

## CITIZEN PARTICIPATION PLAN

This plan describes how the Town of Jamesville will involve citizens in planning, implementing, and assessing the Community Development Block Grant (CDBG) program. The funds must be used for projects that benefit low and moderate-income persons and aids in the elimination and prevent slums and blight. The program is intended to assist governments in understanding neighborhood improvement programs. The regulations give ultimate responsibility for the design and implementation of the program to local elected officials and require that citizens be given an opportunity to serve in a key advisory role to these elected officials.

### SCOPE OF CITIZEN PARTICIPATION

Citizens will be involved in all stages of the CDBG program, including program implementation, assessment of performance, and design of changes in the Citizen Participation Plan. There will be three (3) general mechanisms for their involvement:

1. To serve as an advisory committee to the project;
2. To attend or hold public hearings or community meetings; and
3. To provide individual citizen efforts in the form of comments, complaints or inquiries submitted directly to the Program Administrators or designated Town official.

### PROGRAM IMPLEMENTATION

Citizen participation in program implementation will occur primarily through consultation with the Town. The Town will be asked to review and comment on specific guidelines for approved projects. They will also meet to review any program amendments, budget revisions, and program modifications. All such changes will be discussed with the Town and their comments considered prior to acting. If program amendments require approval from the North Carolina Department of Commerce or North Carolina Department of Environmental Quality-Division of Water Infrastructure, a public hearing shall be held, specifically on the amendment. Citizens may also be involved in the implementation of projects specifically requiring citizen participation, such as self-help projects. Their roles will be defined as the project develops. Technical Assistance will be available as needed.

### PROGRAM ASSESSMENT

Program assessment activities by citizens will occur in a variety of ways. A performance hearing will be held thirty to sixty (30 to 60) days prior to the start of planning for the next program year. The Program Amendment will be asked to provide citizen commentary for the Grantee Performance Report.

As a part of the orientation to the program offered at the public hearing, citizens will be invited to submit comments on all aspects of program performance through the program year. Comments should be submitted in writing to Kimberly Cockrell, Town Clerk/Finance Officer. She will respond in writing within ten (10) days. If the response is unsatisfactory, the complainant should write directly to Dennis Anton, Mayor. He shall respond within ten (10) days.

If the citizen is still dissatisfied, he/she should write to the NC Department of Environmental Quality, Division of Water Infrastructure CDBG Program, 1633 Mail Service Center, Raleigh, NC 27699-1633, Attention: Citizen Participation Matter. Program staff will also be available during normal business hours to respond to any citizen inquiries or complaints at 919-707-9189

The Citizen Participation Plan will be subject to annual review and proposed revision, to occur in the period between the performance hearing and the public hearing on the subsequent year's application.

#### **TECHNICAL ASSISTANCE**

Technical Assistance will be provided to citizen organizations and groups of low/moderate-income persons or target area residents upon request to the Town of Jamesville. Such Assistance will support citizen efforts to develop proposals, define policy, and organize to implement the program. It is expected that such Assistance will be provided directly to the Town in response to their request. Assistance could be provided in the form of local presentations, informational handouts, research of a specific issue, or other short-term efforts.

#### **PUBLIC INFORMATION**

The Town of Jamesville will also undertake public information efforts to promote citizen participation. These efforts will include the following:

1. Public Notice of all Public Hearings will be published in the non-legal section of the local newspaper at least ten (10) days before the scheduled hearing. These notices will indicate the date, time, location, and topics to be considered. These notices will also be made available in the form of press releases, as a public service announcement to local radio stations and will be provided to churches within the target area of distribution.
2. Orientation Information will be provided at the first public hearing. The Program Administrator(s) will make a presentation which covers: (a) the total amount of CDBG funds available and the competitive basis for the award; (b) the range of eligible activities; (c) the planning process and the schedule of meetings, and hearings; (d) the role of citizens in the program and (e) a summary of other program requirements, such as the environmental policies, fair housing provisions, and contracting procedures.
3. A Public File containing program documentation will be available for review at the Town of Jamesville Town Hall during normal business hours. Included will be copies of the Application, Environmental Review Record, the Citizen Participation Plan, and the Annual Performance Report. Other program documents are also available for citizen review on request at the Jamesville Town Hall consistent with applicable State and local laws regarding personal privacy and confidentiality obligations.
4. Public Hearings an interpreter will be provided for all non-English speaking individuals and/or deaf individuals.

ADOPTED, this the 9 th day of November 2020.

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*Dennis Anton, Mayor*  
*Town of Jamesville*

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*Kimberly Cockrell, Clerk*  
*Town of Jamesville*