



# CITIZEN PARTICIPATION PLAN

---

PREPARED BY:  
CUMBERLAND COUNTY  
COMMUNITY DEVELOPMENT

## TABLE OF CONTENTS

|  |          |
|--|----------|
| <b>I. GENERAL</b>  | <b>1</b> |
| Review of the Citizen Participation Plan                                 | 1        |
| <b>II. EXPLANATION OF THE PROCESS</b>                                    | <b>1</b> |
| The Consolidated Plan (Con Plan)   | 2        |
| The Annual Action Plan (AAP)   | 2        |
| The Consolidated Annual Performance & Evaluation Report (CAPER)          | 2        |
| Substantial Amendments   | 2        |
| <b>III. THE PLANNING PROCESS - CONSOLIDATED PLAN, ANNUAL ACTION PLAN</b> | <b>2</b> |
| <b>IV. CITIZEN PARTICIPATION</b>   | <b>2</b> |
| Public Meetings  | 2        |
| Public Meeting Locations   | 3        |
| Public Hearings  | 3        |
| Public Notice  | 3        |
| Newspaper  | 4        |
| Public Service Announcements   | 4        |
| Other Resources  | 4        |
| Public Review/Comment Period   | 4        |
| Public Review Sites  | 5        |
| Comments / Complaints  | 5        |
| Procedures For Handling Complaints & Comments                            | 5        |
| Assisting Non-English Speaking, Disabled & Minority Persons              | 6        |
| Plan Amendments  | 7        |
| <b>V. DISPLACEMENT</b>   | <b>7</b> |
| <b>VI. STAFF SUPPORT &amp; TECHNICAL ASSISTANCE</b>                      | <b>7</b> |
| <b>VII. ACCESS TO RECORDS</b>  | <b>7</b> |
| <b>VII. ADDITIONAL CITIZEN PARTICIPATION REQUIREMENTS</b>                |          |
| <b>LOAN GUARANTEES</b>   | <b>8</b> |
| <b>IX. EXPEDITED CITIZEN PARTICIPATION PROCESS</b>                       | <b>8</b> |
| <b>X. AVAILABILITY TO PUBLIC</b>   | <b>8</b> |

**CUMBERLAND COUNTY COMMUNITY DEVELOPMENT  
CITIZEN PARTICIPATION PLAN  
24 CFR 91.105**

**I. GENERAL**

The purpose of the Citizen Participation Plan is to provide guidelines that Cumberland County, through its Community Development Department (CCCD), will follow to ensure that the citizens of Cumberland County are adequately made aware of: 1) the amount of funding Cumberland County expects to receive, including grants and program income; 2) the range of activities to be undertaken with the funding, and how much is to benefit low-and moderate-income citizens; and 3) the plan to minimize displacement of persons due to CCCD activities and/or the assistance available to persons who are displaced. The Citizen Participation Plan specifically addresses the time frame and manner in which citizens will be informed and encouraged to participate in the planning process for the expenditure of community development funding. The Citizen Participation Plan will also address how citizens will participate in the development stages of the Consolidated Plan, Annual Action Plan, Consolidated Annual Performance and Evaluation Report, and any substantial amendments to each.

**Review of the Citizen Participation Plan** - All citizens of Cumberland County will be afforded an opportunity to comment on Cumberland County's Citizen Participation Plan. Upon the completion of any substantial amendment to the Citizen Participation Plan, the plan will be placed in several locations throughout the County for a period of public review. During the public review period, citizens will be given the opportunity to review and make comments on the plan for a period of 30 days. Upon request, special accommodations will be made for persons with disabilities 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 Citizen Participation Plan should be forwarded to the CCCD office for response. CCCD will respond to each comment in writing within 30 days after receipt. CCCD will endeavor to include citizen comments generated during the public review process into the Citizen Participation Plan, wherever possible. All comments received as part of the public review process will be attached to the finalized Citizen Participation Plan.

**II. EXPLANATION OF THE PROCESS**

Based upon census population and income data, Cumberland County was designated as an entitlement community to receive funding from the U.S. Department of Housing and Urban Development (HUD). As an entitlement community, the County receives an annual allocation or entitlement funding for the development of housing and implementation of other programs to improve the quality of life of the residents of Cumberland County. The areas included within the participating jurisdiction include the unincorporated areas of the County (outside the city limits of Fayetteville), Town of

Eastover, Town of Falcon, Town of Godwin, Town of Hope Mills, Town of Linden, Town of Spring Lake, Town of Stedman, and the Town of Wade. HUD requires several reports detailing when and how the entitlement funds will be expended for the benefit of the citizens of Cumberland County. Those reports are:

- **The Consolidated Plan (Con Plan)** - 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 Annual Action Plan (AAP)** - The Annual Action Plan is a yearly update of the Consolidated Plan in which CCCD identifies specific projects that will be funded from each of the entitlement programs for a particular fiscal year;
- **The Consolidated Annual Performance and Evaluation Report (CAPER)** - The Consolidated Annual Performance and Evaluation Report is a yearly summary that identifies the specific projects that were funded the previous program year. The CAPER also identifies the amount of funds that were budgeted for each project, the amount of funds that have been expended to date for the particular 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. See Section IV, Plan Amendments, of this document for the complete criteria established by CCCD which constitutes a substantial amendment.

### **III. THE PLANNING PROCESS - CONSOLIDATED PLAN/ANNUAL ACTION PLAN**

The geographic area included in the participating jurisdiction totals approximately 600 square miles. In order to ensure that all residents of Cumberland County (particularly minority and non-English speaking residents, disabled residents and low and moderate income persons) are afforded the opportunity to participate in the planning and development process of the Con Plan and AAP, public meetings will be held at the most appropriate locations which provide coverage across the County. CCCD will make special efforts to consult with the Fayetteville Metropolitan Housing Authority, as well as other organizations and agencies representing and serving low to moderate income citizens, or those with special needs, during the consolidated planning process. These consultations will be used to gain information on the needs and priorities of their client groups and for suggestions of projects to be funded under the Community Development Program.

## **IV. CITIZEN PARTICIPATION**

### **Public Meetings**

CCCD will hold a series of public meetings each year in order to solicit citizen input into the planning and development process of the Con Plan and AAP. The purpose of these meetings will be to inform the public of proposed activities for the Con Plan or the AAP, allow citizens an opportunity to comment on the proposed activities prior to adoption of the Plan, and review the performance of the program.

All public meetings will generally be held between 4:00 p.m. and 7:30 p.m., or at a time which will accommodate the specific needs of the community. The first series of meetings will usually be held during the fourth quarter of each calendar year (October - December). The subject matter at these meetings will include a discussion of the amount of entitlement funding that Cumberland County expects to receive, the range of activities that may be undertaken with the entitlement funds, and an estimate of the number of low and moderate income persons that will be assisted with the funds. Additionally, CCCD staff will be present to 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.

The second series of meetings will typically be held during the first and/or second quarters of each calendar year (February - April). At least one of these meetings will be held in conjunction with a regular meeting of the governing body prior to its adoption of the Con Plan or AAP.

### **Public Meeting Locations**

Public meetings will be held at several locations throughout the County to ensure that each of that all geographic regions of the County are covered. Primary locations, which may be used on a regular basis, include town halls and recreation centers. Additional locations may also be used at CCCD's discretion. Adequate notice of such meeting locations, dates, and times will be given prior to the meeting pursuant to the Public Notice provision of this Citizen Participation Plan.

### **Public Hearings**

Whenever the public meeting dates coincide with one of the governing body's meeting dates, the governing body will be asked to participate. A minimum of two (2) public hearings will be held each year before the governing body. The subject matter of these hearings will be to inform the public of proposed activities for the Con Plan or the AAP, allow citizens an opportunity to comment on the proposed activities prior to adoption of the Plan, and review the performance of the program.

### **Public Notice**

Prior to the adoption of the Con Plan, AAP, or CAPER, CCCD will ensure that adequate notice is given to all citizens, public agencies, and interested parties of all public

meetings to give citizens an opportunity to examine the documents and submit comments on the content of each. Notice of all public meetings shall be given at least two (2) weeks prior to the meeting date or review period. Such notice will be accomplished using the following methods:

**1. Newspaper**

CCCD will publish notice of the availability for review of the proposed Con Plan, AAP, or CAPER, to include the location of any public meetings and/or sites and where the document may be reviewed, in one or more newspapers of general circulation. At a minimum, CCCD will publish notice in the Public Notice Section of the *Fayetteville Observer*. Such notice shall include a summary of the Con Plan, AAP, or CAPER, the contents and purpose of the document, and a list of locations where entire copies of the document may be examined. Copies of the Con Plan, AAP, or CAPER will be provided to interested citizens or groups, at their request.

**2. Public Service Announcements**

In addition to publication of meeting and public review sites in the *Fayetteville Observer*, CCCD will utilize public service announcements to advise citizens, agencies, and interested parties of public meetings and public review/comment periods concerning any of the above mentioned documents. Said public service announcements will be sent to media sources whose distribution or service area encompasses Cumberland County.

**3. Other Sources**

Notice of public meetings and public review sites will also 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;
- Distributed to area community groups and places of worship, when practical;
- Placed on the County website and other social media sites in accordance with County policy; and
- Specifically marketed to community groups that serve minorities, non-English speaking citizens, and persons with disabilities.

**Public Review and Comment Period**

Before the adoption of the Con Plan, AAP, 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 of the Con Plan, AAP, CAPER, Citizen Participation Plan or amendment will be placed at no fewer than 10 of the sites identified below. CCCD may include other public review sites at its discretion as it may deem necessary. The public review period for each aforementioned document is as follows:

**Citizen Participation Plan  
Consolidated Plan  
Annual Action Plan  
Consolidated Annual Performance  
and Evaluation Report  
Plan Amendments**

No less than 30 days  
No less than 30 days  
No less than 30 days  
  
No less than 15 days  
No less than 30 days

**Public Review Sites**

The following public review sites will be utilized for placement of documents during a public review/comment period. CCCD may add or delete certain review sites at its discretion.

**MONDAY THRU FRIDAY, 9:00 am - 5:00 pm**  
**(unless otherwise noted)**

**Cumberland County Community Development**  
245 Person Street (2nd Floor), Fayetteville, NC

**Beaver Dam Elementary School (7:30 am - 3:30 pm)**  
Highway 210, Roseboro, NC

**Falcon Town Hall**  
Hwy 82/Southwest St, Falcon, NC

**Godwin Town Hall**  
4924 Markham Street Godwin, NC

**Gray's Creek Recreation Center**  
2964 School Rd, Hope Mills, NC

**Hope Mills Town Hall**  
5770 Rockfish Road, Hope Mills, NC

**Linden Town Hall**  
9456 Academy Street, Linden, NC

**Spring Lake Town Hall**  
300 Ruth Street, Spring Lake, NC

**Stedman Town Hall**  
5110 Front Street, Stedman, NC

**Wade Town Hall**  
Hwy 301 North, Wade, NC

**MONDAY THRU SUNDAY\*, (VARIOUS HOURS )**  
**(\*Sunday hours available at select sites)**

**Main Branch Library**  
300 Maiden Lane, Fayetteville, NC  
(Mon - Thur, 9:00 am - 9:00 pm; Fri & Sat, 9:00 am - 6:00 pm; Sun, 2:00 pm - 6:00 pm)

**East Regional Library**  
4041 Clinton Rd, Fayetteville, NC  
(Mon-Thur, 9:00 am- 9:00 pm; Fri & Sat, 9:00 am-6:00 pm; Sun, 2:00 pm- 6:00 pm)

**Hope Mills Branch Library**  
3411 Golfview Road, Hope Mills, NC  
(Mon - Wed, 9:00 am - 9:00 pm; Thur - Sat, 9:00 am - 6:00 pm)

**North Regional Branch Library**  
855 McArthur Road, Fayetteville, NC  
(Mon-Thur, 9:00 am-9:00 pm; Fri & Sat, 9:00 am-6:00 pm; Sun, 2:00 pm- 6:00 pm)

**Spring Lake Branch Library**  
101 Laketree Blvd., Spring Lake, NC  
(Mon – Wed, 9:00 am - 9:00 pm; Thur - Sat, 9:00 am - 6:00 pm)

### **Comments/Complaints**

CCCD shall consider all comments received, either orally or in writing, at the public meetings relative to the development of the Con Plan, AAP, and CAPER. A summary of all citizen comments or views received (including those comments not accepted and reasons therefore) shall be attached to the final adopted version of the Con Plan, AAP, and CAPER.

### **Procedures for Handling Comments/Complaints**

CCCD 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 County Management for review and any recommended course of action. The response will be made within fifteen (15) days. All comments and responses of significant measure will be included in the Con Plan, AAP, and the CAPER. 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.

### **Assisting Minorities and Non-English Speaking Persons, Persons with Disabilities, and Low- and 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. In addition, outreach efforts will be made specifically in neighborhoods where census data indicates a concentration of minorities.

#### **Non-English Speaking Persons**

To the maximum extent feasible, CCCD will accommodate the needs of non-English speaking residents. In all newspaper advertisements and mailings for public meetings/hearings, contact information to request services, such as an interpreter, will be provided. All accommodation requests should be made five (5) business days prior to the advertised public meeting/hearing. However, if a request is made within the five (5) business days, every reasonable effort will be made to provide the needed service.

#### **Persons with Disabilities**

CCCD 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. Individuals requesting reasonable accommodations for public meetings/hearings should do so five (5) business days prior to the advertised meeting.

However, if a request is made within the five (5) business days, every reasonable effort will be made to accommodate the request.

#### Low- and Moderate-income Persons

Specific outreach and marketing efforts will be made by distributing notices in neighborhoods where census data indicates a concentration of low- and moderate-income persons. Outreach efforts will also be made through agencies and organizations that serve low- and moderate-income persons such as the Department of Social Services, the Public Health Department, etc.

#### Plan Amendments

CCCD shall provide notice to all citizens of any substantial amendments to the Con Plan or the AAP. A substantial amendment is constituted as:

1. 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;
2. When a previously proposed program will be deleted or if a new program is added to the Con Plan or the AAP;
3. To change the purpose, scope, location, or beneficiaries of an activity.

Such notice shall be limited to the newspapers identified in the Public Notice section of this Citizen Participation Plan. 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.

### V. DISPLACEMENT

CCCD will endeavor to take all reasonable steps to minimize the displacement of persons/households as a result of activities conducted through its programs. Although CCCD 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 CCCD's 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 CCCD office.

### VI. STAFF SUPPORT & TECHNICAL ASSISTANCE

Upon request, CCCD staff will meet with neighborhood groups or advocacy interest groups to obtain their views on housing and non-housing needs. CCCD staff shall provide technical assistance to these groups in the form of either group or one-on-one meetings, as appropriate. The subject matter of these meetings may consist of training on non-profit development, capacity building activities, or any other area that is needed. The staff will assist low/moderate income individuals and/or groups that serve low/moderate individuals with the development of proposals and/or completion of

applications for any program CCCD may offer that is funded through the entitlement programs.

## **VII. ACCESS TO RECORDS**

Upon request, CCCD will provide citizens, public agencies, and other interested parties with reasonable and timely access to information and records relating to Cumberland County's Con Plan, AAP, or CAPER. Such records shall include information regarding Cumberland County's use of entitlement funding in the five-year period preceding any request.

## **VIII. ADDITIONAL CITIZEN PARTICIPATION REQUIREMENTS: LOAN GUARANTEES**

In addition to complying with the requirements of the Citizen Participation Plan, the County will comply with the regulations contained in 24 CFR Part 570.700 Subpart M - Loan Guarantees. In order to afford all citizens the opportunity to review the contents of any loan guarantee application, the County will observe the following process:

1. Publish community-wide a public notice informing affected citizens of the County's intent to submit a loan guarantee application.
2. Citizens will be allowed to review and make comments on the proposed application for a 15-day period.
3. During the 15-day comment period, a Public Hearing will be held before the Board of County Commissioners affording any citizens who wish to comment the opportunity to do so.
4. All comments received will be considered and responded to, in accordance with the appropriate section in the Citizen Participation Plan. In the event any such comments are deemed critical to protecting the interest of the citizens in the affected area, the applications will be modified to reflect the proposed changes prior to the release of the final application.

## **IX. EXPEDITED CITIZEN PARTICIPATION PROCESS**

In the event of any occurrence of a natural disaster in which Cumberland County has been identified as a Federally Declared Disaster Area, CCCD will provide for the following process:

1. Will furnish to the public any proposed program amendments related to disaster relief or recovery activities which will include the location of proposed activities and related funding sources and uses; and

2. Will provide the public with a 10-day review and comment period prior to the approval of any program amendments by the Board of County Commissioners.

## **X. AVAILABILITY TO PUBLIC**

CCCD shall ensure that copies of the Con Plan, AAP, 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, CCCD shall ensure that the copies of the requested document are provided in a form accessible to said person. Persons seeking copies of any of the above documents or who desire additional information may contact:

### **Cumberland County Community Development**

Hours of operation: Monday – Friday, 8:00 a.m. to 5:00 p.m.

Phone: (910) 323-6112 Fax: (910) 323-6114

Website: [www.co.cumberland.nc.us/community\\_dev.aspx](http://www.co.cumberland.nc.us/community_dev.aspx)

#### **In person:**

245 Person Street, 2nd Floor  
Fayetteville, NC 28301

#### **By mail:**

Post Office Box 1829  
Fayetteville, NC 28302-1829