



Citizen Participation Plan

Economic & Community Development Department

433 Hay Street, Fayetteville, NC 28301



Contents

STATUTORY OVERVIEW 2

INTRODUCTION 2

MISSION STATEMENT 2

GOALS OF THE CITIZEN PARTICIPATION PLAN 3

FAYETTEVILLE REDEVELOPMENT COMMISSION 3

CITIZEN PARTICIPATION POLICY 4

The Participation Process 4

Public Hearings 4

Public Meeting Locations 4

Public Notice 5

PUBLIC REVIEW/COMMENT PERIOD 5

Public Review Sites 6

Public Review/Comment Site listing: 6

Comments/Complaints 6

Procedures for Handling Complaints and Comments 6

Minorities, Non-English Speaking Persons, Persons with Disabilities, and Low to Moderate-income Persons 7

THE PLANNING PROCESS 7

The Consolidated Plan 7

The One-Year Action Plan 7

Consolidated Annual Performance Evaluation Report (CAPER) 8

Substantial Amendments 8

PROGRAM DESCRIPTIONS 8

ACCESS TO RECORDS 9

REVIEW OF THE CITIZEN PARTICIPATION PLAN 9

SUGGESTIONS AND RECOMMENDATIONS 9

STATUTORY OVERVIEW

The City of Fayetteville is required to adopt a Citizens Participation Plan that meets the Department of Housing and Urban Development (HUD) minimum requirement in accordance with, *24 CFR 91 subpart B Consolidated Submission for Community Planning and Development Programs*. The Citizen Participation Plan outlines procedures by which each of the requirements contained in §91.105 of the Federal Regulations are carried out.

The City of Fayetteville's Economic & Community Development Department (E&CD) is an open and publicly accountable entity. In accordance with North Carolina's Open Meeting Law §143-318.10, the meeting of public bodies will be open to the public except under specific circumstance. The participation of citizens is vital to the effectiveness of the Economic & Community Development Department polices and activities.

This plan is effective as of 1 September 2019 and remains in effect until such time as all activities assisted are complete, or until superseded by a new plan. This plan also supersedes any plan that may have been in effect prior to 1 September 2019.

INTRODUCTION

The Citizen Participation Plan encourages citizens, organizations, businesses and other community stake holders to participate in the development of the Consolidated Plan, the Annual Action Plan, and any substantial amendments to the plans. This plan defines how the City of Fayetteville promotes participation through the establishment of policies and procedures for participation in the implementation of the Community Development Block Grant (CDBG), HOME Investment Partnership, and Emergency Solutions Grant (ESG) programs. Currently the City of Fayetteville does not receive Emergency Shelter Grant (ESG) or the Housing Opportunities for Persons with AIDS (HOPWA) funds; however, if it does in the future, these programs will be included under this Citizen Participation Plan.

The City of Fayetteville, North Carolina uses a legal representative and policy making body through a ten member City Council consisting of the Mayor and nine Council members. The effectiveness of citizen participation is enhanced when both citizens and elected officials are aware of the benefits. The variety of perspectives which citizens bring to the local government planning processes greatly enhances the effectiveness of areas such as environment, education, health, transportation, human services and physical improvement needs. Elected officials can better serve the community, when citizens have the opportunity to voice their concerns. Citizen participation is an integral element of the community development program.

MISSION STATEMENT

The City of Fayetteville's E&CD Department is committed to providing quality service and opportunities to citizens in need of decent, safe and affordable housing, creating positive

economic development situations resulting in job opportunities for low to moderate-income persons and expansion of the tax base.

GOALS OF THE CITIZEN PARTICIPATION PLAN

1. To provide meaningful involvement from citizens, organizations, businesses, and other stakeholders in the identification of community development needs and housing through the FRC.
2. To enable the city to respond to the needs of its citizens through community development and housing programs, policies, and plans.
3. To encourage citizens, particularly very low, low and moderate income persons, residents of blighted neighborhoods, members of minority groups, non-profit agencies, public housing residents, the business community, and special populations to submit their comments, questions and proposals regarding the City's Community Development Programs with the FRC.

FAYETTEVILLE REDEVELOPMENT COMMISSION

The Fayetteville Redevelopment Commission (FRC) is the primary citizen participation mechanism for the CDBG program, the HOME Investment Partnership Program and other community development program activities. The FRC provides two-way communication between the Mayor and City Council and the citizens of Fayetteville. The FRC serves as a forum to hear and screen citizen concerns and to make recommendations to the Mayor and City Council in an advisory capacity.

The citizen participation process enhances the Mayor and Councils decision making process by receiving inputs regarding; problem identification, solutions to problems, goal setting, balancing physical and non-physical needs, determining priorities, and recommending which proposed projects should be prioritized. The FRC enables the city to be in compliance with the HUD regulations. Prior to submission of an application, the City will:

- Provide citizens with adequate and timely information of funds available for CDBG and HOME activities; the rules and regulations are established by HUD.
- Provide citizens an adequate opportunity to participate in the development of the Consolidated Plan, the One Year Action Plan, Consolidated Annual Performance Evaluation Report (CAPER) or substantial amendments.
- Provide citizens an opportunity to participate through community organizations and at least two public hearings each fiscal year.

The FRC will assist with citizen input for all community development activities and other concerns. Generally, **the FRC meets the first Wednesday of each month at 12:00 p.m. in the Lafayette Room on the first floor of City Hall.** All regular FRC meetings are conducted openly with freedom of access for all interested persons. To be as well informed as possible, the City Council and FRC are provided the following background and supportive information:

- Technical assistance from the E&CD staff.
- Periodic on-site observation of Community Development.

- Regular project status reports. Program information provided as warranted and progress reports provided annually.

CITIZEN PARTICIPATION POLICY

The Participation Process

The E&CD Department will hold a series of public meetings each year in order to solicit citizen input into the planning and development of the Consolidated Plan and the One Year Action Plan. These meetings are to inform and allow citizens an opportunity to comment on the proposed activities prior to adoption of the plan, and review the performance of the program.

Public meetings generally will be scheduled during times which will accommodate the specific needs of the community. The first series of meetings are held between November and January of each year. The subject matter at these meetings will include the amount of entitlement funding that the City expects to receive, the range of activities that may be undertaken, and an estimate of the number of low to moderate income persons that will be assisted with the funds.

A second series of meetings will typically be held during the first and/or second quarters of each calendar year. At least one of these meetings will be held in conjunction with a regular meeting of the governing body (City Council or Redevelopment Commission) prior to its adoption of the Consolidated Plan or the One year Action Plan.

Public Hearings

Whenever the public meetings dates coincide with one of the governing body's meeting dates, the governing body will be asked to participate. A minimum of two public hearings will be held to inform the public of the proposed activities for the Consolidated Plan or the One Year Action Plan. Citizens are allowed the opportunity to comment on the proposed activities prior to the adoption of the plan and review the performance of the program. Public Hearings are normally held in the City Hall Council Chambers.

Public Meeting Locations

Public meetings are held at several locations throughout the city to ensure that each of the four quadrants are covered. Primary locations, which may be used on a regular basis, are in the following areas:

- Massey Hill
- Seabrook Park
- Deep Creek Road
- Bonnie Doone
- 71st Area

The E&CD Department may hold meetings in other locations from time to time at its discretion. Adequate notice of such meetings locations, dates, and times will be given prior to the meeting pursuant to the Public Notice provision of this Citizen Participation Plan.

Public Notice

The E&CD Department staff will give citizens the opportunity to examine the Consolidated Plan, One Year Action Plan or CAPER and submit comments on the content of the documents. Notice of all public meetings shall be given at least two weeks prior to the meeting date or review period. Such notice shall be accomplished by the following:

- *Newspaper:* Notices will include dates, times and locations of public meetings and/or documents for review. Other local daily or weekly publications will be used when possible. At a minimum, the City of Fayetteville Economic & Community Development Department will publish notice in the Public Notice Section of the Fayetteville Observer newspaper.
- *Public Service Announcements:* Notices will be conducted through public service announcements to advise citizens, agencies and interested parties of public meetings and public review/comments periods concerning any of the above mentioned documents. Sources include:
 - The Fayetteville Observer
 - The Fayetteville Press
 - The Up & Coming Magazine
 - Beasley Broadcasting Stations
 - Cumulus Broadcasting Stations
 - WIDU AM
 - WFSS public radio – Fayetteville State University
 - Time Warner Cable Community Channel
- *Mailing List:* A mailing list that has the names and addresses of citizens, agencies and interested parties that have expressed an interest in the Economic & Community Development Department programs. Included on the mailing list are local nonprofits, government agencies, the Continuum of Care, and faith organizations.
- *Email distribution:* An email address listing of citizens, agencies and interested parties to distribute information pertaining to the Consolidated Plan, the One Year Action Plan and the CAPER. An email notice will be sent to inform those persons of public meetings and public comment periods. To be added to the email list, citizens may call or email the Economic & Community Development Department and request the service.
- *Flyer postings and distribution:* Notice of public meetings will be placed in public buildings and commercial establishments near the meeting sites when allowed. A special effort will be made to have notices placed at locations that are frequented by the prospective beneficiaries of the program. Places of worship will also receive notices whenever practical.

PUBLIC REVIEW/COMMENT PERIOD

Before the adoption of the Consolidated Plan, One Year Action Plan, CAPER, Citizen Participation Plan or any substantial amendment thereof, citizens will be afforded the opportunity to review the document during a public review and comment period. A draft copy will be placed at no fewer than 10 of the sites identified in the Public Review/Comment Site listing section. The public review period for each document is as follows:

- Citizen Participation Plan No less than 30 days
- Consolidated Plan No less than 30 days
- One Year Action Plan No less than 30 days
- Annual Performance Report No less than 15 days
- Substantial Amendments No less than 30 days

Public Review Sites

The following public review sites will be utilized for the placement of documents during a public review/comment period. The City of Fayetteville’s E&CD Department may add or delete certain review sites at its discretion. Documents for public review/comment will be available each day of the period from **9:00 a.m. until 5:00 p.m.** Some of the designated sites may be open longer or closed earlier due to their own schedules.

Public Review/Comment Site listing:

City of Fayetteville Community Development	City Hall, 433 Hay Street, Ste. 309
Cumberland County Courthouse	117 Dick Street
Headquarters Public Library (State & Local)	300 Maiden Lane
Cliffdale Public Library (information desk)	6885 Cliffdale Road
Cliffdale Recreation Center	6404 Cliffdale Road
College Lakes Recreation Center	4963 Rosehill Road
Gilmore Recreation Center	1600 Purdue Drive
J.S. Spivey Recreation Center	500 Fisher Street
Kiwanis Recreation Center	353 Devers Street
Myers Recreation Center	1018 Rochester Street
Massey Hill Recreation Center	1612 Camden Road
Smith Recreation Center	1520 Slater Avenue
Westover Recreation Center	277 Bonanza Drive
Seabrook Neighborhood Resource Center	708 Langdon Street

Comments/Complaints

The City of Fayetteville’s E&CD Department shall consider all comments received, either orally or in writing, at the public meetings relative to the development of the Consolidated Plan, One Year Action Plan, or CAPER. A summary of all citizen comments or views received (including those comments not accepted and reasons thereof) shall be attached to the final adopted version of the Consolidated Plan, One Year Action Plan, or CAPER.

Procedures for Handling Complaints and Comments

The E&CD Department staff will prepare a written response to any person(s) comment or complaint stating what action will be taken. If the complaint cannot be addressed, the reason why will be stated. The response will be reviewed by the E&CD Director, and when necessary, forwarded to the City Manager for review along with any other recommended course of action. The response will be prepared in fifteen days. Comments or complaints received outside of the planning process for any of the aforementioned documents will be handled in the same manner described in this section.

Minorities, Non-English Speaking Persons, Persons with Disabilities, and Low to Moderate-income Persons

Outreach and marketing efforts are to ensure that all citizens are made aware of public meetings and public review periods. Therefore, specific outreach efforts will be made for the following groups:

- *Minorities:* Specific outreach and marketing efforts will be made to minority groups by distributing notices through minority community groups, churches and other places of worship, and targeted civic organizations where census data indicates a concentration of minorities.
- *Non English Speaking and Handicapped Persons Assistance:* Special accommodations will be made for non-English speaking and handicapped individuals to ensure their participation in the public review process upon request.
- *Persons with Disabilities:* The City of Fayetteville Community Development Department is committed to providing equal access to its facilities, programs and services for persons with disabilities by holding all meetings in locations that are handicapped accessible.
- *Low to Moderate Income Persons:* The City of Fayetteville identifies low to moderate income communities using the Housing and Urban Development (HUD) census tracts. Special efforts are made to provide information to persons in these communities to reference public meetings.

THE PLANNING PROCESS

To ensure that all residents of Fayetteville are afforded the opportunity to participate in the planning and development process of the Consolidated Plan and One Year Action Plan, public meetings will be held at the most appropriate locations which provide coverage across the length and width of the City. The E&CD Department will make special efforts to consult with the Fayetteville Metropolitan Housing Authority to ensure participation of affected residents in the process of the development and implementation of the Consolidated Plan and One Year Action Plan.

The Consolidated Plan

The Consolidated Plan is a documented strategy, developed through a collaborative effort of residents, organizations, and city staff that identifies the urgent needs of the community as well as a plan of action for meeting those needs with specific programs. This plan must be updated every five years.

The One-Year Action Plan

The One-Year Action Plan is a yearly update of the Consolidated Plan in which the E&CD Department identifies specific projects that will be funded from each of the entitlement programs for a particular fiscal year.

Consolidated Annual Performance Evaluation Report (CAPER)

The CAPER is a yearly summary that identifies the specific projects that were funded the previous year. The CAPER also identifies the amount of funds that were budgeted for each project, as well as the demographic information relative to the number of individuals actually served from the project.

Substantial Amendments

A substantial amendment is required if it is necessary to change the use of funds budgeted in an Annual Action Plan or a change in the priorities established in the Consolidated Plan. Criteria for substantial amendments are as prescribed in this document.

PROGRAM DESCRIPTIONS

Entitlement Funds

Programs and services provided by funds issued to the City of Fayetteville by the Department Housing of Urban Development (HUD) are limited to the City's corporate limits.

Community Development Block Grant Funds

CDBG Program is HUD's primary program for promoting community revitalization throughout the city. CDBG funds are used for a wide range of community development activities directed toward neighborhood revitalization, economic development, and improved community facilities and services.

Home Investment Partnership Funds

The HOME program affirms the Federal Government's commitment to provide decent, safe, and affordable housing to all Americans and to alleviate the problems of excessive rent burdens, homelessness and deteriorating housing stocks. HOME provides funds and general guidelines to state and local governments to design affordable housing strategies that address local needs and housing conditions. HOME strives to meet both the short-term goal of increasing the supply and availability of affordable housing and the long-term goal of building partnerships between state and local governments and private and nonprofit housing providers.

Plan Amendments

The City of Fayetteville's E&CD Department shall provide notice to all citizens of any substantial amendments to the Consolidated Plan or Annual Action Plan. A substantial amendment is constituted as:

- A change in allocation priorities or a transfer of funds between programs, the amount of which is greater than 25% of the total funds in the dispersing program;
- When a previously proposed program will be deleted or if a new program is added to the Consolidated Plan or the Annual Action Plan;
- To change the purpose; scope, location, or beneficiaries of an activity.

Such notices shall be limited to the Public Notice section of the newspapers. Sites in the area affected will receive notices whenever possible. Any comments received regarding a substantial plan amendment shall be pursuant to the Comment/Complaints section of this Citizen Participation Plan.

Displacement

The City of Fayetteville's E&CD Department will endeavor to take all reasonable steps to minimize the displacement of persons/households as a result of activities through its programs. Funds shall be allocated through the specific project budget to provide assistance to residents in the event that such displacement does occur. Such assistance will be provided in accordance with the City of Fayetteville Residential Anti-displacement and Relocation Assistance Plan. Affected persons will be provided the required information or citizens may request information regarding anti-displacement and relocation assistance from the E&CD Department.

ACCESS TO RECORDS

Upon request, E&CD Department will provide citizens, public agencies, and other interested parties with reasonable and timely access to information and records relating to the Consolidated Plan, Annual Action Plan, CAPER and any Substantial Amendments. Such records shall include information regarding the City's use of entitlement funding in the five-year period preceding any request.

REVIEW OF THE CITIZEN PARTICIPATION PLAN

Upon completion of any substantial amendment to the Citizen's Participation Plan, the plan will be placed in several locations throughout the City for a period for public review. During the public comment period, citizens are given the opportunity to review and make comments on the plan for a period of thirty days. Any comments relative to the Citizens Participation Plan should be forwarded to the E&CD Department for response. The E&CD Department will respond to each comment in writing thirty days after receipt. All comments received, as part of the public review process, will be attached to the finalized Citizen Participation Plan. Annually, the city is required to complete several reports detailing when and how entitlement funds will be expended for the benefit of citizens of the City of Fayetteville.

SUGGESTIONS AND RECCOMENDATIONS

If you have any suggestions or recommendations regarding the Citizen Participation Plan, you may contact the City of Fayetteville's E&CD Department at:

City of Fayetteville, Economic & Community Development Department
433 Hay Street
Fayetteville, North Carolina 28301
Office: (910) 433-1590
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