

# City of Hendersonville, TN Citizen Participation Plan

(Revised May, 2020)

## Purpose

The Citizen Participation Plan is designed to provide for and encourage citizen involvement in the development, implementation, and evaluation of housing and community development programs, particularly the Community Development Block Grant, in the City of Hendersonville. Completion of the Consolidated Plan is required by the U.S. Department of Housing and Urban Development in order for the City of Hendersonville to receive federal funds allocated through the Community Development Block Grant program. The City of Hendersonville's Planning Department is the Lead Agency for the preparation of the Consolidated Plan. The Planning Department has extensive experience in advertising and conducting public meetings on a variety of community planning issues such as land use and transportation, greenways and bike/ped trails, and zoning overlays. They will continue to use their strategies for public notice and outreach, which include advertising in The Hendersonville Standard News (the most circulated local city paper) and on the City's website.

## Citizen Participation

Participation activities are designed to provide for and encourage the participation of all citizens, with an emphasis placed on residents with moderate, low, or extremely low household incomes, who are most likely to be affected by the expenditure of housing and community development funds. Participation is encouraged at all stages of the planning, development and evaluation of housing and community development programs by all those who may be affected, or wish to be involved in the process. Efforts will be made to assure that minorities, non-English speaking persons, as well as persons with mobility, visual or hearing impairments, or other disabilities have adequate assistance required to fully participate in the process. Anyone needing technical assistance or special assistance or interpretation service, may make special arrangements by contacting the Planning Department at (615) 264-5316, (TDD phone 615-262-5334).

## Access to Information

Citizens will be given multiple opportunities to assess and comment on all aspects of the Consolidated Plan. This may be done at any point through community meetings, public hearings, phone calls, emails or other written comments to the Planning Department. Citizens, public agencies and other interested parties, including those households most affected, will have the opportunity to receive information, review and submit comments on the proposed Consolidated Plan, including estimates of the

amount designed to benefit low, and moderate income residents. Information regarding the Consolidated Plan and the CDBG program in the City of Hendersonville will be maintained on the City of Hendersonville's website <http://www.hvilletn.org/Planning>. The Consolidated Plan, performance reports, and amendments will be available on the Planning Department's website and made available to citizens free of charge. These documents may be obtained by calling (615) 264-5316, (TDD phone 615-262-5334). Program records will be available to interested parties for at least a period of five years. Records may be reviewed by appointment during regular business hours.

## Public Meetings

A minimum of two public hearings will be held each year regarding the Consolidated Plan submission. While every effort will be made to hold these meetings at the same time and location as outlined in the Plan, the meetings will be widely publicized each year. Notification of the public hearings will be published as outlined below in the Meeting Notices section of the Plan. All public hearings will be held at City Hall located at 101 Maple Drive North, Hendersonville, TN 37075. This location is accessible to people with disabilities.

## The Consolidated Plan and Annual Action Plan

The Consolidated Plan and/or Annual Action Plan public hearing will be held for the purpose of receiving comments on the proposed plan during the 30 day public comment period. **Per the CARES Act, FY 19 and 20 CDBG and CDBG-CV Consolidated Plan and/or Action Plans public hearings will be held virtually for the purpose of receiving public comments on the proposed plan, with no less than a 5 day public comment period.** The proposed Consolidated Plan will include information regarding the amount of federal, state and local assistance that is expected to be received by the City of Hendersonville, information regarding the range of activities to be undertaken, including the amount that will benefit low and moderate income persons and the plans to minimize residential displacement and to assist any persons who may be displaced due to housing and community development activities. The Consolidated Plan and/or Annual Action Plans are due to HUD 45 days before the program year begins. A copy of the Plans will be available on the City of Hendersonville's website <http://www.hvilletn.org/Planning> and can be obtained free of charge from the Planning Department. This Consolidated Plan and/or Annual Action Plan public hearing is scheduled to be held in the early evening typically in mid-March/April.

## Consolidated Annual Performance and Evaluation Report (CAPER)

The CAPER public hearing is for the City of Hendersonville to report on the accomplishments and outcomes achieved in the previous program year. It also provides an opportunity for citizens, public agencies and other interested parties to provide input on the identification of housing and community development needs within the City of Hendersonville. The CAPER is due to HUD 90 days after the close of the program year. The public comment period for the performance report will be no less than 15 days. Included in the annual performance reports will be copies of submitted comments, assessment of these comments, and a summary of any action taken in response to these comments. A copy of the annual performance report will be available on the City of Hendersonville's website <http://www.hvilletn.org/Planning> and can be obtained free of charge from the Planning Department. This public hearing will be held before the proposed Consolidated Plan or Annual Action Plan is drafted. It is anticipated that the CAPER public hearing will be held in the early evening typically in mid-August.

### Consolidated Plan Timeline with Benchmarks



### Meeting Notices

Notices regarding the two public hearings will be published in The Hendersonville Standard News or most circulated city paper, seven to 15 days prior to the public hearing dates. These notices will be published as a display notice in a prominent section of the newspaper. Notices may also be distributed to the residents that attend previous meetings and other active groups and interested parties. Meetings will also be listed on the City of Hendersonville's website (<http://www.hvilletn.org/Planning>). More specific information regarding the distribution of information to various interested parties is contained below in the section that discusses specific actions for the CDBG program.

## Public Comments

Citizens will have a period of not less than 30 days to review the proposed Consolidated Plan and make comments prior to its submission to the U.S. Department of Housing and Urban Development. All views of citizens, public agencies and other interested parties will be considered as the final submission is prepared. A summary of any comments received will be attached to the final submission. This summary will include a written explanation of comments not adopted and the reasons why these comments were not adopted. Such a summary will also be attached to the annual performance report and substantial amendments to the Consolidated Plan. The comment period for the annual performance report will be no less than 15 days.

### Timely Response

The Planning Department staff will provide a response to all complaints, either written or verbal in a timely manner. Written complaints should be directed to Senior Planner, City Hall, 101 Maple Drive North Hendersonville, TN 37075. The City of Hendersonville will make every reasonable effort to respond to written complaints from citizens or organizations within fifteen (15) working days after receipt. These responses will be made in writing.

### Amendments

Prior to the adoption of any substantial change in the proposed use of funds citizens will be given reasonable notice of, and opportunity to comment on, the proposed amendment. Changes to the Consolidated Plan will not be considered as a substantial amendment unless the change results in the elimination of a category of activity for which funds have been allocated, the addition of a new category of activity not included in the Consolidated Plan, the elimination or addition of a targeted area of service, a change in the categories of beneficiaries or eligibility criteria, a substantial change in the method of distribution of funds as described in the Consolidated Plan or a change in the allocation priorities established by the Plan. Reasonable notice and a 30 day comment period will be required for all substantial amendments to the Consolidated Plan.

### Technical Assistance

The City of Hendersonville will provide technical assistance to groups that represent low, and moderate income persons that request assistance in developing proposals for programs covered by the Consolidated Plan.