

**Form 118**  
**Public Participation Certification**

I \_\_\_\_\_ (Name and Title) as the Chief Elected Official of \_\_\_\_\_ (Indicate Name of City/County) certify that \_\_\_\_\_ (Indicate Name of City/County) is following a detailed citizen participation plan which:

- (a) 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 funds are proposed to be used;
- (b) Provides citizens with reasonable and timely access to local meetings, information, and records relating to the grant application;
- (c) 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;
- (d) Provides for public hearings, held after adequate notice, at times and locations convenient to potential or actual beneficiaries, and with accommodations for the handicapped; which shall obtain citizen views and respond to proposals and questions at all stages of the community development project, including at least the development of needs, the review of proposed activities, and review of program performance;
- (e) Provides for a timely written answer to written complaints and grievances, within 15 days, where practicable; and
- (f) 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.

\_\_\_\_\_  
Signature of Certifying Official

\_\_\_\_\_  
Date