



RESOLUTION # 27-12/25

TO: HONORABLE MEMBERS OF THE LA CROSSE COUNTY
BOARD OF SUPERVISORS

ITEM # 12-4

BOARD ACTION

Adopted: ☒
For: 27
Against: 0
Abstain: 2
Abs/Excd: 1
Vote Req: —
Other Action: —

**PLANNING,
RESOURCE &
DEVELOPMENT
COMMITTEE
ACTION**

Adopted: ☒
For: 4
Against: 0
Abstain: 0
Abs/Excd: 3

RE: ADOPTION OF CITIZEN PARTICIPATION PLAN

WHEREAS, La Crosse County plans to apply for a Community Development Block Grant Housing Regions Award as part of its participation in the Southwest Housing Consortium; and

WHEREAS, the State of Wisconsin Department of Administration and the U.S. Department of Housing and Urban Development require recipients of Community Development Block Grant monies to have in place a Citizen Participation Plan; and,

WHEREAS, the Citizen Participation Plan shall encourage citizen participation, with emphasis on participation by persons of low to moderate income, and shall provide citizens reasonable and timely access to local meetings and information; and,

WHEREAS, the Citizen Participation Plan shall also require the establishment of a Community Participation Committee, composed of members of the Southwest Wisconsin Housing Region Committee and representing the community's demographics; and,

WHEREAS, the Planning, Resources, and Development Committee has reviewed and approved a Citizen Participation Plan.

NOW, THEREFORE BE IT RESOLVED, the La Crosse County Board hereby adopts the Citizen Participation Plan, which is attached hereto as Exhibit A.

FISCAL NOTE: No fiscal impact.

Date: 12/1/2025

[Signature]
COMMITTEE CHAIR

Date: 12/01/2025

[Signature]
RECORDING CLERK

Co. Admin.
Fin. Director
Corp. Counsel
Board Chair

Reviewed
Only

Recommended

Not
Recommended

Requested By: Kathleen Stewart
Date Requested: September 5, 2025
Drafted By: Corporation Counsel

Adopted by the La Crosse County Board this 8 Day of December, 2025

STATE OF WISCONSIN
COUNTY OF LA CROSSE

I, Ginny Dankmeyer, County Clerk of La Crosse County do hereby certify that this document is a true and correct copy of the original resolution required by law to be in my custody and which the County Board of Supervisors of La Crosse County adopted at a meeting held on the 10th day of November 2025.

[Signature]
Ginny Dankmeyer, La Crosse County Clerk

**SOUTHWEST WISCONSIN HOUSING REGION CDBG-HSG PROGRAM
CITIZEN PARTICIPATION PLAN**

La Crosse County

PURPOSE

In order for the Community Development Block Grant Housing Regions (CDBG-HSG) program to operate effectively and address the needs of the citizens of Southwest Wisconsin Housing Region, 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 Southwest Wisconsin Housing Region Committee, comprised of volunteer residents of each county in the region, shall be responsible for implementation of the Citizen Participation Plan, as well as offering guidance in preparation of the grant application. La Crosse County shall oversee the preparation of the Community Development Block Grant (CDBG) grant application.
2. To ensure responsiveness to the needs of its citizens, the Southwest Wisconsin Housing Region shall provide for and encourage citizen participation. Emphasis shall be given to participation by persons of low-to-moderate income (LMI).

CITIZEN PARTICIPATION

1. The Southwest Wisconsin Housing Region Committee referenced shall be responsible for coordinating and overseeing all required elements of this Citizen Participation Plan. All committee members must be residents of the Southwest Wisconsin Housing Region service area.

NOTICES OF HEARINGS

1. Official notice of hearings will be by public notice in the La Crosse Tribune two weeks preceding the hearing. In addition, the public notice shall be posted on La Crosse County's meeting calendar. These notices will include time, place and date of meeting, as well as a brief agenda.
2. For projects concentrated in a specific area or neighborhood, in addition to the above notification, notices shall be posted at locations of public gathering within the target area or neighborhood.
3. All notifications of meetings and available assistance will be worded in such a way as to encourage LMI participation.

REQUIRED PUBLIC HEARINGS

Public hearings shall be held to obtain citizen views and to enable residents to respond to proposals at all stages of the community development 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 citizen 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 first hearing will receive citizen views and provide a summary of proposed activities, including explanation of how they address community development needs and objectives.
3. The second hearing will receive citizen views and provide a review of the performance of the funded activities.
4. The first public hearing shall be held prior to the submission of the application for funds. The second public hearing shall be held during the implementation of the program.

PROGRAM INFORMATION/FILES/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 La Crosse County or a contracted third-party administrator.
2. La Crosse County will maintain, at a La Crosse County location, 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 may be provided within 15 days. Every effort will be made to respond to all proposals prior to the final action on that subject.
4. Citizens may petition or request in writing assistance or changes. The La Crosse County staff will attempt to respond to all such requests within 15 days after the Southwest Housing Region Committee has met to discuss the request.

COMPLAINTS

La Crosse County will handle citizen complaints about the program in a timely manner. La Crosse County 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.

In addition to the above procedure, any citizen wishing to object may complain directly to the Department of Administration, Division of Energy attention to:

Attention: Executive Staff Assistant
WI 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), 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 RESIDENTS

La Crosse County will evaluate the Housing Region area to identify non-English speaking persons and will make all special efforts to assure them equal opportunity in the citizen participation process.