

APPENDIX A – CITIZEN PARTICIPATION PLAN

Introduction

Lexington County receives funds annually from the United States Department of Housing and Urban Development (HUD) to implement the Community Development Block Grant (CDBG) program. The primary goals of the CDBG program are to provide decent housing, a suitable living environment, and expand economic opportunities particularly for low- and moderate-income persons.

To receive CDBG funds, the County is required to develop and implement a Citizen Participation Plan (CPP). The purpose of the CPP is to encourage citizen participation in the development, implementation and evaluation of the specific activities described within the Consolidated Plan and funded through the CDBG program.

The Consolidated Plan is a comprehensive planning process that describes the County's housing market conditions, identifies overall needs for affordable housing and non-housing community development, and provides strategies to address those needs. The Consolidated Plan also serves as the application for Federal funding under the Community Development Block Grant (CDBG) program.

The Citizen Participation Plan sets forth the policies and procedures for citizen involvement in the following components of the Consolidated Plan:

- Five-Year Consolidated Plan
- Annual One-Year Action Plan
- Substantial Amendments
- Consolidated Annual Performance Report (CAPER)

Definitions

The following terms are used in the Citizen Participation Plan and can be defined as follows:

Consolidated Plan

This is the collective term for the Five-Year Consolidated Plan, Annual One-Year Action Plan, and the Consolidated Annual Performance Evaluation Report (CAPER).

Five-Year Consolidated Plan

- ∞ Persons with HIV/AIDS and Their Families
- ∞ Homeless Persons
- Local Health and Child Welfare Agencies
- (Lead-Based Paint Hazards and Poisoning).
- Adjacent Jurisdictions (Non-housing Community Development Needs)
- State of South Carolina (Non-housing Community Development Needs)
- Area Planning Agencies (Central Midlands Council of Governments)

Amendments to the Consolidated Plan

HUD requires the County to amend its approved Five-Year Consolidated Plan and/or One-Year Annual Action Plan whenever one of the following decisions is made:

- To make a change in allocation priorities or a change in the method of distribution of funds;
- To carry out a project using funds from any program covered by the Consolidated Plan not previously described in the Annual Action Plan (including program income); or the budget of an activity changes 20% or more
- To change the purpose, scope, location or beneficiaries of an activity.

Prior to implementation, the County will classify an amendment as either substantial or non-substantial. The public will be notified of any amendments classified as substantial and will be provided the opportunity to comment as described in Section VI (Public Comment). An amendment will be considered substantial if it meets the following criteria:

- The amendment will result in a change in the use of CDBG funds from one eligible activity to another.

Following the implementation of any amendment, the County will notify HUD that an amendment has been made by submitting a copy of the amendment along with any supporting documentation.

- Discuss the County's annual performance in achieving its goals and objectives for the preceding program year, and
- Obtain views from citizens on housing and community development needs, including priority non-housing community development needs, for the upcoming program year.

Input from this hearing is utilized in finalizing the CAPER and developing the Annual One-Year Action Plan or Five-Year Consolidated Plan.

The **second public hearing** is held during the development of the Annual One-Year Action Plan or Five-Year Consolidated Plan. This hearing is held primarily to discuss and obtain views from citizens regarding the draft plan including input on proposed activities, and funding amounts.

Notice of public hearings will be published in the Country Chronicle and posted in the County Administration Building at least **14 days** before the scheduled hearing date. Notices will include the date, time, location, and purpose of the hearing, and the name and phone number of the County contact person for questions and clarification.

Meetings

In the event local meetings are held in addition to public hearings in the development of the Consolidated Plan, the County will provide citizens with reasonable and timely access. Notice of such meetings will be accomplished by direct invitation, media releases, or similar means to ensure that interested persons have an opportunity to participate. The County will determine the specific form and timing of notification based on the purpose of the meeting.

Availability to Public

Copies of the CPP, Consolidated Plan, substantial amendments and CAPER will be available to the public for review during normal County business hours at the Department of Community and Economic Development, Lexington County Administration Building. All documents will be made available in a form accessible to persons with disabilities upon request and reasonable notice.

Director

Lexington County

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