



Citizen Participation Plan

Economic & Community Development Department

433 Hay Street, Fayetteville, NC 28301



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STATUTORY OVERVIEW

The City of Fayetteville is required to adopt a Citizen Participation Plan that meets the Department of Housing and Urban Development's (HUD) minimum requirement in accordance with, [*24 CFR 91 subpart B Consolidated Submission for Community Planning and Development Programs*](#). The Citizen Participation Plan outlines procedures by which each of the requirements contained in [*24 CFR 91.105\(a\)\(2\)*](#) of the Federal Regulations are carried out.

The City of Fayetteville's Redevelopment Commission (FRC) is an open and publicly accountable entity. In accordance with North Carolina's Open Meeting Law §143-318.10, the meeting of public bodies will be open to the public except under specific circumstance. The participation of citizens is vital to the effectiveness of the Economic and Community Development Department policies and activities.

This plan is effective as of 1 July 2025 and remains in effect until such time as all activities assisted are complete, or until superseded by a new plan. This plan also supersedes any plan that may have been in effect prior to 1 July 2025.

INTRODUCTION

The Citizen Participation Plan provides for and encourages active involvement from residents, organizations, businesses, and community stakeholders in shaping the City's HUD funded development plans. These include the Consolidated Plan, Annual Action Plan, Consolidated Annual Performance and Evaluation Report (CAPER), and any significant amendments. This plan outlines the City's policies and procedures for public participation in programs such as the Community Development Block Grant (CDBG), HOME Investment Partnership (HOME), Housing Opportunities for Persons with AIDS (HOPWA), and Emergency Solutions Grants (ESG).

Fayetteville, North Carolina, operates under a council-manager form of government. The City Council, composed of the Mayor and nine Council members, establishes laws, policies, strategic priorities, and the annual budget. The Council appoints a City Manager to implement these policies, oversee city employees, and manage finances and resources.

Citizen participation strengthens local government by incorporating diverse perspectives into decision-making on issues such as the environment, education, health, transportation, human services, and infrastructure. When citizens share their concerns, elected officials can better address community needs. As a key element of community development, citizen engagement ensures more effective planning and decision-making.

The Consolidated Plan is a documented strategy, developed through a collaborative effort of residents, organizations, and city staff 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, at the beginning or as soon as feasible after the start of the public participation process, the City will make the HUD-provided data and any other supplemental information the jurisdiction plans to incorporate into its consolidated plan available to its residents, public agencies, and other interested parties. The City may make the HUD-provided data available to the public by cross-referencing to the data on HUD's website.

The Annual Action Plan is a yearly update of the Consolidated Plan in which the City identifies specific projects that will be funded from each of the entitlement programs for a particular fiscal year.

The CAPER is a yearly summary that identifies the specific projects that were funded the previous year. The CAPER also identifies the amount of funds that were budgeted for each project, as well as the demographic information relative to the number of individuals actually served from the project.

Plan Amendments may be deemed necessary throughout the term of the Consolidated Plan or Annual Action Plan. HUD describes two levels of changes that require amendments to these plans. There are lesser level changes that will require “**amendments**”, which are considered non-substantial amendments and will be accomplished administratively by the City, without the requirement of further citizen participation. Revisions and amendments with a greater level of proposed changes that will require “**substantial amendments**” and will require citizen input in the development of the plan as per 24 CFR 91.105(c). Criteria for substantial amendments are as prescribed in the “Additional Policies Pertaining to the Plan” section of this document.

MISSION STATEMENT

The mission of the City of Fayetteville’s **Economic and Community Development Department** is to engage with neighborhoods, community partners, and the private sector to build a stronger economy and community for all residents.

The department improves community wealth, access to services and resiliency through neighborhood revitalization, affordable housing development, economic incentives, and Federal grants. The four primary focus areas for the department are:

- Creating and sustaining affordable housing,
- Developing and growing small and disadvantaged business enterprises,
- Engaging with community partners to address homelessness, and
- Providing partnerships and resources to neighborhoods.

GOALS OF THE CITIZEN PARTICIPATION PLAN

1. To provide for and encourage citizens to participate in the development of the consolidated plan, annual action plan, any substantial amendment to the consolidated plan or annual action plan, and the performance report ([24 CFR 91.105\(a\)\(2\)](#) and [24 CFR 91.220\(b\)](#)).
2. To encourage participation by low- and moderate-income persons, particularly those persons living in areas designated by the jurisdiction as a revitalization area or in a slum and blighted area and in areas where CDBG funds are proposed to be used, and by residents of predominantly low- and moderate-income neighborhoods, as defined by the jurisdiction.
3. To encourage the participation of all its citizens, including minorities and non-English speaking persons, as well as persons with disabilities and provide residents of the community with reasonable and timely access to local meetings, consistent with accessibility and reasonable accommodation requirements, in accordance with section 504 of the Rehabilitation

Act of 1973 and the regulations at [24 CFR part 8](#); and the Americans with Disabilities Act and the regulations at [28 CFR parts 35](#) and [36](#), as applicable.

4. To encourage the participation of local and regional institutions, Continuums of Care, and other organizations (including businesses, developers, nonprofit organizations, philanthropic organizations, and community-based and faith-based organizations) in the process of developing and implementing the consolidated plan.
5. To encourage, in conjunction with consultation with public housing agencies, the participation of residents of public and assisted housing developments (including any resident advisory boards, resident councils, and resident management corporations) in the process of developing and implementing the consolidated plan, along with other low-income residents of targeted revitalization areas in which the developments are located.
6. To enable the city to respond to the needs of its citizens through community economic development and housing programs, policies, and plans with meaningful involvement and oversight through the City Council appointed FRC.

FAYETTEVILLE REDEVELOPMENT COMMISSION

The Fayetteville Redevelopment Commission was created by the City Council on February 17, 1958. The duties of the Commission were originally to administer the federally subsidized urban renewal projects in the City of Fayetteville, as funded by HUD.

On December 28, 1977, the Fayetteville City Council determined that the Commission should be the community development advisory board to City Council to administer the federally subsidized CDBG program. As such, the Commission was tasked by Resolution (dated February 13, 1978) with the direct control of the Community Development Department except for fiscal and personnel matters.

The FRC, in conjunction with other requirements listed in the HUD-required Citizen Participation Plan, serves a critical role in the annual budget development of HUD grants. Over the years, this has grown from CDBG to include the HOME Investment Partnership, Emergency Solutions Grants, and Housing Opportunities for People with AIDS and the Community Development Department has expanded to become the Economic and Community Development Department with a variety of tools, incentives, and programs for economic development.

As a result of annual public hearings, the FRC submits its findings and recommendations to the City Council. The FRC also submits an annual progress report to Council and interested parties.

The FRC meets monthly, on the first Wednesday at 2:00 p.m., in the Economic and Community Development Conference Room at Festival Park, Suite 198, 225 Ray Avenue. All meetings are open to the public. To ensure informed decision-making, the City Council and FRC receive:

- Technical guidance from Economic and Community Development (ECD) staff.
- Periodic on-site observations of economic and community development activities.
- Regular project status reports and annual progress updates.

CITIZEN PARTICIPATION PROCESS

Stakeholder Meetings

Before accepting proposals from local nonprofits, the Economic and Community Development (ECD) department hosts at least two stakeholder meetings between November and January each year. These meetings provide an overview of the City's expected entitlement funding and the range of eligible activities. Through these consultations, stakeholders help determine program priorities and identify community needs that funding should address. The City also offers technical assistance to groups representing low- and moderate-income individuals, helping them develop funding proposals in accordance with [24 CFR 91.105\(i\)](#). To ensure broad participation, these meetings are publicly advertised on the ECD website and social media platforms. The result of these meetings is a Notice of Funding Availability (NOFA) wherein nonprofit organizations may apply for funds to carry out eligible activities.

First Public Hearing

The City will provide for at least two public hearings per year to obtain residents' views and to respond to proposals and questions, to be conducted at a minimum of two different stages of the program year per [24 CFR 91.105\(e\)\(1\)\(i\)](#). At least one of the hearings is to be held before the proposed Consolidated Plan or Annual Action Plan is published for comment as per [24 CFR 91.105\(e\)\(1\)\(ii\)](#).

The Fayetteville Redevelopment Commission (FRC) will hold the first public hearing to gather community input on housing and non-housing community development needs. Residents may sign up before the meeting begins and will have up to three minutes to speak. A maximum of 15 speakers will be allowed, though the FRC Chair may extend this limit at their discretion. The public hearing will take place at 2:00 p.m. in the Conference Room at Festival Park, Suite 122, 225 Ray Avenue.

Public hearings will be held in facilities that meet section 504 of the Rehabilitation Act of 1973 and the regulations at 24 CFR part 8; and the Americans with Disabilities Act and the regulations at 28 CFR parts 35 and 36 as applicable.

Public Notice

A Public Hearing Notice shall be issued at least 14 days prior to the actual meeting to allow citizen participation, as per [24 CFR 91.105\(e\)\(ii\)\(2\)](#). For the Public Comment Periods, a notice must be given before the start of the comment period.

Required types of notices are listed as:

- *Newspaper*: At a minimum, the City of Fayetteville Economic and Community Development Department will publish a notice in the Public Notice Section of the Fayetteville Observer newspaper. Notices will include dates, times and locations of public hearings and/or documents for review. Other local daily or weekly publications will be used when possible.
- *Website postings*: Notice of public hearings will be placed under the Public Notice section, and the Economic and Community Development webpage, of the City's website: www.fayettevillenc.gov.

Other types of outreach:

- *Public Service Announcements/Press Releases:* Notices may be conducted through public service announcements to advise citizens, agencies and interested parties of public meetings and public review/comments periods concerning any of the above-mentioned documents.
- *Email distribution:* An email notice may be sent to inform those persons of public hearings and public comment periods. The City will keep a listing of citizens, agencies and interested parties to distribute information pertaining to the Consolidated Plan, the Annual Action Plan and the CAPER. To be added to the email list, citizens may call or email the Economic and Community Development Department and request the service.

Comments/Complaints

The City of Fayetteville shall consider all comments received, either orally or in writing, at the public hearings relative to the development of the Consolidated Plan, Annual Action Annual Plan, CAPER, Citizen Participation Plan or any substantial amendment thereof. A summary of all citizen comments received (including those comments not accepted and reasons thereof) shall be attached to the final adopted version of the Consolidated Plan, Annual Action Plan, or CAPER and substantial amendments to these plans pursuant to [24 CFR 91.105\(b\)\(5\)](#), [24 CFR 91.105\(c\)\(2\)](#), and [24 CFR 91.105\(d\)\(1\)](#).

The ECD Department 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 ECD Director, and when necessary, forwarded to the City Manager for review along with any other recommended course of action. The response will be prepared in fifteen days. 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.

Public Review and Comment Period

The citizen participation plan must require the jurisdiction to publish the proposed Consolidated Plan, Annual Action Plan, CAPER, and any substantial amendment thereof in a manner that affords its residents, public agencies, and other interested parties a reasonable opportunity to examine its content and to submit comments. For public comment periods, a notice must be given before the start of the comment period (see Public Notice Section above).

The ECD department will publish a summary of each document in The Fayetteville Observer (a newspaper of general circulation) in the Public Notice Section. Notices will include dates, times and locations of public hearings and/or documents for review. The ECD department will make copies of each document available on the internet, on the City of Fayetteville's official government website, and as well at libraries, government offices, and public places. The summary must describe the content and purpose of the Consolidated Plan, Annual Action Plan, CAPER, and any substantial amendment thereof and include a list of the locations where copies of the entire proposed document may be examined. In addition, the jurisdiction must provide a reasonable number of free copies of the plan to residents and groups that request it.

Before the adoption of the Consolidated Plan, Annual Action Annual Plan, 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 no less than the required time

prescribed by Federal Regulations in the list below. See Comments/Complaints section above and during this period comments may be submitted via email to econcommdev@fayettevillenc.gov.

The public review period for each document is as follows:

Consolidated Plan	No less than 30 days	24 CFR 91.105(b)(4)
Annual Action Annual Plan	No less than 30 days	24 CFR 91.105(b)(4)
Substantial Amendments	No less than 30 days	24 CFR 91.105(c)(2)
Citizen Participation Plan	No less than 30 days	24 CFR 91.105(b)(4)
Consolidated Annual Performance and Evaluation Report	No less than 15 days	24 CFR 91.105(d)(1) ,

Exception Provision during National Declared Emergencies

To expedite response efforts during federally declared emergencies such as pandemics or natural disasters, the Citizen Participation Plan may waive [24 CFR 91.105\(c\)\(2\)](#) and [24 CFR 91.105\(k\)](#). This ensures a balance between the need for swift action and the statutory requirement to provide reasonable notice and public input on the Consolidated Plan, Annual Action Plan, or substantial amendments related to CDBG, HOME, ESG, and HOPWA funds.

In the event of a disaster, pandemic, or other public health emergency requiring a special fund allocation or significant plan amendment:

- The standard 30-day public comment period will be reduced to a minimum of five calendar days, unless HUD specifies a different timeline. The draft proposal will be available for public review and comment for at least five calendar days.
- A notice will be posted on the City’s website at least five days prior to any public hearing. Public hearings will be accessible virtually, allowing participants to join online or call in by phone. All virtual hearings will adhere to ADA and Limited English Proficiency (LEP) compliance to ensure accessibility for all residents.

Community Engagement Meetings

The ECD Department will hold a series of community engagement meetings each year during the above referenced comment period to solicit citizen input into the planning and development of the Consolidated Plan and the Annual Action Plan. Public meetings are not required by HUD and are held at the discretion of the City to inform and allow citizens an opportunity to comment on the proposed activities prior to adoption of the plan and review the performance of the program. Public meetings generally will be scheduled during times which will accommodate the specific needs of the community. See Comments/Complaints section above and during this period comments may be submitted via email to econcommdev@fayettevillenc.gov.

Accommodations will be made to remove barriers and encourage participation by all citizens, English and non-English speaking. The City shall make reasonable accommodations to make available all documents referenced in this plan in format(s) to persons with disabilities, upon request. The City shall make reasonable accommodations to provide language assistance to ensure meaningful access and encourage participation by non-English speaking residents of the community. Special efforts will be made to reach out to communities protected by Fair Housing Act, specifically minority, immigrant, and disability communities.

Second Public Hearing

The City will provide for at least two public hearings per year to obtain residents' views and to respond to proposals and questions, to be conducted at a minimum of two different stages of the program year per [24 CFR 91.105\(e\)\(1\)\(i\)](#). A Public Hearing Notice shall be issued at least 14 days prior to the actual meeting to allow citizen participation, as per [24 CFR 91.105\(e\)\(ii\)\(2\)](#) (see Public Notice Section above.)

The Fayetteville City Council will hold the second public hearing to gather community input on housing and non-housing community development needs from the proposed activities in the proposed Consolidated Plan or Annual Action Plan. Anyone desiring to speak must sign up by 5:00 p.m. the day of the meeting with the City Clerk, located on the third floor of City Hall at 433 Hay St., by phone at 910-433-1989 or by e-mail at CityClerk@FayettevilleNC.gov.

Fifteen minutes will be allowed for each side of the issue at a public hearing. The City Council in its discretion may extend the time. Individual speakers will be limited to 3 minutes each unless by previous arrangement a single spokesman is designated, in which case the spokesman may use the entire 15 minutes. Time used in response to a question from a Council Member will not be counted against the allotted 15 minutes.

Public hearings will be held in facilities that meet section 504 of the Rehabilitation Act of 1973 and the regulations at 24 CFR part 8; and the Americans with Disabilities Act and the regulations at 28 CFR parts 35 and 36 as applicable.

PROGRAM DESCRIPTIONS

Entitlement Funds

Programs and services provided by funds issued to the City of Fayetteville by the United States Department of Housing and Urban Development (HUD) are limited to the City's corporate limits.

Community Development Block Grant Funds

The CDBG Program is HUD's primary program for promoting community revitalization throughout the city. CDBG funds are used for a wide range of community development activities directed toward neighborhood revitalization, economic development, and improved community facilities and services.

HOME Investment Partnership Funds

The HOME program affirms the Federal Government's commitment to provide decent, safe, and affordable housing to all Americans and to alleviate the problems of excessive rent burdens, homelessness and deteriorating housing stocks. HOME provides funds and general guidelines to state and local governments to design affordable housing strategies that address local needs and housing conditions. HOME strives to meet both the short-term goal of increasing the supply and availability of affordable housing and the long-term goal of building partnerships between state and local governments and private and nonprofit housing providers.

Emergency Solutions Grants

The **Emergency Solutions Grants (ESG) Program** is designed to assist individuals and families experiencing homelessness or at risk of becoming homeless to quickly regain stability in permanent housing after experiencing a housing crisis and/or homelessness. ESG provides funding for essential services and housing assistance that prevent and reduce homelessness by ensuring that vulnerable populations have access to shelter, support services, and long-term housing solutions.

Housing Opportunities for Persons With AIDS

The Housing Opportunities for Persons With AIDS (HOPWA) Program is the only federal initiative administered by the U.S. Department of Housing and Urban Development (HUD) to provide housing assistance and supportive services to low-income individuals and families affected by HIV/AIDS. The program aims to prevent homelessness and promote stable housing as a foundation for improved health outcomes by allowing access to safe, stable housing and providing the support eligible households need to manage their health.

ADDITIONAL POLICIES PERTAINING TO THE PLAN

Criteria for Substantial Amendments

The criteria for a substantial amendment to projects/programs proposed to be funded through CDBG, HOME, HOPWA, and ESG are described as follows.

A substantial amendment shall be defined as follows:

To the Consolidated Plan:

- 1) There is a change to the Priority Needs identified in the Strategic Plan;
- 2) There is a change to the Goals identified in the Strategic Plan;
- 3) There is a change to the Target Geographies/Areas identified in the Strategic Plan; and
- 4) New entitlement grants are awarded to the City.

To the Annual Action Plan:

- 1) There is a change to the Annual Goals identified in the Annual Action Plan;
- 2) There is a change to the Target Geographies/Areas identified in the Annual Action Plan;
- 3) When a Project previously described in the Annual Action Plan is canceled/removed;
- 4) Creation of a new Project not previously described in the Annual Action Plan;
- 5) The funding allocated to an existing Project is adjusted by 20%, or more; and
- 6) Revision to an existing Project which changes the purpose, scope, location, or beneficiaries of the program.

Substantial amendments require a 30 day comment period per [24 CFR 91.105\(c\)\(2\)](#) unless the result of a National Declared Emergency. Such notices shall be limited to the Public Notice section of the newspapers. 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. A City Council Public Hearing will be required prior to

adoption and submission to HUD. A Public Hearing Notice shall be issued at least 14 days prior to the actual meeting to allow citizen participation, as per [24 CFR 91.105\(e\)\(ii\)\(2\)](#) (see Public Notice Section above.)

Displacement

The City of Fayetteville and its subrecipients shall assure that they have taken all reasonable steps to minimize the displacement of persons (families, individuals, businesses, nonprofit organizations, and farms) as a result of activities through its programs. Relocations of displaced persons shall be provided in conformance with Section 104(d) of the Housing and Community Development Act of 1974, as amended and the Uniform Relocation Assistance and Real Property Acquisition Policies Act (URA) of 1970, as amended.

When contemplating any project or program, the City and its Subrecipients shall:

- Gather complete information identifying all tenants and owners who might be affected.
- Immediately notify the City if any action under your grant might result in an owner or tenant, business or residential, moving either temporarily or permanently.
- Immediately inform any tenant or owner that they are entitled to information and counseling, and they should not move unless specifically required to do so and until they have received formal notices. Inform them that moving before that has occurred may cause them to give up rights.

Generally, a displaced person under the Uniform Relocation Assistance and Real Property Acquisition Act is an individual, family, partnership, association, corporation, or organization which moves from their home, business, or farm or moves their personal property, as a direct result of acquisition, demolition, or rehabilitation for a Federally funded project. Such assistance will be provided in accordance with the City of Fayetteville Displacement, Relocation, Acquisition, and Replacement Housing Policy

Minorities, Non-English-Speaking Persons, Persons with Disabilities, and Low to Moderate-income Persons

Outreach and marketing efforts are to ensure that all citizens are made aware of public hearings 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, churches and other places of worship, and targeted civic organizations where census data indicates a concentration of minorities.
- Non-English Speaking and Handicapped Persons Assistance: Special accommodations will be made for non-English speaking and handicapped individuals to ensure their participation in the public review process upon request.
- Persons with Disabilities: The City of Fayetteville 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.

- **Low to Moderate Income Persons:** The City of Fayetteville identifies low to moderate income communities using the Housing and Urban Development (HUD) census tracts. Special efforts are made to provide information to persons in these communities to reference public hearings.

Access to Records

Upon request, the ECD department will provide citizens, public agencies, and other interested parties with reasonable and timely access to information and records relating to the Consolidated Plan, Annual Action Plan, CAPER and any Substantial Amendments. Such records shall include information regarding the City's use of entitlement funding in the five-year period preceding any request.

Review of the Citizen Participation Plan

Upon completion of any substantial amendment to the Citizen's Participation Plan, the plan will be placed in several locations throughout the City for a period for public review. During the public comment period, citizens are given the opportunity to review and make comments on the plan for a period of thirty days. Any comments relating to the Citizens Participation Plan should be forwarded to the ECD Department for response. The ECD Department will respond to each comment in writing thirty days after receipt. All comments received, as part of the public review process, will be attached to the finalized Citizen Participation Plan.

Suggestions and Recommendations

If you have any suggestions or recommendations regarding the Citizen Participation Plan, you may contact the City of Fayetteville's ECD Department at:

City of Fayetteville
Economic & Community Development Department
433 Hay Street
Fayetteville, North Carolina 28301
Office: (910) 433-1590
Fax: (910) 433-1592
Website: www.cityoffayetteville.org