



TRUMBULL COUNTY COMMISSIONERS

160 HIGH STREET, N.W.
WARREN, OHIO 44481-1093
330-675-2451
Fax: 330-675-2462

Commissioners
Mauro Cantalamessa
Niki Frenchko
Denny Malloy

August 7, 2024

The following action was taken by the Board of Trumbull County Commissioners on August 7, 2024, and duly recorded in the Journal Volume 158, Page(s) 26679.

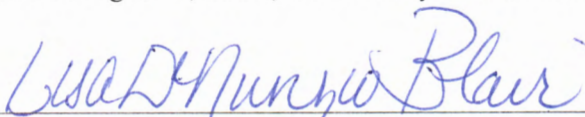
RE: RENEWAL OF SUBMITTED CITIZEN PARTICIPATION POLICY FOR PY2024

MOTION: Made by Mr. Cantalamessa, seconded by Mr. Malloy, to Authorize the Renewal of the submitted Citizen Participation Policy for PY2024. The Citizen Participation Policy is a required element of the County's Community Development Block Grant (CDBG) Program. The Trumbull County Planning Commission is responsible for carrying out public outreach activities related to the CDBG Program. The policy ensures that all persons living in Trumbull County have access to information pertaining to CDBG programs, particularly those programs that target low- and moderate-income persons. In addition, a detailed procedural process is defined within the policy for registering citizen complaints. All of the referenced documents in the Citizen Participation Policy can be viewed at the offices of the Trumbull County Planning Commission, 185 East Market Street, 2nd Floor, Suite A, Warren, Ohio 44481 between the hours of 8:00 a.m. and 4:00 p.m. daily, except on legal holidays and weekends. This policy takes effect on September 1, 2024, for program year 2024 and extends through August 31, 2025. The Citizen Participation Policy is an annual policy that is reviewed, revised and renewed each program year; this action per the recommendation of Emily Moran, Grants Coordinator, Trumbull County Planning Commission.

Yeas: Cantalamessa, Malloy, Frenchko
Nays: None

CERTIFICATION

I, Lisa DeNunzio Blair, Clerk of the Board of County Commissioners, Trumbull County, Ohio, do hereby certify that the foregoing is a true and correct copy of a Resolution adopted by the Board of Trumbull County Commissioners on August 7, 2024, and is duly recorded in their Journal Volume 158, Page(s) 26679.



Lisa DeNunzio Blair, Clerk
Board of County Commissioners

/cs

cc: Planning Commission

Citizen Participation Policy
Trumbull County, Ohio
PY2024 CDBG Community Development Program

A Citizen Participation Policy is a required element of the Community Development Block Grant (CDBG) Program. Trumbull County, Ohio, proposes the following activities be included in the Citizen Participation Policy pursuant to the guidelines set forth in the *PY2024 Citizen Participation Plan* (24 CFR Part 91.115): The State of Ohio Consolidated Plan: Prepared by the Ohio Department of Development.

Implementation Efforts

Implementation of the Citizen Participation Policy for Trumbull County, Ohio, will be the responsibility of the administrator, the Trumbull County Planning Commission, on behalf of the grantee; the Board of Trumbull County Commissioners. All information herein can be obtained by visiting the 2nd Floor Office of the Trumbull County Planning Commission, 185 East Market Street, Suite A, Warren, Ohio 44481, (330) 675-2480 or by referencing the Planning Commission and the Commissioners' web sites under the heading Community Development Block Grant (CDBG) Programs at <http://www.planning.co.trumbull.oh.us/> and <http://commissioners.co.trumbull.oh.us.>

A grant under section 42 U.S. Code § 5306 may be made only if the grantee certifies that it is following a detailed citizen participation plan which provides for and encourages citizen participation, with particular emphasis on participation by persons of low and moderate income who are residents of slum and blighted areas and of areas in which Section 106 and CDBG funds are proposed to be used and provides for participation of residents in low and moderate income neighborhoods as defined by the local jurisdiction, provides citizens with reasonable and timely access to local meetings, information, and records relating to the grantee's proposed use of funds, as required by regulations of the Secretary, and relating to the actual use of funds under this chapter, provides for technical assistance to groups representative of persons of low and moderate income that request such assistance in developing proposals with the level and type of assistance to be determined by the grantee, provides for public hearings to obtain citizen views and to respond to proposals and questions at all stages of the community development program, including at least the development of needs, the review of proposed activities, and review of program performance, which hearings shall be held after adequate notice, at times and locations convenient to potential or actual beneficiaries, and with accommodation for the disabled population, provides for a timely written answer to written complaints and grievances, within 15 working days where practicable; and identifies how the needs of non-English speaking residents will be met in the case of public hearings where a significant number of non-English speaking residents can be reasonably expected to participate. This paragraph may not be construed to restrict the responsibility or authority of the grantee for the development and execution of its community development program.

Based on the above requirements set forth under 42 U.S. Code § 5306 the Trumbull County Citizen Participation Policy is planned for implementation in the following manner.

Trumbull County will ensure that accommodations are available for persons with disabilities and Limited English Proficiency.

Advertisement of the CDBG Community Development Program and activities through:

- The local newspapers
- Brochures available at: libraries/government buildings/community facilities
- Board of Trumbull County Commissioners' web site
- Announcements at public meetings

Records available during working hours, 8:00 a.m. to 4:00 p.m., Monday through Friday, except holidays, including copies of:

- Citizen Participation Policy
- Citizen Complaint Procedure Form
- Public Hearings or Comment Notices
- Notices to Local Jurisdictions
- Meeting Minutes
- Meeting Attendees
- Citizen Complaint Responses
- Program Regulations
- Applications
- Status Reports and Performance Reports
- Activity Guidelines
- Other Correspondence

The Citizen Complaint Procedure includes:

- A formal, written complaint form to be filled out in entirety by the grantee's client (**see attached Citizen Complaint Form**).
- A review of the complaint forms by the grantee.
- Initial correspondence with grantee's client, either by telephone, e-mail or letter, will not exceed 15 days past the generation date of the complaint form.
- Initial correspondence will be made by the Trumbull County Planning Commission, a representative of the grantee hereinafter referred to as grantee, unless otherwise indicated on the complaint form.
- The grantee may request the CEO to review the case and recommend a resolution.
- The grantee will establish a review committee for citizen's complaints. Meetings will be scheduled if the complaint is not rectified during the initial correspondence. Those in attendance will include the grantee's client, a representative of the grantee, a local governing official, and any other parties affiliated with the complaint matter if necessary. The review committee will serve a term of one year. The grantee may not serve on the committee; however, they may attend the complaint meeting.
- The grantee's client may submit a written description of their complaint to the committee and/or make a presentation.

- The review committee must notify the grantee's client and the grantee of its decision within 10 days after the date of the meeting.
- If the aforementioned activities fail to resolve the complaint made by the grantee's client, the grantee must utilize the services of a Dispute Resolution/Mediation Program. The costs associated with mediation are eligible CDBG administrative costs.
- If the aforementioned activities fail to resolve the complaint of the grantee's client, the grantee may contact the Office of Community Development (OCD), detailing the complaint and verifying its compliance with the above activities. OCD will then review the complaint.

The CDBG Citizen Complaint Procedure detailed above is based on the Community Housing Improvement Program Client Complaint Procedure: *Ohio Small Cities CDBG Program Policy Book and in accordance with 24 CFR 570.486, ORC 121.22, ORC General Provisions, Chapter 7 and Ohio House Bill 51.*

Public Hearings or Comment Notices

The CDBG Administrator and any other grant program administrator/recipient must provide citizens with reasonable and timely access to local meetings, information, and records related to the grantee's proposed use of funds, as required by regulations of the secretary, and relating to actual funds under this title (Chapter 9, Citizen Participation: *The ABC's of CDBG*).

The following public hearings will be scheduled by the grantee and CEO as required by CDBG regulations:

The First Public Hearing must be conducted at the initial stage of application preparation. Information to be conveyed at the first public hearing should include:

- National and state program objectives.
- Estimated amount of funds available to the community.
- An overview of available programs and their requirements.
- Performance of the locality in past CDBG Programs, if applicable.
- Date of the second public hearing.
- Date application is due to the OCD in OCEAN.
- Citizen views and comments.

Trumbull County must maintain a sign-in sheet and minutes for the hearing in its files. Notice of the hearing must be published at least seven days prior to the hearing, and at a minimum must include a summary of the programs and amounts available.

Between the first public hearing and the second public hearing, Trumbull County formally solicits Block Grant Proposals from eligible organizations, individuals, other governmental units, or other sub-recipients.

The Second Public Hearing must be conducted after projects have been identified by the local government, but before applying to OCD. The second public hearing should take place no fewer than seven calendar days after the first public hearing to allow for public comment. The second public hearing should cover project specific information, including:

- Which projects the community has selected to be included in the application.
- The amount of CDBG and other funds allocated for each project.
- The location of each project.
- The timetable for completion of each project.
- Which CDBG national objective each project will meet.
- Citizen views and comments

The community must maintain a sign-in sheet and minutes for the hearing in its files. Notice of the hearing must be published at least seven days prior to the hearing, and at a minimum must include a list of selected projects, locations, and project amounts.

A public hearing is also required if the CDBG Program is amended, where citizens' have an opportunity to review and comment on any substantial changes made to the initial CDBG. The notice publication and requirements for an amendment public hearing should follow the format for the second public hearing detailed above.

Trumbull County has chosen the option of Publication in a Newspaper that serves the area as defined in OCD 23-02 Policy Notice (See attached Policy Notice).

Deficiencies to be aware of and address:

Lack of participation by low- and moderate-income persons, minority persons and affected residents:

The grantee should advertise public hearings by publishing brochures and distributing them in social service agencies, commercial centers and public libraries, especially in the vicinity of the proposed CDBG program activity.

Failure to provide adequate information to residents:

The grantee will provide adequate information to residents if: 1). The above-mentioned standards are met for both public hearings; and 2). Meetings are held to finalize proposed projects.

Key program documents readily available:

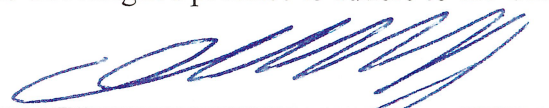
The grantee will have a copy of the ODOB Consolidated Plan for the most current program year and other relevant documents at each public meeting.

Public notices which do not contain required information:

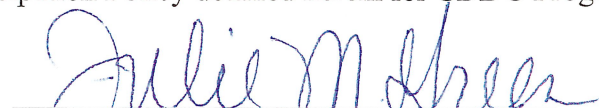
Public notices will adhere to the CDBG guidelines set forth herein.

Failure to document public hearings:

We, the undersigned promise to adhere to the Citizen Participation Policy detailed herein for CDBG Program



 Denny Malloy, President
 Board of Trumbull County Commissioners
 September 1, 2024



 Julie Green, Director
 Trumbull County Planning Commission
 September 1, 2024

Citizens Complaint/Comment Form

PY_____ Community Development Block Grant_____Program

Grant Number _____

Date_____

Name _____

Address _____

Telephone_____E-Mail _____

Type of Inquiry_____Walk-In_____Telephone_____Written Comment_____E-Mail

Description of Complaint/Comment _____

Intake Person's Signature_____Date_____

Constituent's Signature_____Date_____

~Initial correspondence with constituent, either in person, by telephone, e-mail or letter, will not exceed 15 days past the generation date of the complaint form~

Office Use Only

Type of Complaint _____Fair Housing_____Contractor_____Program

Action Taken _____No response necessary _____Complaint/comment read to caller

_____Citizen complaint/comment form mailed to constituent for signature
on _____

Staff Person's Initials_____Title_____Date_____



SUBJECT: Citizen Participation Requirements
ISSUED: April 10, 2023
DISTRIBUTED TO: Office of Community Development Award Recipients and their Affiliates

APPLICABILITY

Community Development Block Grant (CDBG)-funded Awards:

- Community and Economic Development Programs
- Community Housing Impact and Preservation Program (CHIP)
- Flexible Grant Program
 - New Horizons Fair Housing Program

SUMMARY OF CHANGES

- Streamlines the alternative hearing notice options originally provided in Policy Notice OCD 07-01.
- Clarifies and incorporates issued guidance on the citizen participation process into policy.
- Provides a hybrid model for public meetings in accordance with Ohio's Open Meetings law.
- Reduces publication requirement from 10 days prior to hearing to seven days prior to hearing.

CITATIONS

- [24 C.F.R. 570.486](#)
- [O.R.C. 121.22](#)
- [O.R.C. General Provisions, Chapter 7](#)
- [Ohio House Bill 51](#)

PROGRAM POLICY

Office of Community Development (OCD) award recipients must provide for and encourage citizen participation and ensure residents will be given reasonable and timely access to local meetings, information, and records relating to the proposed and actual use of CDBG funds. The purpose of the citizen participation process is to assure CDBG-funded programs address locally identified needs benefitting low- and moderate-income (LMI) individuals or remediating conditions of slum and blight.

Local Citizen Participation Plan

Local governments applying for CDBG-funded programs must adopt a citizen participation plan. The plan, at minimum, must include:

1. Accommodations for participation by LMI individuals, those who are residents of slum and blight areas, and of areas in which Section 106 funds are proposed to be used.
2. Standards for reasonable and timely access to local meetings, information and records relating to the grantee's proposed, and actual, use of grant funds.
3. Provisions for technical assistance to groups representing LMI individuals requesting such assistance in developing project proposals.
4. A complaint process which provides for a timely response to complaints and grievances, within 15 working days where practical.
5. Access to public hearings where citizens may provide comments and questions at all stages of the community development programs, including the development of needs, the review of proposed activities, and review of program performance. Hearings shall take place after adequate notice, at times and locations convenient to potential or actual beneficiaries, and with accommodation for people with a disability.
6. Provisions for meeting the needs of non-English-speaking residents in the case of a public hearing where a significant number of non-English-speaking residents can be reasonably expected to participate.

The local government must review, update, and re-adopt the citizen participation plan regularly, no fewer than every six years. Where the local government is a county which applies on behalf of dedicated cities, the county must fulfill citizen participation requirements on behalf of the jurisdiction(s).

General Requirements

A minimum of two public hearings are required before a local government may apply for funding. Together, the hearings must cover community development and housing needs (including affirmatively furthering fair housing), development of proposed activities, and a review of program performance. Each hearing must be preceded by adequate public notice.

Temporary authority for members of a public body to meet by means of teleconference or video conference because of the COVID-19 pandemic expired on June 30, 2022. Pursuant to Ohio's Open Meetings Act, local governments must provide accommodations for the public to attend the public hearing in person. Public bodies may broadcast or livestream meetings if the public has the option of attending the meeting in person.

First Public Hearing

The first public hearing should be conducted at the initial stage of application preparation. Information to be conveyed at the first public hearing should include:

- National and state program objectives.
- Estimated amount of funds available to the community.
- An overview of available programs and their requirements.
- Performance of the locality in past CDBG programs, if applicable.
- Date of the second public hearing.
- Date the application is due to the OCD in OCEAN.
- Citizen views and comments.

The community must maintain a sign-in sheet and minutes for the hearing in its files.

Notice of the hearing must be published at least seven days prior to the hearing, and at minimum must include a summary of the programs and amounts available. For notification methods, see below.

Second Public Hearing

The second public hearing should be conducted after projects have been identified by the local government, but before applying to OCD. The second public hearing should take place no fewer than seven calendar days after the first public hearing to allow for public comment. The second public hearing should cover project-specific information, including:

- Which projects the community has selected to be included in the application.
- The amount of CDBG and other funds allocated for each project.
- The location of each project.
- The timetable for completion of each project.
- Which CDBG national objective each project will meet.
- Citizen views and comments.

The community must maintain a sign-in sheet and minutes for the hearing in its files.

Notice of the hearing must be published at least seven days prior to the hearing, and at minimum must include a list of selected projects, locations, and project amounts. For notification methods, see below.

Amendment Public Hearing

A public hearing may also be required as part of the grant amendment process if the proposed amendment constitutes a substantial change to the scope of the grant agreement. The primary purpose of an amendment public hearing is to provide citizens with an opportunity to review and comment on such a substantial change in a grantee's CDBG program. The notice publication and requirements for an amendment public hearing should follow the format for the second public hearing detailed above.

Methods of Notification

The community may choose between the following two options for notifying the public of an upcoming hearing:

1. Publication in a Newspaper

A standard public hearing notification must be published in the legal section or in the non-classified section of a newspaper of general circulation at least seven days prior to the public hearing.

2. Public Posting and General Outreach

No newspaper publication is required, but the community must meet the following requirements:

- a. A notice must be posted in common areas of at least five local administrative offices (i.e., city hall or county administrative building) where it is accessible and visible to the public at least seven days prior to the public hearing; and,
- b. The community must utilize at least five outreach outlets listed below to notify the public about the hearing:
 - Community website
 - Public social media accounts
 - Public library or school
 - Cable TV public access channel

- Community center
- Community Action Agency
- Public Housing Authority
- Local workforce development office
- Other public or private agencies and institutions serving the general public
- Direct contact with households (i.e. mailing, flyer, etc.)

COMPLIANCE MEASURES

OCD will review citizen participation compliance during the monitoring of the grant files, prior to grant closeout.

ADDITIONAL GUIDANCE

[Ohio Attorney General Sunshine Laws Publications](#)

[Ohio Attorney General Open Book July 2022](#)

**PY2024 Community Development Block Grant
(CDBG) Program General Public Hearing
for Trumbull County, Ohio**

**WHAT: PY2024 CDBG Community
Development Program
General Public Hearing**

**WHERE: Trumbull County Board of
Developmental Disabilities
45 North Road
Niles, Ohio 44446**

**WHEN: Tuesday, February 13, 2024
at 6:00 p.m.**

**Please Post Information on the Public Hearing in an
Accessible Location to Encourage Public Participation**

Tuesday, February 6, 2024

9005

**Legal &
Public Notices**

LEGAL NOTICE

**NOTICE OF TRUMBULL COUNTY, OHIO
PY2024 COMMUNITY DEVELOPMENT
BLOCK GRANT PROGRAM
GENERAL PUBLIC HEARING NO. 1**

The County of Trumbull intends to apply to the Ohio Department of Development for funding under the Community Development Block Grant (CDBG) Small Cities Program, a federally funded program administered by the state. The County of Trumbull is eligible to apply for various competitive programs annually including but not limited to Economic Development, Community Housing Impact and Preservation, Residential Public Infrastructure and Critical Infrastructure Programs. The County may apply for funding through each of these programs according to the threshold limits defined for each grant in the PY2024 Consolidated Plan prepared by the Office of Community Development, Ohio Department of Development. Eligibility requirements and criteria for these programs are detailed in the State of Ohio's Consolidated Plan available on their website at <http://www.development.ohio.gov>.

The first of two (or more) public hearings will be held on Tuesday, February 13, 2024, at 6:00 P.M. at the Trumbull County Board of Developmental Disabilities, 45 North Rd., Niles, OH 44446. The CDBG programs can fund a broad range of activities including economic development projects, water supply, drainage and sanitary sewer improvements, demolition of unsafe structures, and critical infrastructure improvements. The activities must be designed to primarily benefit low- and moderate-income (LMI) persons or aid in the prevention or elimination of slums and blight.

Community stakeholders, interested entities, and the public are encouraged to attend the first General Public Hearing on Tuesday, February 13, 2024, at 6:00 P.M. to provide their input on the County's CDBG program.

#037- 1T- February 6, 2024- #9073

**PY2024 Community Development Block Grant (CDBG)
Residential Public Infrastructure Grant (RPIG) Public
Hearing No. 2 for Trumbull County, Ohio**

**WHAT: PY2024 CDBG RPIG Public Hearing No. 2-
Meadowbrook Sanitary Sewer Project**

**WHERE: Johnson Community Center
800 Gillmer Road
Leavittsburg, Ohio 44430**

WHEN: Tuesday, June 18, 2024, at 7:00 p.m.

**Please Post Information on the Public Hearings in an
Accessible Location to Encourage Public Participation.**

**Contact the Trumbull County Planning Commission at
330-675-2480 if you require special accommodations or
interpretive services.**

From: [Emily Moran](#)
To: [Ryan Yoho - Warren Township \(dirtman7111@icloud.com\)](#); [Kay Anderson](#); [Ed Anthony \(anthonyeda11@aol.com\)](#)
Subject: 2nd Public Meeting for the Meadowbrook Sanitary Sewer Project
Date: Friday, June 7, 2024 11:22:00 AM
Attachments: [PH #2 Flyer.doc](#)

Good morning,

Attached is a flyer for the public meeting on June 18th. This meeting is a requirement to apply for CDBG RPIG funds. Please post this flyer at the township administration building, the community center, and any other public spaces where the benefitting residents will see it. Some communities take flyers door to door to the benefitting properties as well-that is up to you.

Emily Moran, Grants Coordinator

Trumbull County Planning Commission

185 East Market Street NE, 2nd Floor, Suite A

Warren, OH 44481

330-675-2706 | 330-675-2790 fax

www.planning.co.trumbull.oh.us

LEGAL NOTICE

Notice of Public Hearing #2 for the Trumbull County PY2024 Community Development Block Grant (CDBG) Residential Public Infrastructure Grant (RPIG) Program

Trumbull County intends to apply to the Ohio Department of Development for funding under the CDBG RPIG, a competitive, federally-funded program administered by the state. The county is eligible to apply for up to \$750,000, provided the county meets applicable program requirements. On February 13, 2024 the county conducted its first public hearing to inform citizens about multiple CDBG programs, how they may be used, what activities are eligible, and other important program requirements.

Based on both citizens input and local officials' assessment of the county's needs, the county is proposing to undertake the following CDBG activities through the RPIG in Program Year 2024:

Residential Public Infrastructure Grant Program (RPIG) - \$750,000
Meadowbrook Sanitary Sewer Project, Warren Township, Trumbull
County, Ohio
Total Project Cost of \$15,000,000

1. Sewer Fac. Improvement Activity, Meadowbrook, Warren Township, PY2024 CDBG RPIG funds (\$520,000), Area Wide Low- and Moderate-Income (LMI) Benefit Area (Census Tract 9331, Block Group 1, 72.13% LMI)
2. Household Connections Activity, Meadowbrook, Warren Township, PY2024 CDBG RPIG funds (\$200,000), LMI Direct Benefit
3. Administration, PY2024 RPIG funds (\$30,000)

*Leveraged funds in the amount of \$14,250,000 have been dedicated to this project as well including \$900,000 in ARP Grant funding, a \$1,500,000 OPWC Public Works Grant, a \$250,000 Appalachian Regional Commission Grant, and a \$11,600,000 low-interest loan through the OEPA Water Pollution Control Loan Fund.

A second public hearing will be held Tuesday, June 18, 2024 at 7:00 P.M. at the Johnson Community Center, 800 Gillmer Road, Leavittsburg, Ohio 44430 to give citizens an adequate opportunity to review and comment on the county's proposed CDBG RPIG application, including the proposed activity summarized above, before the county submits the application to the Ohio Department of Development in July 2024.

Citizens are encouraged to attend this meeting on Tuesday, June 18, 2024 to express their views and comments on the county's proposed CDBG RPIG application. We will begin at 7:00 P.M. with an overview of the CDBG RPIG application for the Meadowbrook sanitary sewer project covered under the Second Public Hearing.

Please contact the Trumbull County Planning Commission weekdays between 8:00 a.m. and 4:00 p.m. at 330-675-2480 if you have any questions or would like additional information.

BY ORDER OF THE TRUMBULL COUNTY COMMISSIONERS:

Denny Malloy,	Mauro Cantala-	Niki Frenchko
President	messa	
By:		Lisa DeNunzio Blair, Interim
		Clerk

#160-1T-June 8/9, 2024-#1234



Julie M. Green
Director

TRUMBULL COUNTY PLANNING COMMISSION

www.planning.co.trumbull.oh.us

185 East Market Street NE, Suite A, 2nd Floor • Warren, Ohio 44481

Telephone: (330) 675-2480 • Fax: (330)675-2790

July 25, 2024

TO: Denny Malloy, President
Board of Trumbull County Commissioners

FROM: Emily Moran, Director
Trumbull County Planning Commission

SUBJECT: Authorize Renewal of the Citizen Participation Policy for Trumbull County's
Community Development Block Grant Program for Program Year 2024

A request to the Board of Trumbull County Commissioners to authorize the renewal of the attached Citizen Participation Policy for PY2024. The Citizen Participation Policy is a required element of the county's Community Development Block Grant (CDBG) Program. The Trumbull County Planning Commission is responsible for carrying out public outreach activities related to the CDBG Program. The policy ensures that all persons living in Trumbull County have access to information pertaining to CDBG programs, particularly those programs that target low- and moderate-income persons. In addition, a detailed procedural process is defined within the policy for registering citizen complaints. All of the referenced documents in the Citizen Participation Policy can be viewed at the offices of the Trumbull County Planning Commission, 185 East Market Street, 2nd Floor, Suite A, Warren, Ohio 44481 between the hours of 8:00 a.m. and 4:00 p.m. daily, except on legal holidays and weekends. This policy takes effect on September 1, 2024, for program year 2024 and extends through August 31, 2025. The Citizen Participation Policy is an annual policy that is reviewed, revised and renewed each program year.

If you have any questions or need more information, please contact this office.

Attachments