

Citizen Participation Plan



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Raleigh

CITIZEN PARTICIPATION PLAN

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1. Introduction

The City of Raleigh receives entitlement grant funds from the U.S. Department of Housing and Urban Development (HUD) and must develop a Citizen Participation Plan. Public engagement fulfills the City’s commitment to Raleigh residents and helps the City identify community needs, define community development goals, and determine the best approach to accomplish each goal. Meaningful engagement helps align City decisions with residents’ needs and empowers them to influence those decisions.

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The Citizen Participation Plan provides policies and procedures to encourage public involvement in the development, implementation, and assessment of the City of Raleigh's federal reports and federally funded programs.

HUD requires reports in the following six areas of planning to access federal funds for affordable housing and community development programs. The City also includes the Section 108 Loan Guarantee program in the Citizen Participation Plan:

1. The Consolidated Plan;
2. The Annual Action Plan;
3. The Consolidated Annual Performance and Evaluation Report (CAPER);
4. Substantial Amendments to a Consolidated Plan and/or Action Plan;
5. Section 108 Loan Guarantee Program; and
6. Amendments to the Citizen Participation Plan;

The Community Development Block Grant (CDBG) program, HOME Investment Partnerships program, Emergency Solutions Grant (ESG) program, and the Section 108 Loan Guarantee program are the four federal funding sources addressed in the planning process. The Housing and Community Development Department is designated by the Raleigh City Council as the lead agency for administering the CDBG, HOME, ESG, and Section 108 Loan Guarantee programs. As the lead agency, the Housing and Community Development Department is responsible for developing the City's Consolidated Plan, Annual Action Plans, and the Consolidated Annual Performance and Evaluation Report (CAPER).

2. Goals

Citizen participation is a critical piece of the City's planning process. The goals of the Citizen Participation Plan (CPP) are:

- A. To involve the community in identifying housing and community development needs, reviewing proposed activities, and assessing program performance in accordance with the annually adopted schedules.
- B. To enable the City to respond to the needs of its citizens through community development and housing programs, policies, and plans.

- C. To encourage citizens, particularly very low-, low- and moderate-income persons, residents of rapidly changing Community Development, members of minority groups, nonprofit agencies, public housing residents, the business and civic community, and special populations to submit their comments, questions, and proposals regarding the City’s community development programs.

3. Federal Requirements

The City of Raleigh is required to adopt a Citizen Participation Plan that meets HUD’s minimum requirement as set forth in the Code of Federal Regulations (CFR) for “Consolidated Submission for Community Planning and Development Programs” (24 CFR 91 Subpart B).

The Citizen Participation Plan outlines procedures by which each of the requirements set forth in 24 CFR Section 91.105 of the Federal Regulations are carried out. This Plan is effective as of July 1, 2025, and remains in effect until all activities assisted are completed, or until superseded by a new Plan. This Plan also supersedes any Plan that may have been in effect prior to July 1, 2025. The City’s fiscal year begins July 1st and ends June 30th.

The Housing and Community Development Department is designated as the lead agency responsible for developing and carrying out the planning and community participation for the Community Development Block Grant (CDBG), HOME Investment Partnership, and Emergency Solutions Grant (ESG) programs.

4. The Participation Process

The participation process is conducted both at a community-wide level and in neighborhoods where revitalization activity is proposed or underway. The community-wide process involves consultations with businesses, developers, community and faith-based organizations, and other interested citizens concerning housing and redevelopment issues.

Agency Consultation Process:

Agency consultations are a part of the ongoing process that includes service providers, advocacy groups, and coordinating bodies responsible for providing services, especially to populations with special housing needs. City staff meet throughout the year with local housing, social service, homeless, and economic development agencies to determine the housing needs of specific populations and groups.

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Public Housing Authority Consultation:

The City consults with the Raleigh Housing Authority (RHA) to facilitate City understanding of public housing needs and planned RHA activities, which will provide the basis for local certification of RHA's annual plans. Such consultation also helps ensure coordination between Consolidated Plan activities and RHA activities in addressing issues of joint concern.

Public Meetings:

The City meets with citizens' groups and conducts public meetings with an emphasis on areas of current and potential rapid change. The City may also meet with other citizen groups as requested.

All public meetings are held at locations providing accessibility for persons with physical disabilities and take place in locations and virtual settings convenient to residents.

Public Hearings:

Public Hearings are held in accordance with the City of Raleigh's and HUD's policies procedures and regulations. The hearings follow the State of North Carolina's Open Meeting law and are conducted in City Council meetings.

Exigent Circumstances:

When circumstances prevent an in-person event for public meetings or one or both public hearings held in support of a Consolidated Plan or Annual Action Plan, or amendment(s) to one or both, a "virtual" public meeting or public hearing will substitute for in-person gatherings, as allowed by the U.S. Department of Housing and Urban Development (HUD).

Public Notices:

Notices of all hearings will be advertised in local newspapers, the City's website, and Housing and Community Development's email distribution list no less than 12 days and not more than 30 days in advance of the hearing.

Public notices indicate the date, time, and location of the hearing and the topics to be covered.

Mailings (electronic where appropriate) are sent to interested persons and entities and the public hearing notices are posted on the City of Raleigh's website at www.raleighnc.gov

5. Consolidated Plan/Annual Action Plan

Background

Consolidated Plan:

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

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.

Plan Engagement

Public Hearings:

For each plan, the City conducts two (2) public hearings at City Council meetings.

- Public Hearing # 1: The first hearing occurs at the beginning of the planning process to review past program performance, obtain views on community development and housing needs, and identify strategic priorities for projected funding.
- Public Hearing # 2: The second public hearing is held after staff has drafted the proposed annual budget and Consolidated Plan (or annual Action Plan) but prior to City Council approval of the Plan. This hearing provides the public the opportunity to comment on the draft plan.

Public Comment Period

The Consolidated Plan and each Annual Action Plan are made available in draft form to receive public comments for at least thirty (30) days. Copies of the draft Plan are available at the Housing and Community Development Department office. The draft plan is also posted on the City's website at www.raleighnc.gov/housing and through the Housing and Community Development e-mail delivery system.

The proposed plan includes public comments made either orally at a public hearing or in writing. A summary of these comments or views and a summary of any comments or views not accepted and the rationale for not accepting the comments is attached to the final plan document. Written responses are provided to all comments including complaints and grievances and/or proposals submitted during the Citizen Participation Planning process. The City makes every reasonable effort to provide a written response to all written comments within fifteen days of receipt of the

comment. A concise summary of citizen participation and consultation process, including efforts to broaden public participation, is included in the Plan.

6. Annual Performance Assessment and Reports

The Consolidated Annual Performance and Evaluation Report (CAPER) is a summary of Community Development Block Grant, HOME, ESG, and other housing program accomplishments for the past fiscal year. The CAPER is sent to HUD ninety days after the completion of the program year. Prior to its submission, the Housing and Community Development Department will inform the public of the CAPER's availability for comment through a local newspaper, the City's web page (www.raleighnc.gov/housing), and email distribution channels.

Citizens have 15 days to examine the report and provide comments prior to its submission to HUD. A summary of all comments or views is attached to the CAPER submitted to HUD.

7. Program Amendments

From time to time, the Consolidated Plan or Annual Action Plan may be substantially amended to reflect changes in program activities and priorities.

The following are considered substantial changes:

- A. Addition of a new activity or new priority not previously described,
- B. Cancellation of an activity category or deletion of a priority,
- C. A change in the purpose, scope, location, or beneficiaries of an activity, and
- D. A substantial change in the allocation or distribution of funds is defined as when the dollar amount of that change is equal to or greater than 25% of the City's current fiscal year federal budget by source (e.g., CDBG is undergoing a substantial change when 25% or more of that year's CDBG allocation plus program income is affected).

Prior to amending the Consolidated Plan or Action Plan, citizens will be given reasonable notice of, and opportunity to comment on, such proposed changes and the re-use of funds. The process to substantially amend the plan includes a public hearing using the public notice process and a thirty (30) --day comment period to receive citizen comments on the proposed amendment before

implementation. Citizens' comments, orally or in writing, will be considered. A summary of the comments and the rationale for not accepting any comments will be attached to the substantial amendment of the Consolidated Plan.

8. Section 108 Loan Guarantee Program

The program is authorized under Section 108 of the Housing and Community Development Act of 1974 as the loan guarantee component of the Community Development Block Grant (CDBG) Program. The Section 108 program provides low-cost, long-term financing to the City of Raleigh to be used for economic development, housing, public facilities, infrastructure, and other community development activities.

The City created a loan pool to re-lend Section 108 funds to affordable housing developers, nonprofits, and businesses. Goals for using the Section 108 Loan Pool include acquiring land for redevelopment, revitalizing housing stock, development of new public facilities, directly assisting businesses and nonprofits, and real estate development projects that produce a public benefit.

Prior to making a loan, the City will provide public notice by posting a Notice of Funding Availability (NOFA) on the City website to solicit project proposals. The NOFA will be posted on the City website for a period of 30 calendar days. The NOFA will include a summary of the funding opportunity, funding eligibility criteria, proposal evaluation criteria, the proposal submission process, and the proposal submission deadline. Individual project proposals will be evaluated by a loan investment committee led by the City's Housing and Community Development Department and comprised of City and community representatives.

9. Citizen Participation Plan Amendments

The City will review the Citizen Participation Plan (CPP) at least every 5 years for potential enhancement or modification; this review will occur as a component of the Consolidated Planning process. In the event that changes to the CPP are necessary, City staff shall draft them.

1. Public notice of Citizen Participation Plan amendments will be advertised on the City website and through the Housing and Community Development' email distribution list. The public notice will include the locations where copies of the proposed document can be examined and guidance on how comments will be accepted.
2. Citizen Participation Plan amendments will be posted on the City website for a period of 15 calendar days to encourage public review and comment.
3. After the 15-day public comment period, the Citizen Participation Plan amendments will be presented to City Council for approval.
4. Upon approval by City Council, the Citizen Participation Plan amendment will be posted in the official City Council minutes and available online on the City's website and in the office of City's Housing and Community Development Department.

10. Adequate and Timely Information

All aspects of citizen participation in the City of Raleigh government are conducted in an open manner, with freedom of access for all interested persons or groups. Information pertinent to the activities of the Housing and Community Development Department is circulated to the public and made available for review in the Housing and Community Development Department during normal business hours. This information is made public subject to all applicable laws regarding confidentiality and personal privacy.

Every attempt is made to respond to written requests for information within 15 days of receipt.

11. Technical Assistance

Technical assistance is provided to citizen organizations and very low, low and moderate-income persons who live in community development areas through a number of city departments. Staff support is provided through the Housing and Community Development Department and the Office of Community Engagement.

Assistance consists in part of helping to organize meetings, explaining City policies, and referring questions and concerns to appropriate City departments and other agencies. Within the Housing and Community Development Department, there are staff available to answer questions related to the CDBG, HOME, and ESG programs, as well as to offer technical assistance to groups representative of low-to-moderate-income citizens in developing proposals for assistance under these programs.

12. Non-English Speaking Persons

The Housing and Community Development Department created a Language Access Plan (LAP) to describe the procedures staff will use to assess the language needs of residents and provide language services as requested. The Department will provide resources to help individuals with limited English proficiency (LEP). A LEP individual is defined as any prospective, potential, or actual recipient of benefits or services from the Department who cannot speak, read, write, or understand the English language at a level that permits them to interact effectively with Department staff. The Department will provide oral and written language services needed to assist LEP individuals with communicating effectively with staff, and to provide LEP individuals with meaningful access and an equal opportunity to participate fully in the services, activities, or other programs administered by the Department.

13. Persons with Disabilities

The City of Raleigh has taken steps to ensure that individuals with disabilities can participate in the public hearings held in City Council Chambers.

Audio enhancements have been installed in the City Council Chamber. Assistive listening devices are available upon request. Interpreters for deaf and hearing-impaired persons are available. Citizens in need of such assistance should provide a 24-hour notice by calling 919-996-3100 (voice) or 996-3107 (TDD).

The City of Raleigh does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its programs and activities. Upon request, federal reports will be provided in a form accessible to persons with disabilities.

14. Relocation Plan and Anti-Displacement Policy

Displacement will be minimized but when it is unavoidable, any person(s) displaced due to the activities of the Consolidated Plan Programs receive(s) relocation assistance and relocation payments in accordance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (Uniform Act) or 106(d) of the Housing and Community Development Act of 1974. Prospective displaced persons are provided information and one-on-one assistance.

15. Complaint Procedure

Written complaints related to the City's programs and activities funded through entitlement grant funding may be directed to the Housing and Community Development Department. A timely, written, and substantive response to the complainant will be prepared within 15 working days of receipt of the complaint. If a response cannot be prepared within the 15-day period, the complainant will be notified of the approximate date a response will be provided. Written complaints must include the complainant's name, address, and zip code. A daytime telephone number should also be included in the event further information or clarification is needed. Complaints should be addressed as follows:

City of Raleigh
Housing & Community Development Department
P.O. Box 590
Raleigh, NC 27602

If the response is not sufficient, an appeal may be directed to the City Manager, and a written response will be provided within 30 days. An appeal should be addressed as follows:

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City Manager's Office
Attn: City Manager
222 West Hargett Street
Raleigh, NC 27601

16. Additional Information

As the lead agency, the Housing and Community Development Department is responsible for:

- A. Developing and implementing the CPP
- B. Coordinating public meetings and outreach activities
- C. Ensuring that public comments are considered in decision-making processes
- D. Maintaining records of public involvement activities

For more information on the CPP, please contact:

City of Raleigh
Housing & Community Development Department
421 Fayetteville Street, Suite 1200
Raleigh, NC 27601
(919) 996-4333
E-mail: housing@raleighnc.gov