

CITIZEN PARTICIPATION PLAN

The Citizen Participation Plan for the City of Greenville shall be applicable to the Community Development Block Grant (CDBG), the Home Investment Partnership (HOME) and Housing Opportunities for Persons with AIDS (HOPWA) Programs under the Department of Housing and Urban Development (HUD) Consolidated Submission.

I. Background Information

The Consolidated Planning document as required by HUD coordinates the Community Development Block Grant (CDBG), HOME and Housing Opportunities for Persons with AIDS (HOPWA) Program submission requirements into one consolidated planning document. The consolidated planning process also encourages citizen participation in all aspects of the community development process.

The *purpose of HUD's* Community Development Programs is to develop viable urban communities including decent housing, foster suitable living environments, and expand economic opportunities principally for persons of low and moderate-income.

II. Purpose

The City of Greenville has established a Citizen Participation Plan that will ensure 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 purpose of the Citizen Participation Plan is to gain citizen input of low-to-moderate income persons, particularly those living in slum and blighted areas where CDBG, HOME and HOPWA funds are proposed to be used, and by residents of predominantly low and moderate-income neighborhoods defined as Special Emphasis Neighborhoods by the City of Greenville's Community Development Division. The Community Development Division shall also encourage, in conjunction with the Greenville Housing Authority, the participation of residents of assisted housing developments in the process of developing and implementing the consolidated plan.

The City believes that informed and interested citizens are essential to the success of the City's Community Development Program and recognizes the importance of citizen input to effectively administer the CDBG, HOME and HOPWA Programs.

III. Structure

The Citizen Participation Plan shall include the following components:

Public Hearings

Participation in Consolidated Plan Development

Community Development Advisory Committee

A. Public Hearings

1. At least two (2) of the following public hearings will be held during the year:

- a. *Consolidated Plan Application Hearing*

A public hearing shall be held to obtain views of citizens on the proposed Consolidated Plan which contains a five-year Strategic Plan and a One-Year Action Plan detailing the following: the amount of assistance the jurisdiction expects to receive (including grant funds and program income) and the range of activities that may be undertaken, including the estimated amount that will benefit persons of low-to-moderate income.

The public hearing shall be held prior to the review and consideration of the Consolidated Plan and One Year Annual Action Plan by City Council.

- b. *Consolidated Annual Performance and Evaluation Report (CAPER) Public Hearing*

A public hearing shall be held as a part of the development of the CAPER to assess program progress and performance and review the annual performance report to be submitted to HUD.

- c. *Housing and Community Development Needs Assessment Public Hearing (in conjunction with development of the Consolidated Plan)*

A public hearing shall be held to obtain the views of citizens on housing, and community development needs, including priority non housing and community development needs.

2. Times and Locations of Public Hearings

All public hearings shall be held at times and locations convenient to the public. Special consideration will be given to the accessibility of public hearings to handicapped individuals.

3. Notices of Public Hearings

- a. The Community Development Division will, approximately ten (10) days prior to each public hearing, publish a notice in the non-legal section of the newspaper of general circulation (*the Greenville News*) which contains time, place, and procedures of the hearing, and topics to be considered. Such notices may also be published in minority and non-English language newspapers of general circulation, where they exist.
- b. In addition to the published notice: The Community Development Division will make reasonable efforts to provide notices on the City's website, community centers, neighborhood association meetings, etc., in low and moderate income communities.

Participation in Consolidated Plan Development

0. At least two meetings with low and moderate income neighborhood residents shall be held prior to the development of the Consolidated Plan to obtain information on needs, views, and recommendations from residents.
1. Meetings shall be held with the neighborhood residents at times and locations convenient to the residents.
2. Notices of meetings shall be made available to the residents through one or more of the following methods:
 - a. Flyers indicating the time, place, date, and purpose of the meeting.
 - b. Notices posted at community centers and other public facilities.
 - c. Letters to neighborhood associations and other interested parties requesting notification.
4. All notices shall be given at least seven (7) days prior to the

meeting date.

0. Proposals and suggestions for Community Development projects shall also be received throughout the year from neighborhood groups and associations.
0. Prior to the adoption of the Consolidated Plan, the City of Greenville will make available to citizens, public agencies, and other interested parties, information that includes the amount of assistance the jurisdiction expects to receive including, grant funds and program income and the range of activities that may be undertaken, including the amount that will benefit persons of low and moderate-income.

C. Community Development Advisory Committee

1. Responsibility

Utilizing public hearings, neighborhood meetings, and personal contacts with leaders of religious organizations, civic groups and other service organizations within the geographical areas, the Community Development Advisory Committee:

- . Reviews proposals as received from public hearings, neighborhood meetings, area agencies, and individuals.
- a. Uses identified community priority needs to recommend funding for subrecipient proposals.

2. Composition

The Community Development Advisory Committee shall be comprised of fifteen (15) members. Composition of the Advisory Committee shall include the following:

- a. Neighborhood representatives - 11
- b. Public housing representative - 1
- c. Appointments by the Mayor - 3

Eleven (11) neighborhood representatives shall be elected from the eleven (11) Community Development areas with planned or proposed activities as listed:

Greater Sullivan, Green Avenue, Greenline-Spartanburg, Haynie-Sirriner, Nicholtown, Greater Pleasant Valley, Southernside, Sterling, Viola, West End and West Greenville

NOTE: As other City Special Emphasis neighborhoods develop capacity for representation through their associations, the bylaws will be amended to include their participation.

3. Meetings

Unless otherwise specified, all meetings of the Community Development Advisory Committee (CDAC) shall be held as needed in City Hall, 206 S. Main Street. Meetings may be held on a more frequent basis during the consolidated planning process.

0. Notices of Meetings

All meetings of the CDAC shall be open to the public. Notices of such meetings will be publicized in the City's weekly calendar meetings. Information regarding meeting dates, times, and locations may be obtained by contacting the Community Development office at 864-467-4570 or by consulting the City's website at <http://www.greenvillesc.gov>.

1. Review of Proposals

Regular meetings of the CDAC shall serve for the solicitation of views regarding actions/activities, dissemination of information, and review of projects/proposals. Technical assistance shall be provided to the CDAC in the review of all proposals for funding.

6. Evaluation

The CDAC shall be responsible for:

- a. Monitoring the progress of the Community Development Program; and,
- b. Evaluating the usefulness and effectiveness of individual projects, where needed; and,
- c. Marketing programs and services in the Special Emphasis Neighborhoods.

To accomplish this task, the CDAC will:

1. Review the objectives of the Consolidated Plan's One Year Action Plan and develop appropriate performance indicators;
2. Evaluate the activities of the Community Development Program against those performance indicators; and,
3. Review the progress reports and suggestions for Community Development Program improvements.

IV. Bylaws

Bylaws have been established to provide governing rules and regulations for the Community Development Advisory Committee. These bylaws include membership and attendance requirements, operating procedures, conduct of meetings, staffing, etc. The bylaws are included with this Citizen Participation Plan as Attachment 1.

V. Citizen Participation Requirements

A. Generally

1. *The Community Development Program will provide citizens an adequate opportunity to participate in an advisory role in all aspects of the Consolidated Plan Development.*

This will be accomplished through the neighborhood meetings, public hearings, Community Development Advisory Committee, and continual feedback received from citizens during the program year.

2. *Citizen participation will be conducted in an open manner with freedom of access.*

All meetings of the Community Development Advisory Committee will be open to the public to observe the proceedings of the meeting. Procedures for notification of such meetings shall be outlined in item 4 below. Adequate information will be submitted on all formal meetings.

3. *The Community Development Advisory Committee will have representation of low and moderate-income citizens and members of minority groups and encourage participation of residents of public and assisted housing.*

The Community Development Advisory Committee will also encourage representation of the elderly, handicapped, business

community, and concerned civic groups.

4. *Citizens will be provided adequate and timely information.*

Adequate and timely information will be ensured by public notices in newspapers of general circulation, public hearings, community-wide meetings, neighborhood meetings, direct citizen contact by Community Development staff, mailing of notices, flyers, promotional information and notices posted prominently in the affected neighborhoods. Additionally, notices regarding the regularly scheduled meetings of the Community Development Advisory Committee will be posted in the City's weekly calendar.

0. *In the Consolidated Plan development and throughout the program year views and proposals will be encouraged from citizens, particularly low and moderate-income persons and residents of minority neighborhoods.*

Comments and proposals from citizens will be taken throughout the program year. Comments and proposals will be urged especially at times of neighborhood meetings, community-wide meetings, public hearings and Consolidated Plan development. Responses to written proposals will be provided within thirty (30) days after receipt of such proposals in final form.

. Citizens will be involved in the development of the annual Consolidated Plan application.

The identification of community development and housing needs and the establishment of priorities will be requested from neighborhood associations and from citizens at-large.

a. Citizens will be involved in the development of the Consolidated Plan's Five-Year Strategic Plan of Goals and Objectives.

The identification of community development housing and non-housing needs and the establishment of priorities will be requested by the neighborhood associations and the citizens at-large.

c. A summary which describes the contents and purpose of the five year Strategic Plan and the One Year Action Plan will be published in *The Greenville News* in the non-legal section. Copies of the Consolidated Plan will be provided at the Community Development Office, the Greenville County

Public Library, and the City of Greenville Neighborhood Community Centers.

- d. The City will consider any comments or views of citizens received in writing, or orally, at the public hearings, in preparing the final Consolidated Plan. A summary of these comments or views not accepted and the reasons therefore, shall be attached to the final Consolidated Plan.

6. *Citizens will have the opportunity to participate in an advisory role in policy decisions regarding program implementation.*

Dependent upon the activities in various areas, advice from the neighborhood associations and citizens at-large regarding the progress of the program will be made possible by means of direct contact with the Community Development staff.

7. *Citizens will be given the opportunity to assess and submit comments on the following aspects of performance:*

- a. The performance of the Community Development Program;
- b. The performance of the grantee;
- c. The performance of the contractors; and,
- . The achievement of objectives.

Citizens will be given access to the CAPER for review in the Community Development Division, 5th floor, City Hall, 206 South Main Street, Greenville, S.C., 8:00 a.m. to 5:00 p.m., Monday through Friday. Citizens will be provided fifteen (15) days to submit comments in writing prior to the reports submission to HUD. A summary of all comments or views received in writing or orally from the public hearing shall be attached to the performance report.

The opportunity for additional assessment and submission of comments will be provided through participation by the neighborhood associations and the CDAC, as well as on an individual basis.

8. *Complaints will be answered in a timely and responsive manner.*

Written responses to complaints regarding the Consolidated Plan, amendments, the annual performance report, and general

grievances will be made within fifteen (15) days after receipt of the complaint. All complaints shall be handled professionally, reviewed by the Administrator, and responded to in a manner which shall attempt to resolve the issue.

Written grievances shall be addressed to:
City of Greenville
Community Development Division
P.O. Box 2207
Greenville, SC 29602

Or hand delivered to:
City of Greenville
5th floor
206 S. Main Street
Greenville, SC 29601

0. *The Community Development Program will provide technical assistance to further encourage citizen participation.*

To facilitate citizen participation, the staff and resources of the Community Development Division are available to any appropriate neighborhood association. Such assistance may include information on housing conditions and neighborhood demographics. This assistance will ensure that any such group may adequately participate in the planning, implementation, monitoring and evaluation of the Community Development Program.

Also, the City maintains a mailing list which will be used in sending out applications for funding. This list contains community and neighborhood groups which serve the residents of the City of Greenville. In addition, applications will be made available upon request to any group/agency not on that list. Feedback on the application from staff will be encouraged so that applicants are provided with assistance filling out the application and determine eligible and appropriate activities.

10. *Availability to the public*

Copies of the Citizen Participation Plan, the proposed and approved Consolidated Plan, substantial amendments, and the annual performance report will be made available for review to all citizens. Copies will be made available for review at the Community Development Division office, 5th floor, City Hall, 206 South Main Street, Greenville, S.C., from 8:00 a.m. to 5:00 p.m.,

Monday through Friday. City Hall is accessible to the handicapped. These documents will be made available in a form accessible to persons with disabilities, upon request.

1. *Access to records*

Citizens of the jurisdiction, public agencies and other interested parties will be afforded reasonable and timely access to information and records relating to the Consolidated Plan and the jurisdictions use of assistance under the CDBG, HOME and HOPWA programs during the preceding five years.

Full and timely disclosure of mailings and promotional materials; hearings, records; key documents; program regulations and issuances; and documents regarding other important program requirements will be provided for review. Documents will be made available at the Community Development Division office, 5th floor, City Hall, 206 South Main Street, from 8 a.m. to 5 p.m., Monday through Friday.

12. *The citizens will be involved in all amendments to the Consolidated Plan*

Under certain circumstances it may be necessary to amend the Consolidated Plan. If the City decides not to implement an activity which was contained in the Consolidated Plan, or to implement a new CDBG, HOME or HOPWA activity which was not proposed in the Consolidated Plan, or to make substantial changes in the nature or scope of a new activity, or a transfer from one activity to another exceeds 10 percent of the current years' CDBG, HOME or HOPWA budget, an amendment to the Consolidated Plan will be required.

Prior to making changes of this type, the City will provide public notice and receive public comments for 30 days. After considering any public comments received in writing or orally, the Community Development Administrator will request approval of amendment (s) by the City Manager. The City Manager will determine which changes require City Council approval. Once changes have been adopted, the City will submit to HUD, a description of the changes adopted. A summary of any public comments or views received and a summary of any comments or views not accepted and the reasons therefore, shall be attached to the substantial amendment of the Consolidated Plan. 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 10 percent of the current year's Community Development Budget) from one project budget or project code to another project budget code are not considered substantial and do not require public notice.

13. *Non-English Speaking Residents*

The City will endeavor to facilitate the translation of all program information to the residents, upon request. Translators will be provided at those public hearings where a significant number of non-English speaking residents can reasonably be expected to attend.

Requests to provide a translator must be received in the Community Development office at least three (3) days prior to the public meeting for which a translator is requested.

14. *Comments on the Citizen Participation Plan and amendments*

The Citizen Participation Plan is available for public review in the Community Development Division, 5th floor, City Hall, 206 South Main Street, Greenville, SC, 8 a.m. to 5 p.m., Monday through Friday. In the event of substantial amendments to this plan, citizens will be provided a thirty (30) day comment period. The plan will be made accessible to persons with disabilities upon request.

15. *Displacement*

It is the policy of the City of Greenville to make all reasonable efforts to ensure that activities undertaken through CDBG, HOME and HOPWA Program funds will not cause unnecessary displacement. The City will continue to administer the CDBG, HOME and HOPWA Programs in such a manner that careful consideration is given during the planning phase with regard 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 thereof, all

appropriate benefits as required, by the Uniform Relocation Assistance and Real Property Acquisition Policies' Act of 1970 and amendments, referred to as 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 be explained in detail by the staff person responsible for the City's Acquisition and Relocation activities.

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, 5th floor, City Hall, 206 South Main Street, Greenville, SC 8:00 a.m. to 5:00 p.m., Monday through Friday.