citizens about the CDBG program, potential projects and public hearings will be provided through government and other websites, through articles in local newspapers, newsletters, or community bulletins, mailings, or at presentations made at community meetings.

If necessary, the Town of Millington will make arrangements for a translator when it is expected that non-English speaking persons will participate. Similarly, a signer shall be provided for a deaf or mute participant. If special accommodations are necessary, however, request should be made to townadmin@millingtonmd.us, at least ten (10) days in advance of meeting or event.

TECHNICAL ASSISTANCE

When requested to provide technical assistance to groups representative of persons of low and moderate income, the Town of Millington will assist if possible. Files shall document meetings between the group and the local government. If staff capacity to assist does not exist, the Town of Millington may offer a referral to the State or to a consultant who can provide the necessary expertise.

COMPLAINTS AND GRIEVANCES

Citizens who wish to submit a complaint or grievance may do so by calling or writing to:

Town of Millington
P. O. Box 330
Millington, MD 21651
(410) 928-3880
townadmin@millingtonmd.us

The Town of Millington shall make reasonable effort to provide a response in writing to written complaints or grievances within 15 working days.

AMENDMENTS TO APPLICATIONS OR GRANTS

The Town of Millington will provide citizens notice of and opportunity to comment on substantial changes to grants already made, including changes in the purpose, scape, location, or beneficiaries. This can be achieved through public notice describing the change and establishing a comment period or through public hearings.

This Citizen Participation Plan is hereby adopted by the Town of Millington on June 10, 2025.

TOWN OF MILLINGTON

SEAL

Witness to all:

Elizabeth Jo Manning, Town Administrator

Kevin Hemstock, Mayor

Michelle Holland, Council

Vacant, Council

Zita Seals, Council

Wayne Starkey, Council