

## **CITY OF GREENVILLE CITIZEN PARTICIPATION PLAN**

The City of Greenville's Citizen Participation Plan ensures continuity of citizen involvement in the planning, development, implementation and assessment of programs funded through the Community Development Division. The plan's intent is to provide citizens with a better understanding of their role in the process and the steps they can take to become more active in all aspects of the City's Community Development Program. The Citizen Participation Plan is reviewed each year and updated to reflect any changes.

The purpose of the Citizen Participation Plan is to encourage citizen input, particularly for the City's low-to-moderate income persons. Community Development Division programs and services benefit Greenville's low-to-moderate individuals and neighborhoods. The neighborhoods are termed "Special Emphasis Neighborhoods". The Community Development Division will encourage full participation of residents in the process of developing and implementing the Consolidated and Annual Action Plans, CAPER, and neighborhood plans.

The City of Greenville's Community Development Division coordinates the planning and administration of Community Development Block Grant (CDBG) and HOME Investment Partnership Funds. As the entitlement jurisdiction, Community Development provides structure and shapes programmatic services for low-to-moderate income households. In order to meet local capacity, the Community Development Division partners with nonprofits, Community Housing Development Organizations (CHDOs), Community-Based Development Organizations (CBDOs), Community Development Corporations (CDC), City departments, contractors, faith-based organizations, lenders, and charities. Community Development connects employment, housing, education, and training into a network of resources to redevelop and revitalize Greenville's lower income neighborhoods.

### **Access to Information and Records**

The City of Greenville's Citizen Participation Plan is available for public review on the City's web site, ([www.greatergreenville.com](http://www.greatergreenville.com)), Community Development Office, City Hall, 206 S. Main Street, 6<sup>th</sup> Floor, and Greenville County Main Library, 25 Heritage Place. The Community Development Division's office hours are 8:00 a.m. to 5:00 p.m., Monday through Friday. Copies can be requested by mail or phone. Residents can call 864.467.4570 or mail request to City of Greenville, Community Development Division, P.O. Box 2207, Greenville, SC 29602.

Information and records open to the public are located in the Community Development Office, 206 South Main Street, 6<sup>th</sup> Floor. Confidential materials cannot be reviewed by the

public. Those materials include citizen's personal identity information. Information can be requested by mail to: City of Greenville; Community Development Division; P. O. Box 2207; Greenville, SC 29602

### **Notice of Public Hearing**

All public notices will be published seven (7) and posted ten (10) days before each public hearing. Announcements are published in the non-legal section of the *Greenville News* and other publications. The advertisement will include meeting subject, time, location, and direction for special accommodations. Additional notices are posted in the community centers, on the City's cable channel, and through the neighborhood associations. Notices will be provided in Spanish and in Spanish-speaking outlets. Persons with special accommodations must notify the City five (5) business days prior the public hearing. This gives the City adequate time to provide the needed accommodations.

### **Access to Meetings**

All public hearings/meetings will be held at times and locations convenient to the public. Special accommodations will be provided as requested.

### **Complaints and Grievances**

Complaints and grievances are handled in a timely and professional manner. All complaints reviewed by the Community Development Administrator. A response is prepared in an effort to address the complaint. Written responses to complaints regarding the Consolidated Plan, Annual Action Plan, CAPER, amendments, and general grievances will be made within fifteen (15) days after receipt of the complaint. Written grievances should be addressed to: City of Greenville; Community Development Division; P.O. Box 2207; Greenville, SC 29602.

### **Technical Assistance**

Technical Assistance is provided upon request. Assistance may include information on housing, demographics, and explanation of Community Development's programs and services. Community Development staff works closely with the neighborhood associations to foster community pride and empowerment.

The City routinely issues Request For Proposals (RFP) for services that support its goals and programs. Funding applications are made available upon request, announced in media outlets, and mailed to existing and potential partner agencies. Staff announces and facilitates funding workshops to assist potential applicants. The Community Development Advisory Committee (CDAC) reviews and evaluates these applications to help determine funding allocations and provide feedback.

## **Community Development Advisory Committee (CDAC)**

The Community Development Advisory Committee (CDAC) is a critical component of the public participation process. CDAC is a resident advisory committee that works closely with the Community Development Division. The committee provides assistance to the Community Development staff in the planning, development, implementation, and assessment of all CDBG and HOME projects proposed and/or funded. The Advisory Committee reviews and evaluates housing development and public service proposals; then, make recommendations to City Council for final approval. The twelve (12) person committee is comprised of:

- ▶ Ten (10) neighborhood representatives from the Viola, Green Avenue, West Greenville, Southernside, and Greenline-Spartanburg Neighborhoods. The neighborhood will have no more than two (2) representatives. The neighborhoods represent communities the City is focusing its financial and staff resources.
- ▶ One (1) public housing representative.
- ▶ Three (3) mayoral appointees.

## **Public Participation**

The Community Development Division will have at least two (2) public meetings each year to obtain citizen's input, information on the neighborhoods and funding proposals.

### ***Consolidated Plan and One Year Action Plan***

The Consolidated Plan is the City's five-year comprehensive plan addressing housing, homelessness, and recommendations for eliminating homelessness and increasing minority homeownership, non-housing community development needs. The Consolidated Plan recommends creative approaches to housing, economic, and quality of life – HUD's national objectives. The plan contains goals, implementable strategies and objectives (benchmarks).

Steps to developing the Consolidated Plan:

1. Community Development Division conducts its Neighborhood Needs Assessment with the neighborhood residents. Notices are mailed to the neighborhood association presidents, residents who have attended previous public hearing/meetings, and placed in The Greenville News. Additional notices are posted on the City's cable channel and community centers.
2. Consultations are facilitated with existing and potential partners to identify strategies to address needs identified by residents.
3. The proposed activities and budget are presented to the CDAC and City Council for review and adoption.

4. The public hearing is for the public to provide feedback on the proposed activities and budget. A draft of the Consolidated Plan is made available for review in the Community Development Office, City Hall, 206 S. Main Street, Greenville, SC from 8:00 a.m. to 5:00 p.m., Monday through Friday; Greenville County Hughes Library; 25 Heritage Place, and the City's community centers. Summaries are provided during the public hearing. The public hearing is held 30 days or more prior to final submittal to the U.S. Department of Housing and Urban Development's Columbia Office. The 30 day comment period gives the residents opportunity to submit their comments in writing to: City of Greenville; Community Development Division; P. O. Box 2207; Greenville, SC 29602. The comments from the meeting minutes are summarized in the final document along with the sign-in sheets. All written comments are included. The final document is due to HUD's Columbia Office on or before May 15 every five (5) years.

### ***Annual Action Plan***

The Annual Action Plan is a one year strategy for accomplishing the Consolidated Plan. Although the Action Plan mirrors the Consolidated Plan, it is flexible to adapt to community changes and needs. The CDAC and City Council reviews and evaluates the proposed activities and budget in the Annual Action Plan before adoption. A draft of the Annual Action Plan is made available for review in the Community Development Office, City Hall, 206 S. Main Street, Greenville, SC from 8:00 a.m. to 5:00 p.m., Monday through Friday; Greenville County Hughes Library; 25 Heritage Place, and the City's community centers. Summaries are provided during the public hearing. Similar to the Consolidated Plan, there is a 30 day or more comment period. Residents are encouraged to submit comments to: City of Greenville, Community Development Division, P. O. Box 2207, Greenville, SC 29602. Comments are included as part of the final document submitted to HUD's Columbia Office. The final document is due on or before May 15 each year.

### ***Consolidated Annual Performance Evaluation Report (CAPER)***

The CAPER is an acronym for Consolidated Annual Performance Evaluation Report. It is an evaluation tool or report card. The document is a progress report on how the City has administered its CDBG and HOME allocations. CAPER compares the program year's accomplishments to the proposed activities stated in Annual Action Plan. The plan highlights Community Development Division's accomplishments as well as conducts self evaluation of our internal programs and service delivery. It is also a critical part of the planning process.

The CAPER Public Hearing is scheduled 15 days or more before final submittal to HUD's

Columbia Office. There is a 15 day comment period. A draft of the CAPER is made available for review in the Community Development Office, City Hall, 206 S. Main Street, Greenville, SC from 8:00 a.m. to 5:00 p.m., Monday through Friday; Greenville County Hughes Library; 25 Heritage Place, and City the community centers. Summaries are provided during the public hearing. All comments are recorded and placed in final document. The report is submitted September 30 each year.

### *Neighborhood Mater Plans and other neighborhood/community strategies*

The City, as needed, develops and/or facilitates master plans and strategies in partnership with the neighborhood residents and other stakeholders. The City will mail post cards to the impacted residents, property owners, and stakeholders announcing the meeting topic, location, and time. Additional postings are made available on the City's cable channel and in the community centers. Typically, there are several meetings and a final presentation to share recommendations identified from the resident and stakeholder consultations. The recommendations are presented and later adopted by City Council. There are occasions where recommendations and or plans are presented to the Greenville County Planning Commission for approval before going to City Council. Council still has final approval.

### **Substantial Amendments**

The City, under certain circumstances, may amend its Consolidated and Annual Action Plans. An amendment can occur after the public hearing or the plan has been adopted by City Council. If the City decides not to implement an activity stated Consolidated or Annual Action Plan, or implements a new CDBG or HOME activity, or makes a substantial changes in the scope of the proposed activity, or a budget transfer from one activity to another, an amendment is required. The budget transfer must exceed ten (10) percent of the current year's CDBG or HOME budget

Prior to the amendment, the City will publish and post its public notice announcing the proposed change. The process allows the public a 30 day comment periods. After considering any public comments received in writing or orally, the Community Development Administrator will request approval of amendments by the City Manager. The City Manager will determine which changes require Finance Committee and City Council approval. Once changes have been adopted, the City will submit to HUD a description of the adopted changes. A summary of any public comments or views will be attached to the amendment. The letter advising HUD of the change will require the signature of the City Manager.

Budget transfers within accounts of the same project budget are not considered substantial and do not require public notice. Budget transfers less than ten (10) percent of the current year's Community Development Budget from one project to another do not require public

notice.

### **Anti-Displacement**

It is the policy of the City of Greenville to make all reasonable efforts to ensure that activities undertaken with CDBG and HOME Program funds will not cause unnecessary displacement. The City will continue to administer the CDBG and HOME Programs in such a manner that careful consideration is given during the planning phase to avoiding displacement. Displacement of any nature shall be reserved as a last resort action necessitated only when no other alternative is available and when the activity is determined necessary in order to carry out a specific goal or objective that is of benefit to the public.

If the displacement is precipitated by activities that require the acquisition (either in whole or in part) or rehabilitation of real property directly by the City of Greenville or an agent, all appropriate benefits as required by the Uniform Relocation Assistance and Real Property Acquisition Policies' Act of 1970 and amendments. The "Uniform Act" or the Residential Anti-displacement and Relocation Assistance Plan under Section 104 (d) shall be provided to the displaced person or persons. Information about these programs will be provided to all persons who may potentially be displaced in the form of informational brochures on these programs and explained in detail by the City's Relocation staff.

These policies are more specifically outlined in the City's Community Development Displacement Relocation Policy which details the Residential Anti-Displacement and Relocation Assistance Plan. This document is available for public review in the Community Development Office, City Hall, 206 South Main Street, 6<sup>th</sup> Floor, Greenville, SC from 8:00 a.m. to 5:00 p.m., Monday through Friday.