

TOWN OF CARY CITIZEN PARTICIPATION PLAN

PURPOSE

The Town of Cary receives annual entitlement funding from the U.S. Department of Housing and Urban Development (HUD). As a Federal formula funding recipient, Cary is required to prepare and adopt a citizen participation plan that sets forth its policies and procedures for resident participation and stakeholder consultation.

The Town of Cary is committed to a transparent participatory process that engages and sustains the involvement of residents, stakeholders, and other interested parties effectively in planning and decision-making processes through the consistent and timely public release of complete and accurate information.

This Plan is effective as of April 30, 2026 and will remain in effect until superseded by a new Plan. This Plan also supersedes any Plan (including the 2020 Cary Citizen Participation Plan, adopted May 16, 2020) that may have been in effect prior to April 30, 2026.

REGULATORY REQUIREMENTS

This Citizen Participation Plan has been developed in accordance with the applicable Federal regulation of 24 CFR Part 91.105: Citizen Participation Plan; Local Governments.

ADMINISTERING AGENCY

The Planning and Community Development Department is the designated department administering HUD funds on behalf of the Town of Cary.

APPLICABLE FUNDING SOURCES

The Town of Cary currently receives Community Development Block Grant (CDBG) funding on an annual entitlement basis from the U.S. Department of Housing and Urban Development (HUD). Therefore, this Plan applies to the citizen and stakeholder participation procedures for the CDBG program, as appropriate.

GOALS OF THE CITIZEN PARTICIPATION PLAN

The goal of this Citizen Participation Plan is to:

- Provide for involvement of citizens, organizations, businesses and other stakeholders in the identification of community development needs and housing; review of proposed activities and assessment of program performance in accordance with the schedule that is adopted each year;

- Enable Cary to respond to the needs of its citizens through community development and housing programs, policies and plans; and
- Encourage citizens, particularly very low-, low- and moderate-income persons, residents of blighted neighborhoods, members of minority groups, non-profit agencies, the business and civic community, and special populations to submit their comments, questions and proposals regarding the Town’s Community Development Block Grant Program.

GENERAL OUTREACH AND ENGAGEMENT STRATEGY

This Citizen Participation Plan aims to encourage public participation in the development, implementation, and evaluation of the Cary administered CDBG program. The resident participation and stakeholder consultation processes outlined in this Plan also apply to Federally-required strategy plans and performance reports including but not limited to:

- Consolidated Plan;
- Analysis of Impediments to Fair Housing Choice;
- Annual Action Plan;
- Consolidated Annual Performance and Evaluation Report (CAPER);
- Citizen Participation Plan; and
- Substantial Amendments (where applicable)

SPECIFIC PARTICIPATORY OPPORTUNITIES

Programming and Operations: The Town of Cary will solicit input from residents and stakeholders annually on programming and operations via email and/or ongoing website postings.

In addition, Cary may coordinate stakeholder discussions on an as needed basis to provide input related to processes and documentation, which supplement the standard grant cycle. These consultations will help to facilitate more meaningful discussion and input as well as ensure better program design.

Consolidated & Annual Action Plans:

- **The Consolidated Plan** is Cary’s five-year comprehensive plan which describes needs, resources, priorities and proposed activities to be undertaken with respect to HUD programs. As a recipient of federal grant funds from HUD, Cary must submit an updated Plan every five years.
- **The Annual Action Plan** is a yearly update of the Consolidated Plan in which specific projects are identified that will be funded from each of the entitlement programs for a particular fiscal year. The Annual Action Plan is due to HUD 45 days prior to the end of Cary’s fiscal year. The Plan must be submitted to HUD by May 15 of each year.

When available, strategic plans will include the amount of assistance Town of Cary expects to receive (including grant funds and program income) and the range of activities that may be undertaken, including the estimated amount that will benefit persons of low- and moderate-income, if applicable.

Public Hearings: Annually, Cary conducts at least two (2) public hearings at Council meetings.

- Public Hearing #1: The first hearing occurs at the beginning of the Consolidated and/or Annual Action 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 Consolidated and/or Annual Action Plan(s) but prior to City Council approval of the Plan(s). This hearing provides the public with the opportunity to comment on the draft plan.

A formal notice of the public hearings will be published in English and Spanish at least one local news publication with general circulation at least 14 days in advance of the date of the hearing. The same notice will also be published to Cary's website and promoted via email along with a request to known stakeholder groups to further publicize to their networks. Together, these public hearings/meetings will address an assessment of housing, community, and economic development needs, development and implementation of proposed programs/projects, proposed strategies and actions for affirmatively furthering fair housing and analysis of performance, unless otherwise required by federal regulations. These public hearings will be conducted by the Town Council. Specific program/project approval will be solicited from one or both entities as required under the applicable Federal regulation.

Public Comment Period: Cary will make all strategic plans available for public review and comment. A formal notice of the related public review and comment opportunities will be published at the commencement of the public comment period in at least one local news publication with general circulation. This notice will be posted in both English and Spanish and will include a brief description of the purpose and contents of the related plan as well as a summary of locations and methods for access and review. This comment period will include at least one public meeting hosted by Cary staff in addition to the required public hearings; notice of this meeting will be provided in the formal notices for the public comment period. The same information contained in the formal comment period notice as well as the draft documents will also be published to Cary's website and promoted via email along with a request to known stakeholder groups to further publicize to their networks. In addition, a hard copy of the draft documents will be maintained at the Town of Cary's offices and made available for public review as requested. A reasonable number of free copies of the draft documents will also be provided to those residents and groups that request it. The draft documents will be made available in a form accessible to persons with disabilities, upon request.

A public review and comment period of no less than thirty (30) days will apply unless otherwise specified under the pertinent Federal regulation. A summary of comments received orally or in writing as well as Town of Cary responses (including those comments or views not accepted and the reasons therefore) will be included in the final document submittal to HUD or other agencies as required.

At least two public hearings/meetings will be conducted in relation to all draft documents unless otherwise specified under the pertinent Federal regulation. Public meetings and hearings will be held at times and locations convenient to potential and actual beneficiaries, and with accommodation for

persons with disabilities. At a minimum, the required public hearings must be held 7 days apart and held within 12 months of the application deadline.

Translation will be providing during the public hearings/meetings where a significant number of persons with limited English proficiency are reasonably expected to participate and is specifically requested.

Annual Performance Reporting:

Each year Cary must produce a **Consolidated Annual Performance Evaluation Report** describing and evaluating the community development activities undertaken during the previous program year. The CAPER is due to HUD 90 days from the end of the fiscal year. Typically, the CAPER is due to HUD by September 30.

Public Comment Period: Town of Cary will make the Consolidated Annual Performance and Evaluation Report (CAPER) available for public review and comment. The CAPER will include the amount of assistance Town of Cary actually received (including grant funds and program income) and the range of activities that were undertaken, including the actual amount that benefited persons of low- and moderate-income, if applicable.

A formal notice of the related public review and comment opportunities will be published at the commencement of the public comment period in at least one local news publication with general circulation. This notice will be posted in both English and Spanish and will include a brief description of the purpose and contents of the related report as well as a summary of locations and methods for access and review. The same information as well as the draft documents will be published to the Town of Cary's website and distributed via email along with a request to known stakeholder groups to further publicize to their networks. In addition, a hard copy of the draft documents will be maintained at the Town of Cary's offices and made available for public review as requested. A reasonable number of free copies of the draft documents will also be provided to those citizens and groups that request it. The draft documents will be made available in a form accessible to persons with disabilities, upon request.

A public review and comment period of no less than fifteen (15) days will apply unless otherwise specified under the pertinent Federal regulation. A summary of comments received orally or in writing as well as Town of Cary responses (including those comments or views not accepted and the reasons therefore) will be included in the final document submittal to HUD or other agencies as required.

Amendments: Cary will make all Substantial Amendments, as applicable, available for public review and comment. A Substantial Amendment shall be required if any one of the following criteria applies:

- Making a change in its allocation priorities or in the method of distribution of funds;
- Carrying out an activity, using funds from any program covered by the Consolidated Plan (including program income), not previously described in the Annual Action Plan; or
- Changing the purpose, scope, location, or beneficiaries of an activity

Please note - the following changes are not classified as Substantial Amendments and will be modified internally at the discretion of the Town of Cary:

- Changes to a project budget that are less than 25%;
- Modifications to a program or project based upon changing applicable income, rent, subsidy, after-rehabilitation value, and/or purchase price limits and/or utility allowances;
- Changes to a project location when the purpose, scope, and beneficiaries remain essentially the same; and/or
- Transfer of a portion of funds within a project from one approved budget line item to another approved budget line item

Public Comment: In case of Substantial Amendment, a formal notice of the related public review and comment opportunities will be published at the commencement of the public comment period in at least one local news publication. This notice will be posted in both English and Spanish and will include a brief description of the purpose and contents of the related plan as well as a summary of locations and methods for access and review. The same information, as well as draft documents, will also be published to the Town of Cary's website and promoted via email along with a request to known stakeholder groups to further publicize to their networks. In addition, a hard copy of the draft documents will be maintained at Town of Cary's offices and made available for public review as requested. A reasonable number of free copies of the draft documents will also be provided to those citizens and groups that request it. The draft documents will be made available in a form accessible to persons with disabilities, upon request.

Substantial Amendments will detail proposed program and/or project modifications as applicable.

A public review and comment period of no less than thirty (30) days will apply unless otherwise specified under the pertinent Federal regulation. A summary of comments received orally or in writing as well as Town of Cary responses (including those comments or views not accepted and the reasons therefore) will be included in the final document submittal to HUD or other agencies as required.

Public Hearing: At least one public hearing/meeting will be conducted in relation to all draft documents unless otherwise specified under the pertinent Federal regulation. The hearing/meeting will be held at times and locations convenient to potential and actual beneficiaries, and with accommodation for persons with disabilities. Translation will be providing during the public hearing where a significant number of persons with limited English proficiency are reasonably expected to participate and it is specifically requested. This public hearing/meeting will be conducted by Town Council. Specific program/project approval will be solicited from one or both entities as required under the applicable Federal regulation.

***Virtual Hearing Provision:** When circumstances prevent an in-person event for one or both public hearings held in support of a Consolidated Plan or Annual Action Plan, a "virtual" public hearing will substitute for in-person gatherings, as allowed by the U.S. Department of Housing and Urban

Development (HUD). The Town will use a virtual hearing method or platform that provides for accessibility for persons with disabilities and limited English proficiency to participate.

MINIMIZING DISPLACEMENT

The Town of Cary will work to minimize all displacement of persons and businesses where feasible, particularly when displacement is caused by a program funded with federal dollars. In instances where temporary or permanent displacement is necessary, the Town of Cary will provide assistance for relocation purposes as required and cost eligible under the applicable Federal regulations. The Town of Cary will comply with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, and all applicable HUD relocation requirements when displacement is unavoidable.

ACCESS TO RECORDS

As outlined above, Town of Cary will strive to provide residents, stakeholders, and other interested parties with reasonable and timely access to information and records relating to the Town of Cary's Consolidated Plan and the use of assistance under the programs covered during the applicable plan period. Access to all documents is open except where prohibited by law. There may be reproduction costs charged to persons requesting personal copies of documents. Every attempt is made to respond to written requests for information within 15 business days of receipt.

TECHNICAL ASSISTANCE

The Town of Cary will provide technical assistance to individuals and groups representative of persons of low- and moderate-income that request such assistance in developing proposals for funding assistance under any of the programs covered by the Consolidated Plan. This technical assistance does not include the provision of funding but rather consultation and advisement provided on a one-on-one or group basis as deemed reasonable by the Town of Cary.

COMPLAINTS

Town of Cary will make every attempt to respond to every written complaint, within fifteen (15) business days of receipt.