

RESOLUTION 2020-06
A RESOLUTION OF THE TOWN OF YEMASSEE, SOUTH CAROLINA,
TOWN COUNCIL TO UPDATE ITS CDBG PROGRAM CITIZENS
PARTICIPATION PLAN

WHEREAS, The Town of Yemassee will from time to time apply for grant funding through the Community Development Block Grant program; and

WHEREAS, Section 104 [a][2] and [a][3] of Title I of the Housing and Community Development Act of 1974, as amended through 1987, require all units of local government whom apply for grant funding allow adequate citizen participation throughout the process; and

WHEREAS, The original Citizens Participation Plan is over thirty years old and therefor needs to be updated to allow for maximum participation of the public; and

WHEREAS, The Town Council of the Town of Yemassee agree that citizen participation is key to a successful community project such as the ones funded by CDBG programs; and

WHEREAS, The Town of Yemassee Citizens Participation Plan shall serve as the guiding principals for citizen involvement in CDBG projects throughout the Town of Yemassee.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND TOWN COUNCIL OF THE TOWN OF YEMASSEE, duly assembled, adopts the attached updated Citizens Participation Plan.

THIS RESOLUTION SHALL BE EFFECTIVE IMMEDIATELY UPON ADOPTION, SIGNED, SEALED AND DELIVERED AS OF THIS 16TH DAY OF JUNE 2020.


Colin J Moore, Mayor


ATTEST: Matthew E Garnes, Town Clerk

(Seal)

TOWN OF YEMASSEE CITIZEN PARTICIPATION PLAN

Pursuant Section 104 (a) (2) and (a) (3) of Title I of the Housing and Community Development Act of 1974 as amended through 1987, all units of general local government wishing to participate in the State of South Carolina's Community Development Block Grant (CDBG) program must provide for the participation by their citizens in the planning, development, implementation and assessment of community and economic development projects which involve the use of CDBG funds. The CDBG program is designed to provide funds to small cities and towns for use in projects which benefit low and moderate income (LMI) persons, and aid in the elimination and prevention of slums and blighted areas. Since it is the primary intent of this program to benefit LMI persons, this plan has particular, LMI participation in the CDBG program. The following provisions shall be adopted and implemented to encourage citizen participation.

Citizen Participation Plan

The Citizen Participation Plan (CP) shall be a written document adopted by the Town Council to promote and encourage citizen input in the CDBG program. The CP shall be reviewed annually in conjunction with the community's need assessment hearing which is an annual requirement for CDBG eligibility. The review shall be conducted during a public hearing held in accordance with the public hearing provisions of this plan. The CP Plan shall be available at Town Hall for public review during normal business hours and written comments will be accepted by the Town Clerk. All written comments will be given consideration at the time of the annual CP review. Public testimony and comment will be accepted during the hearing.

Public Hearing

All public meetings or hearings concerning the Town's CDBG program will be held at times and locations convenient to the Town's citizens, particularly those who are potential or actual beneficiaries. No public hearing will be held before 6:00 pm on weekdays or before 2:00 pm on Sundays, or be scheduled to begin after 8:30 pm. Public meetings shall be held in handicap-accessible locations, or assistance shall be provided to accommodate the special needs of the disabled. In the event that a public meeting is held in a non-handicapped accessible location, special assistance shall be provided. Notice of the availability of assistance shall be included in the public notice.

The needs of non-English speaking residents of the Town shall be met in the event that non-English speaking residents comprise 10% of the Town's population, or 10% of the potential or actual beneficiaries of the CDBG project. In the event that such a determination is made, provisions shall be made to translate public

documents and comments at all relevant public hearings into the native language of the majority of non-English speaking residents affected.

Public Notices

The Town Council shall notify their citizens of public hearings or meetings with regard to the CDBG program in the following manner:

- Notice of public hearing shall be published in the Island Packet / Beaufort Gazette (newspaper) at least 7 calendar days prior to all CDBG public hearings or meetings.

- Such notices shall be prominently advertised in an appropriate, non-legal or non-legal or non-classified section of the newspaper.

- Public notices identical in content to the newspaper ad shall be posted at Town Hall.

- Information concerning the time, place and subject matter of CDBG public hearings shall be provided to one or more local radio and television stations for public broadcast.

- Information shall be made available on the Town website, www.townofyemassee.org

Technical Assistance

Town Council shall provide technical assistance to individuals or group representatives of LMI persons interested in submitting written proposals for consideration during the annual project review cycle. Assistance shall be provided in the form of education of groups or individuals as to the CDBG program, eligibility guidelines, and the range of activities that may be undertaken with such funds, particularly in relation to identified community needs. Specifically, interested persons or groups will be instructed as to required information which should be included in written proposals. All written proposals received shall be considered by the Town Council at the next needs assessments; however, the determination to select a project or proposal to be submitted to the State for funding consideration shall be the sole prerogative of the Mayor and Town Council.

Program Assessment

In order to encourage the effective and efficient use of the CDBG funds in the eradication of blight and benefit to LMI persons, the following assessment mechanisms have been developed. The citizens of the Town of Yemassee shall be afforded reasonable access to records concerning any project undertaken with CDBG funds. Appointments to review CDBG projects records may be made with

the Town Clerk during normal working hours. Confidential information normally protected under State and Federal freedom of information laws are exempt from disclosure and/or review requirements. Every effort shall be made to conveniently accommodate all citizens' request for public information; however, the Town reserves the right to schedule appointments based upon the workload of the Town Clerk and his/her staff.

Prior to the close-out of all CDBG funded projects, at least one public hearing shall be held to review the performance and accomplishments of the use of the CDBG funds in obtaining benefits to LMI persons and the community as a whole. Public testimony shall be welcomed at this hearing.

Complaints or grievances concerning the CP Plan, its contents or development shall be submitted to the Mayor, Town of Yemassee, P.O. Box 577, Yemassee, SC 29945-0577. The Town shall prepare a written answer to all written complaints or grievances within 15 days where applicable. Copies of all responses to grievances or complaints involving state law or policy, state CDBG program guidelines, or Federal regulations governing the CDBG program and the Town's response shall be provided to the Division of Grants Administration, SC Department of Commerce for review and approval prior to responding to the complaint.

Complainants who do not believe that the Town has satisfactorily responded to their complaints or grievance may appeal all decisions by Town Council to the Division of Grants Administration, SC Department of Commerce, 1201 Main Street, Suite 1600, Columbia, SC 29201. However, the State reserves the right to deny all appeals which involve the consistent application of the Town of Yemassee policies. The Complainant may seek relief in the appropriate court of law after the above described appeals process has been exhausted.

Change in the Scope of Projects

Prior to making any substantial changes in funded CDBG projects, the Town Council shall hold one or more public hearings to inform their citizens, particularly those who might be affected by the proposed changes and anticipated impact. Substantive changes shall be defined as any change will increase or decrease the number and location of beneficiaries by 10%, any increase of 10% or more in a line item of an approved project; and deletion or addition or an approved application.