

CITY OF WAUWATOSA
2026 CITIZEN PARTICIPATION PLAN
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

The Department of Housing and Urban Development requires that municipalities receiving CDBG funds develop and follow a detailed plan which provides for and encourages citizen participation and emphasizes participation by persons of low- or moderate-income, slum or blighted areas and areas in which the municipality proposes to use CDBG funds. This plan:

- Provides citizens with reasonable and timely access to local meetings, information and records related to the municipality's proposed and actual use of funds.
- Provides for public hearings to obtain citizen views and to respond to proposals/questions at all stages of the community development program, including, at minimum, the development of needs, review of proposed activities and review of program performance.
- Provides for timely written answers to written complaints and grievances.
- Addresses the needs of non-English speaking residents in public hearings where a significant number of non-English speaking residents can be reasonably expected to participate.

The Citizen Participation Plan ensures the City of Wauwatosa will seek citizen involvement when soliciting and reviewing grant proposals and preparing/making amendments to its annual action plan and performance and evaluation report.

Copies of this citizen participation plan in addition to the City's annual action plan and consolidated annual performance and evaluation report are available for the public to view in the City Development Office at Wauwatosa located at City Hall (7725 W. North Avenue, Wauwatosa, WI 53213) on weekdays between the hours of 8:00 a.m. and 4:30 p.m. Copies are also posted on the city website – www.wauwatosa.net. Notice of public meetings to solicit citizen comment is published in the Wauwatosa West Now.

The Community Development Block Grant Committee, comprised of community residents appointed by the Mayor, is charged with the task of reviewing CDBG grant proposals submitted for consideration and recommending to the Wauwatosa Common Council those proposals which best reflect the national objectives of the CDBG program. Each proposal considered for CDBG funding must meet at least one of the national objectives listed below:

- 1) Benefit low and moderate income persons
- 2) Aid in the prevention of slums and blight
- 3) Meet community development needs having a particular urgency

Soliciting Citizen Input for Annual Proposals, Action Plan and Performance & Evaluation Report

Citizens and other interested parties can comment on the annual community needs/priorities and the citizen participation plan/proposals during a public hearing held annually between the months of September through December. Written comments are also accepted.

Annual action plans for activities approved by the Common Council operate for the calendar year beginning January 1. The annual action plans for each program year are submitted to the Department of Housing and Urban Development no earlier than November 15 and upon notification from HUD. The process to develop the annual action plan is as follows:

- 1) A public hearing, properly noticed, is conducted on at the Wauwatosa City Hall to solicit comments on community needs and the Citizen Participation Plan. Preceding the public hearing is a presentation of CDBG requirements and a history/update of the CDBG programs in Wauwatosa. Copies of the citizen participation plan and annual action plan are made available for public viewing and public comment is encouraged.
- 2) A second public hearing involving funding priorities and annual proposals for CDBG projects is held. Notice of this hearing is published in the West Now. Copies of the annual plan, when submitted to HUD, may be viewed by the public in the Development Department at City Hall and on the city website.
- 3) All comments and proposals received at the public hearings and in writing are transmitted to the Wauwatosa Common Council for their review. A summary of these comments and proposals, including those comments not accepted along with the reason why they are not accepted, are attached to the final Annual Action Plan.
- 4) Community organizations and individuals who have expressed an interest in or requested CDBG funding are sent notice of the public hearing.
- 5) Notice is sent to municipal governments participating in the CDBG Urban County, the HOME Consortium and the City's Community Development Authority.
- 6) Notices are distributed to public places in City Hall.
- 7) Technical assistance for CDBG requests will be provided by the Wauwatosa Development Department.
- 8) Public access to CDBG records is provided upon request.

AMENDMENTS TO A PLAN

Amendments to an approved Consolidated or Action Plan shall be made consistent with the regulations in 24CFR91.505.

Amendments to a Consolidated or Action Plan shall be made only after 30-day public comment period and only after a public meeting of the Financial Affairs Committee and final action by the Common Council of the City of Wauwatosa. Virtual hearings are an allowed method for citizen participation.

Amendments will take place whenever a substantial change is made in allocation priorities, a distribution of funds or in activities funded by an Action Plan.

For the purpose of amending a Plan, “substantial change” is defined:

By activity: the addition of a new activity to a previous adopted Plan that would expend funds from a project previously mentioned in the plan

By allocation priority/
method of distribution: an increase in funding to an activity of \$10,000 or 25% of the amount originally approved, whichever is greater; or a decrease in funding to an activity of \$10,000 or 25% of the amount originally funded, whichever is greater but only when the scope of an activity reached less than 75% of its quantifiable outcomes.

By purpose: any significant change in the use of funds. Examples of a significant change include shifting funds affected by a CDBG expenditure cap or changing from a new construction to rehabilitation in a housing project. Examples of non-significant changes would include altering components of a facility to be rehabbed, equipment items to be purchased or staff positions to be funded.

By scope: any change that reduces by 25% the expected outcome of an activity

By location: any change in the site-specific location

By beneficiaries: any change in an activity that reduces by 25% the number of very low or low income persons expected to benefit from an activity