



Citizen Participation Plan

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City of
Fayetteville
North Carolina



CITIZEN PARTICIPATION PLAN

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**CITY OF FAYETTEVILLE
COMMUNITY DEVELOPMENT DEPARTMENT**

CITIZEN PARTICIPATION PLAN

INTRODUCTION

The City of Fayetteville, North Carolina, has its legal representative and policy making body in a ten member City Council consisting of the mayor and nine (9) council members. The Fayetteville Redevelopment Commission (FRC) is the primary citizen participation mechanism for the Community Development Block Grant (CDBG) program, the HOME Investment Partnership Program and other Community Development program activities.

PURPOSE AND PHILOSOPHY

The effectiveness of citizen participation is enhanced when both citizens and elected officials are aware of the benefits. One benefit is, of course, the variety of points of view which citizens can bring to local government planning in technical 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. 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 provides for the problem identification, proposing solutions to problems, goal setting, balancing physical and non-physical needs, determining priorities and recommending which proposed projects should become a part of the City's community development program. The FRC enables the city to be in compliance with the Department of Housing and Urban Development (HUD) regulations. Prior to submission of an application, the City will:

- A. Provide citizens with adequate and timely information of funds available for CDBG and HOME activities; the range of activities that may be undertaken and the rules and regulations established by the Department of Housing and Urban Development (HUD). This helps foster meaningful involvement in important decisions at various stages of the program.

- B. 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.
- C. Provide citizens an opportunity to participate through community organizations and at least two public hearings each fiscal year.

The ultimate goal of Fayetteville's citizen participation process is to provide meaningful citizen involvement in the local government process. The FRC will provide citizen input for all community development activities and other concerns.

Resources

To be as well informed as possible, the City Council and FRC are provided the following background and supportive information:

- A. Technical assistance from the Community Development staff.
- B. Periodic on-site observation of Community Development.
- C. Regular project status reports. Program information provided as warranted and progress reports provided annually.

Fayetteville Redevelopment Commission (FRC)

Generally, the FRC meets the second 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.

GENERAL

The purpose of the Citizen Participation Plan is to identify and set forth guidelines that the City of Fayetteville's Community Development Department will follow to ensure that the citizens of Fayetteville are adequately made aware of the services/programs that are financed with entitlement funding from the United States Department of Housing and Urban Development (HUD). The Citizen Participation Plan will specifically address the time and manner in which citizens will be informed and encouraged to participate in the planning process for the expenditure of Community Development Block Grant (CDBG) and HOME Investment Partnership Act (HOME) funds. 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 Citizen Participation will also address how citizens will participate in the development stages of the Consolidated Plan, Annual Action Plan, and the Consolidated Annual Performance Evaluation Report (CAPER) and to each substantial amendment.

Review of the Citizen Participation Plan

All citizens of the City of Fayetteville will be afforded an opportunity to comment on the City of Fayetteville's 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. Upon request, special accommodations will be made for handicapped or non-English speaking individuals to ensure their participation in the public review process. Such accommodations will follow those outlined in the body of this Citizen Participation Plan. Any comments relative to the Citizens Participation Plan should be forwarded to the City of Fayetteville's Community Development Department for response. The Community Development Department will respond to each comment in writing thirty days after receipt. The Community Development Department will endeavor to include citizen comments generated during the public review process into the Citizen Participation Plan whenever possible. 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.

MISSION STATEMENT

The Community Development 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.

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

The Community Development Block Grant (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.

The CDBG program is authorized under Title I of the Housing and Community Development Act of 1974, as amended. The primary objective of the program is to develop viable urban communities. The CDBG program is designed to provide, principally for low to moderate-income persons to have decent housing, a suitable living environment, and expanded economic opportunities. To achieve these goals, the CDBG regulations outline eligible activities and the national objectives that each activity must meet.

The CDBG national objectives are:

- To benefit low and moderate income persons;

- To aid in the prevention or elimination of slum or blight; and
- To meet community development needs to meet a particular urgency

The City is responsible for assuring that each eligible activity conducted under the Community Development Block Grant (CDBG) program meets one of these national objectives.

Home Investment Partnership Funds

The HOME Investment Partnership (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.

HOME was created by the National Affordable Housing Act of 1990 and has been amended several times by subsequent legislation. HOME funds are allocated by formula to grantees to operate the program. Grantees must commit and spend their allocated funds within certain time-frames or they lose the funds.

The intent of the HOME Program is to:

- Provide decent affordable housing to lower-income households
- Expand the capacity of nonprofit housing providers
- Strengthen the ability of state and local governments to provide housing, and
- Leverage private-sector participation

The HOME projects and activities presented in the City's One Year Action Plans must meet the prescribed national objectives. The City is responsible for assuring that each eligible activity conducted under the HOME program meets one of these national objectives.

The Consolidated Plan (CP)

The Consolidated Plan is a strategy 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 Community Development 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 Consolidated Annual Performance Report (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.

The Planning Process

The area included in the entitlement jurisdiction includes those areas that are within the city limits of Fayetteville, North Carolina. In order to ensure that all residents of Fayetteville (particularly minority and low/moderate income residents) 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 Community Development 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.

PUBLIC MEETINGS

Time Frame for Meetings

The Community Development 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. The purpose of these meetings will be to inform the public of the proposed activities for the Consolidated Plan or the One Year Action Plan, 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 usually held between November and January of each year. The subject matter at these meetings will include a discussion of the amount of entitlement funding that the City of Fayetteville expects to receive, the range of activities that may be undertaken with the entitlement funds, and an estimate of the number of low to moderate income persons that will be assisted with the funds.

Additionally, the Community Development staff will explain the current programs underway, as well as solicit comments and ideas relative to the development of new programs/projects to address housing and non-housing needs for the community.

A second series of meetings will typically be held during the first and/or second quarters of each calendar year (March – April). 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. Minimum of (2) 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 is 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 Community Development 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

Prior to the adoption of the Consolidated Plan, One Year Action Plan, or the Consolidated Performance Report (CAPER), the Community Development Department staff will ensure that adequate notice is given to all citizens, public agencies, and interested parties of the public meetings. The Community Development staff will give citizens the opportunity to examine the Consolidated Plan, One Year Action Plan or Consolidated Annual Performance Report (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

The City of Fayetteville Community Development Department will publish a public notice of the proposed Consolidated Plan, One Year Action Plan or Consolidated Annual Performance Evaluation Report (CAPER) in the local newspaper of general circulation. 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 Community Development Department will publish notice in the Public Notice Section of the Fayetteville Observer newspaper. Public notices will include a summary of the Consolidated Plan, One-Year Action Plan or the Consolidated Annual Performance

Evaluation Report that entails the contents and purpose of the list of locations, where entire copies of the document may be examined. Copies of these documents will be made available to interested citizens or groups at their request.

Public Service Announcements

In addition to publication of meeting and public review sites in the Fayetteville Observer, the City of Fayetteville's Community Development Department will also utilize 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. Public Service Announcements (PSA's) will be sent to media sources known to have PSA programming within the Fayetteville area. Sources include:

The Fayetteville Observer	WIDU AM
The Fayetteville Press	WFSS public radio – Fayetteville State University
The Up & Coming Magazine	
Beasley Broadcasting Stations	Timewarner Cable Community Channel
Cumulus Broadcasting Stations	

Mailing List

The City of Fayetteville Community Development Department has developed a mailing list that has the names and addresses of citizens, agencies and interested parties that have expressed an interest in the Community Development Department programs. The City of Fayetteville's Community Development Department uses this mailing list to inform those persons of public meetings and public comment periods. Included on the mailing list are local nonprofits, government agencies, the Continuum of Care and faith organizations.

Email distribution

The City of Fayetteville's Community Development Department has developed 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 Consolidated Annual Performance Evaluation Report (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 Community Development Department and request the service.

Flyer postings and distribution

Notice of public meetings will also be placed in public buildings and commercial establishments near the meeting sites when allowed. In addition, notice will be distributed to area community groups when practical. 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, Consolidated Annual Performance Evaluation Report, 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 of the Consolidated Plan, One Year Action Plan, Consolidated

Annual Performance Evaluation Report, Citizen Participation Plan or any substantial amendment will be placed at no fewer than 10 of the sites identified in the Public Review/Comment Site listing section. The City of Fayetteville's Community Development Department may include other public review sites at its discretion, as it may deem necessary. 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 Community Development 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 Community Development 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 Consolidated Annual Performance Evaluation Report. 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 Consolidated Annual Performance Evaluation Report.

Procedures for Handling Complaints and Comments

The Community Development 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 Community Development 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 (15) days. All comments and responses of significant measure will be included in the Consolidated Plan, One Year Action Plan, or Consolidated Annual Performance Evaluation Report. 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 (i.e., NAACP, the Hispanic/Latino Center, Cumberland County Association for Indian People, Etc.), 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. The City of Fayetteville has developed a Limited English Proficiency Policy (LEP) and Procedure memorandum to help make reasonable steps to provide language assistance for LEP persons seeking meaningful access to City of Fayetteville services as required by Title VI of the Civil Rights Act and Executive Order 13166. A Limited English Proficiency person is one who does not speak English as his or her primary language and who has a limited ability to read, speak, write or understand English.

This policy details procedure regarding how to identify a person who may need language assistance, the ways in which assistance may be provided, training staff, how to notify LEP persons that assistance is available, and information for future plans updates. Details on this policy can be found in the City of Fayetteville Standard Policy Documents number 117.

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.

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990, the City of Fayetteville, North Carolina will not discriminate against qualified individuals with disabilities on the basis of disability in the City's services, programs, or activities.

Employment: The City does not discriminate on the basis of disability in its hiring or employment practices and complies with all regulations promulgated by the U.S. Equal Employment Opportunity Commission under title I of the Americans with Disabilities Act (ADA).

Effective Communication: The City will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in the City's programs, services, and activities, including qualified sign language interpreters, documents in Braille, and other ways of making information and communications accessible to people who have speech, hearing, or vision impairments.

Modifications to Policies and Procedures: The City will make all reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy all City programs, services, and activities. For example, individuals with service animals are welcome in City offices, even where pets are generally prohibited.

Anyone who requires an auxiliary aid or service for effective communications, or a modification of policies or procedures to participate in the City program, service, or activity, should contact the office of Ron McElrath, ADA Coordinator, Voice: 910-433-1696, rmcelrath@ci.fay.nc.us, as soon as possible but no later than 72 hours before the scheduled event.

The ADA does not require the City to take any action that would fundamentally alter the nature of its programs or services, or impose an undue financial or administrative burden.

Complaints that a City program, service, or activity is not accessible to persons with disabilities should be directed to Ron McElrath, ADA Coordinator, Voice: 910-433-1696, rmcelrath@ci.fay.nc.us.

The City will not place a surcharge on a particular individual with a disability or any group of individuals with disabilities to cover the cost of providing auxiliary aids/services or reasonable modifications of policy, such as retrieving items from locations that are open to the public but are not accessible to persons who use wheelchairs.

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. Methods include area mailings, flyers, public services announcements, presentations and newspaper.

Plan Amendments

There are two provisions of the Community Development program that allows the City to make changes to an approved CDBG application. They are: (1) formal amendments requiring HUD approval and (2) amendments totaling less than twenty-five percent (25%) of an approved grant.

Any of these methods of making changes and adjustments to the program requires direct citizen participation. The details of the participation are addressed below:

- A. Formal Program Amendment: these amendments require prior HUD approval before they can be undertaken. A formal amendment is required when project changes equal to or greater than 25 percent (25%) of the annual grant proposed. This kind of change may involve new project changes in the beneficiaries of approved projects, or the accumulation of small changes of 25% or more. A formal public hearing is required to receive citizen comments and opinions on the proposed amendment.
- B. Local Program Amendments: Local amendments are generally those of a minor nature, in that they involve allocations or changes in projects which amount to less than 25% of the annual grant. An accumulation of local amendments during the life of the grant may exceed 25% and thereby require a formal amendment. Citizen Participation in local amendments will be the subject of the normal business of the FRC, based upon recommendations of the Community Development and Housing Division. Upon approval by the City Council, the change may be made immediately and reported to HUD.

When the Fayetteville City Council has established priorities and determined which activities it wishes to carry out, the staff will work up detailed estimates for submission to the Department of Housing and Urban Development.

Displacement

The City of Fayetteville's Community Development Department will endeavor to take all reasonable steps to minimize the displacement of persons/households as a result of activities through its programs. Although the City of Fayetteville Community Development Department does not anticipate displacement of persons/households to occur, 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 City of Fayetteville Community Development Department.

ACCESS TO RECORDS

Upon request, the City of Fayetteville's Community Development Department will provide citizens, public agencies, and other interested parties with reasonable and timely access to information and records relating to the City of Fayetteville 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.

Availability to the Public

The City of Fayetteville's Community Development Department will ensure that copies of the Consolidated Plan, Annual Action Plan and CAPER, and any Substantial Amendments thereof, are available to the public at all times. In addition, citizens may obtain copies of said documents

upon request. In the event that such a request is made by a person with a disability or who is non-English speaking, the City shall ensure that the copies of the requested document is provided in a form accessible to said person. Persons seeking copies of any of the above documents or who desire additional information may contact the City of Fayetteville's Community Development Department.

Suggestion and Recommendations

If you have any suggestions or recommendations regarding the Citizen Participation Plan, you may contact the City of Fayetteville Community Development Department at:

City of Fayetteville, Community Development Department
433 Hay Street, Room 309
Fayetteville, North Carolina 28301
Office: (910) 433-1590
Fax: (910) 433-1592
Website: www.cityoffayetteville.org

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