

**North Carolina Consolidated Plan  
Citizen Participation Plan  
*Amended 9-14-04***

**Purpose:** The State of North Carolina encourages citizens to participate in the planning, implementation, and assessment of the Consolidated Plan for HUD Community Planning and Development programs. This plan describes how this participation will be encouraged.

**General:** Citizens may make comments or request information regarding the Consolidated Plan by telephone, mail, or facsimile transmission to the Consolidated Planning Coordinator, Division of Community Assistance, 4313 Mail Service Center, Raleigh, North Carolina 27699-4313, Tel. (919) 733-2850, TDD 1-800-735-2962, Fax (919) 733-5262. The State will respond in the Consolidated Plan or performance report, as appropriate, to written comments received.

**Public Hearings:** During the development of the plan, during the development of any substantial amendments, and prior to submission of the annual performance report to HUD, the State will solicit the views and proposals of citizens and interested groups and agencies at meetings and public hearings.

Notices for public hearing shall include:

- 1) The subject of the meeting;
- 2) Amount of funds anticipated to be available and range of eligible activities;
- 3) Estimated benefit to low and moderate income persons;
- 4) Information needed by citizens to make informed comments, or in the case where extensive information will be the subject of comment, where the information is available for inspection;
- 5) Time and location of the meeting;
- 6) The address and telephone number where special populations (persons with disabilities or non-English speaking persons) may request auxiliary aids or assistance;
- 7) The address where written comments may be submitted, and the time frame of the comment period for the subject of the meeting;
- 8) The telephone number where persons may request additional information.

*Notices:* Adequate advance notice of meetings will be given. Notices will be published in newspapers of general circulation no less than ten days and no more than twenty-five days prior to the beginning of any series of hearings or meetings. Notices will also be mailed to local governments, advocacy groups, nonprofit housing organizations, housing-related service providers, for-profit developers, professional organizations, other known constituency groups, and citizens who have requested notification of any meetings.

*Format:* Meetings will be designed to allow the most opportunity and encouragement for citizens to express their views. At least one meeting will follow the format of a formal public hearing, while the State is identifying its housing and community development needs prior to writing the consolidated plan.

*Accessibility:* Meetings will be held at times and locations convenient to potential and actual beneficiaries. All meeting places will be handicapped accessible. Auxiliary aids, such as a

sign-language interpreter, will be provided upon request. An interpreter will be provided at meetings where a significant number of non-English speaking persons can be reasonably expected to attend.

**Development of the Consolidated Plan:** The State will develop a complete consolidated plan submission, including needs assessment, strategic plan, action plan, and certifications every five years. The State will hold a series of meetings to solicit citizen views and proposals on housing and community development needs before the proposed consolidated plan is published for comment. The State will publicize and conduct these meetings as described above in the section “**Meetings.**”

The State will publish its proposed consolidated plan for comment prior to submitting it to HUD. A summary of the proposed plan will be published in newspapers of general circulation, along with a list of places where the entire proposed plan may be examined. The summary will also be mailed to local governments, advocacy groups, nonprofit housing organizations, housing-related service providers, for-profit developers, professional organizations, other known constituency groups, and citizens who have requested notification. The entire plan will be available for inspection at the regional offices of the Division of Community Assistance and of the Division of Business and Industry and at the main branches of public libraries. A copy of the plan, in reasonable numbers, will also be provided to citizens or groups that request it. The proposed plan will contain information including the amount of assistance the State expects to receive and the range of activities that may be undertaken, including the estimated amount that will benefit persons of low- and moderate-income and the plans to minimize displacement of persons and to assist any persons displaced. At least one meeting or hearing will be held on the draft, publicized and conducted as described above in the section “**Meetings.**”

The State will receive comments from citizens and units of general local government on the proposed consolidated plan for a period of not less than 30 days. The comment period will be publicized in the notices published in the newspaper and mailed to interested parties. Any comments received in writing or orally at the public hearings will be considered in preparing the final consolidated plan. The final consolidated plan will include a summary of these comments or views and the reasons for not accepting any comments received.

**Action Plan:** The State will develop an action plan annually for the use of its funds, and submit this plan with certifications. In the years in which the action plan is directed by the five-year needs assessment and strategic plan, the State will hold hearings or meetings, publicized and conducted as described above in the section “**Meetings**” when the State has a draft of the action plan. The State will receive comments from citizens and units of general local government on the proposed action plan for a period of not less than 30 days from the date when the draft is available to the public. The comment period will be publicized in the notices published in the newspaper and mailed to interested parties. Any comments received in writing or orally at the public hearings will be considered in preparing the final submission. The final action plan will include a summary of these comments or views and the reasons for not accepting any comments received.

**Amendments:** The State will amend its consolidated plan prior to making any of the following decisions:

- 1) To change the method of distributing funds or the priorities for allocation;

- 2) To carry out an activity, using funds from any program covered by the consolidated plan (including program income), not previously described in the action plan;
- 3) To change the purpose, scope, location, or beneficiaries of an activity from what was proposed in the original plan; or
- 4) To change the amount of funds reserved for a particular funding category or activity, unless the change is made in accordance with conditions and procedures specified in the original consolidated plan.

The State will conduct at least one hearing on the proposed substantial amendment. The hearing or meetings will be publicized and held as described in the above section “**Meetings.**” The published notice will include a summary of the proposed changes and information on how to request a copy of the entire proposed amendment.

The State will receive comments from citizens and units of general local government on the proposed amendment for a period of not less than 30 days. The comment period will be publicized in the notices published in the newspaper and mailed to interested parties. Any comments received in writing will be considered in preparing the substantial amendment. The final substantial amendment will be submitted with a summary of these comments or views and the reasons for not accepting any comments received.

**Performance Reports:** The State will publish its annual performance report for public comment, and will conduct at least one hearing on the proposed report. The hearing or meetings will be publicized and held as described in the above section “**Meetings.**” The published notice will include a summary of the report, along with a list of places where the entire proposed plan may be examined. The summary will also be mailed to local governments, advocacy groups, nonprofit housing organizations, housing-related service providers, for-profit developers, professional organizations, other known constituency groups, and citizens who have requested notification. The entire report will be available for inspection at the regional offices of the Division of Community Assistance and of the Division of Business and Industry and at the main branches of public libraries. A copy of the report, in reasonable numbers, will also be provided to citizens or groups that request it.

The State will receive comments from citizens and units of general local government on the proposed consolidated plan for a period of not less than 15 days. The comment period will be publicized in the notices published in the newspaper and mailed to interested parties. Any comments received in writing or orally at the public hearings will be considered in preparing the final report. The final report will include a summary of these comments or views.

**Citizen Participation Requirements for Local Governments:** Units of general local government that receive Community Development Block Grant Funds under the North Carolina Small Cities program must follow the citizen participation requirements of the *North Carolina Community Development Block Grant Regulations, 4 NCAC 19L.1002.*

**Availability and Access:** The consolidated plan, as adopted, any substantial amendments, and the performance report will be available to the public. Availability for the general public is described in the above sections of this plan dealing with each document. The information will be made available in a form accessible to persons with disabilities upon request to the Consolidated Planning Coordinator, Division of Community Assistance, 4313 Mail Service

Center, Raleigh, North Carolina 27699-4313, Tel. (919) 733-2850, TDD 1-800-735-2962, Fax (919) 733-5262.

Citizens, public agencies, and other interested parties will have reasonable and timely access to information and records relating to the consolidated plan. These records include the State's use of assistance under the programs covered during the preceding five years. All records that are public under G.S. 132 will be made accessible to interested individuals and groups during normal working hours.

**Complaints:** At any time, citizens may submit complaints related to the consolidated plan, any amendments, and the performance report by writing the Consolidated Planning Coordinator, Division of Community Assistance, 4313 Mail Service Center, Raleigh, North Carolina 27699-4313, Tel. (919) 733-2850, TDD 1-800-735-2962, Fax (919) 733-5262. The State will provide a written response to every written citizen complaint that relates to the consolidated plan within 15 working days.

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Jim Fain, Secretary  
North Carolina Department of Commerce

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Date