

2023

**SHELBY COUNTY CITIZEN PARTICIPATION PLAN
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
AS ADOPTED BY RESOLUTION 2023-11-27-03B**



**SHELBY COUNTY CITIZEN PARTICIPATION PLAN
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM**

TABLE OF CONTENTS

	<u>PAGE</u>
Section 1. OVERVIEW	2
Section 2. CITIZEN PARTICIPATION	2
Section 3. PUBLIC NOTICES, HEARINGS, AND COMMENT PERIODS	3
Section 4. ACCESS TO INFORMATION AND RECORDS	6
Section 5. CONSOLIDATED ANNUAL PERFORMANCE & EVALUATION REPORT	7
Section 6. SUBSTANTIAL AMENDMENTS	8
Section 7. NON-ENGLISH SPEAKING AND HANDICAPPED RESIDENTS	9
Section 8. CONSULTATION	10
Section 9. TECHNICAL ASSISTANCE	10
Section 10. COMMENTS AND COMPLAINTS	11
Section 11. ANTI-DISPLACEMENT	12

SECTION 1. OVERVIEW

In accordance with the Code of Federal Regulations (CFR) Title 24-Subtitle A-Part 91-Subpart B-Section 91.105, as amended, local governments are required to adopt a citizen participation plan that sets forth the jurisdiction's policies and procedures for citizen participation. In September 2023, Shelby County was designated as an Urban County by the United States Department of Housing & Urban Development (HUD). With that designation, Shelby County has qualified as an entitlement jurisdiction for Fiscal Years 2024-2026 and is eligible to receive Community Development Block Grant (CDBG) funding. The Urban County Program Year runs from October 1 through September 30 and will be managed by the Shelby County Department of Development Services.

Shelby County executed cooperation agreements with thirteen (13) municipalities to create the Shelby Urban County. These municipalities are Alabaster, Calera, Chelsea, Columbiana, Harpersville, Helena, Indian Springs Village, Montevallo, Pelham, Vincent, Westover, Wilsonville, and Wilton. The geographic area of the Shelby Urban County covers the unincorporated areas of Shelby County and the full corporate boundaries of these municipalities. Thus, the geographic area of the Shelby Urban County includes portions of Chilton County (Calera), Jefferson County (Helena), St. Clair County (Vincent), and Talladega County (Vincent). A Policy Board comprised of fourteen representatives (County and each municipality) has been created to guide the development of the planning process and recommend actions to the Shelby County Commission. Final responsibility and authority lie with the County Commission.

SECTION 2. CITIZEN PARTICIPATION

HUD requires its CDBG Program entitlement grantees to create and maintain Five-Year Consolidated Plans, Annual Action Plans, and Consolidated Annual Performance and Evaluation Reports (CAPER) that have specific citizen participation requirements. The primary goal of this Citizen Participation Plan (CPP) is to provide and encourage all citizens of the community an opportunity to participate in the planning, implementation, and assessment of this CDBG program. The CPP sets forth policies and procedures for citizen participation, which are designed to maximize the opportunity for citizen participation in the community development process. Special emphasis is placed on encouraging participation by persons of low and moderate incomes, residents of blighted neighborhoods, residents of predominantly low- and moderate-income neighborhoods, residents of public and assisted housing developments, and residents of areas where community development funds are proposed to be utilized.

Citizens including minorities, persons with disabilities, and non-English speaking persons are encouraged to participate in all phases of the CDBG program and will be provided full access to program information. Local and regional institutions, Continuums of Care, businesses, developers, nonprofit organizations, philanthropic organizations, community-based organizations, and faith-based organizations are encouraged to participate.

Citizen participation outreach shall include, but not necessarily be limited to: disseminating information concerning proposed projects and the status of current project activities; coordinating various groups which may be participating in the community development process; receiving written comments; serving as a vehicle by which ideas, comments, and proposals from local residents may be transmitted to local officials and/or program staff; and, monitoring the citizen participation process and proposing such amendments to the CPP as may be necessary.

The Community Development Programs Specialist within the Shelby County Department of Development Services will serve as the contact person for all matters concerning citizen participation activities for the Shelby Urban County Program. This person shall be responsible for overseeing citizen participation throughout the community development process and the implementation of all citizen participation activities and functions, except those that may be specifically delegated to other parties by this Plan. All questions concerning citizen participation in the community development process should be addressed to the Community Development Programs Specialist at 205-620-6629 or ewomack@shelbyal.com during regular business hours. If there are changes because of legislative authority or HUD causes changes in rules, regulations and guidelines which impact the CDBG Program, said changes will supersede any/all of the provisions contained in this CPP.

The County Commission may, from time to time, modify the provisions outlined herein through amendment to this CPP. It shall be its policy to periodically review and discuss the effectiveness of this CPP in allowing citizen participation in the community development process and in helping to meet the community development needs and goals identified by the citizens of the county. To this end, the effectiveness of the CPP will be discussed at public hearings held in conjunction with the community development program as discussed herein, and potential amendments to the CPP will be reviewed at this time. Amendments to this CPP will be made as necessary.

SECTION 3. PUBLIC NOTICES, HEARINGS, AND COMMENT PERIODS

Public hearings will be held for the approval of, or amendments to, the Consolidated Plan, the Annual Action Plan, and the CAPER. Public hearings for these plans and reports shall be held in Room 104 of the Shelby County Administration Building located at 200 West College Street in Columbiana, AL 35051. Notices of public hearings will be posted in a local newspaper, on its website at www.ShelbyAL.com, on social media platforms (Facebook, Instagram, and X), and at these buildings:

Shelby County Administration Building	200 West College St, Columbiana, AL 35051
County Services Building (Pelham)	1123 County Services Dr, Pelham, AL 35124
County Services Building (US 280)	19220 Hwy 280, Birmingham, AL 35242
Albert L Scott Library	100 9th St, Alabaster, AL 35007
Chelsea Public Library	16623 Hwy 280, Chelsea AL 35043

Harpersville Public Library	83 Town Hall Ln, Harpersville, AL 35078
Jane B Holmes Library	230 Tucker Rd, Helena, AL 35080
North Shelby Library	5521 Cahaba Valley Rd, Birmingham, AL 35242
Parnell Memorial Library	277 Park Dr, Montevallo, AL 35115
Pelham Public Library	2000 Pelham Park Blvd, Pelham, AL 35124
Roy Downs Memorial Library	9700 Hwy 25, Calera, AL 35040
Vincent McGraw Public Library	42850 Hwy 25, Vincent, AL 35178
Vernice Stoudenmire Public Library	9905 N Main St, Wilsonville, AL 35186
Westover Public Library	3312 Westover Rd, Westover, AL 35147

Public hearing notices shall include a summary of the contents and purpose of the documents, and shall include a list of the locations where copies of the proposed documents may be examined. All comment periods begin the day notice is posted. During the public comment period, copies of the proposed documents will be made available and reasonable accommodations will be made for non-English speaking persons and for people with disabilities. A reasonable number of free copies of the proposed documents will be made available upon request. Minimum comment periods are:

DOCUMENT	COMMENT PERIOD
Citizen Participation Plan	15 Days
Consolidated / Annual Action Plans	30 Days
CAPER	15 Days
Substantial Amendment	30 Days

The public may comment on any proposed documents in writing during the public comment period or orally at the public hearings. The County Commission will consider all comments in preparing the Consolidated Plan, Annual Action Plan, CAPER, and any Substantial Amendments. The County Commission will include these comments and its responses to such comments in the final plans and reports. A summary of these comments, and any comments not accepted with the reasons why, shall be attached to the final plans.

To further encourage the participation of persons of low and moderate income, notices will also be sent to housing authorities, agencies that represent minorities, agencies that represent non-English speaking residents, and organizations that work with persons of low and moderate income and special clientele. A list of interested parties will be maintained for those wishing to be notified of hearings and meetings throughout the planning process. Written comments shall be submitted in the following ways:

MAIL / IN PERSON

**Community Development Programs Specialist
Shelby County Development Services
1123 County Services Drive
Pelham, AL 35124**

EMAIL

ewomack@shelbyal.com

During the course of the development of the Consolidated Plan, public meetings will occur with the intent to gather information from the low and moderate income person and special needs communities. These public or community meetings will be used to solicit assessment of needs and explain the CDBG program intimately with the public in a less formal setting. Such meetings will allow for survey completion, round table type group discussions, and longer time periods with an open house setting.

The Policy Board will meet throughout the program year to formulate strategies and establish goals, objectives, and priorities to address the needs as determined from the Needs Assessment process. The Board shall develop and adopt application guidelines and establish a competitive scoring and ranking process for the applications. The Board will select applications to create a draft Annual Action Plan to recommend to the County Commission for adoption. Its meetings are public and will abide by the CPP.

Public meeting notices will be posted at least fifteen (15) days prior to the meeting on its website at www.ShelbyAL.com, on social media platforms (Facebook, Instagram, and X), and at these buildings:

Shelby County Administration Building	200 West College St, Columbiana, AL 35051
County Services Building (Pelham)	1123 County Services Dr, Pelham, AL 35124
County Services Building (US 280)	19220 Hwy 280, Birmingham, AL 35242
Albert L Scott Library	100 9th St, Alabaster, AL 35007
Chelsea Public Library	16623 Hwy 280, Chelsea AL 35043
Harpersville Public Library	83 Town Hall Ln, Harpersville, AL 35078
Jane B Holmes Library	230 Tucker Rd, Helena, AL 35080
North Shelby Library	5521 Cahaba Valley Rd, Birmingham, AL 35242
Parnell Memorial Library	277 Park Dr, Montevallo, AL 35115
Pelham Public Library	2000 Pelham Park Blvd, Pelham, AL 35124
Roy Downs Memorial Library	9700 Hwy 25, Calera, AL 35040
Vincent McGraw Public Library	42850 Hwy 25, Vincent, AL 35178
Vernice Stoudenmire Public Library	9905 N Main St, Wilsonville, AL 35186
Westover Public Library	3312 Westover Rd, Westover, AL 35147

During declared emergency situations such as pandemics or natural disasters, the requirement to publish the notice and summary in a newspaper of general circulation described herein may be suspended. The County Commission shall at a minimum publish public notices on its website at www.ShelbyAL.com, and promote such notices on social media platforms (Facebook, Instagram, and X) as available. Furthermore, a shorter time period for notification may be allowable by HUD waivers. The timelines adopted will be those established by HUD at the time.

SECTION 4. ACCESS TO INFORMATION AND RECORDS

Citizens will be provided full access to CDBG program information during all phases of a CDBG project. County staff shall make reasonable effort to assure that CDBG program information is available to all citizens, especially those of low and moderate incomes and those residing in blighted neighborhoods and/or CDBG project areas. The County Commission will provide, on its website at www.ShelbyAL.com, information including the amount of assistance it expects to receive annually (dependent on notification by HUD) and the range of eligible activities that may be undertaken as well as the range of ineligible activities that may not be undertaken.

County staff will utilize HUD provided data sets and mapping tools. County staff will reference these data sets in plans and reports as well as provide a link to such data sources within the draft documents. This shall provide citizens and community stakeholders the opportunity to review the data utilized to set priority needs, goals and objectives.

To facilitate citizen access to CDBG program information, all documents related to the CDBG program will be kept at the Shelby County Department of Development Services in the County Services Building located at 1123 County Services Drive in Pelham. Information from the project files shall be made available for examination and duplication, on request, during regular business hours. CDBG program information and materials, concerning specific CDBG projects will be available and distributed to the public at the regularly scheduled public hearings as outlined in this Plan.

Materials to be made available shall include, but are not necessarily limited to: records of public hearing; mailings and promotional materials; the environmental review record; financial and procurement records; project design and construction specifications; labor standards materials; written comments or complaints received concerning the community development program, and written responses from the county; and, copies of the applicable Federal and State rules, regulations, policies, requirements and procedures governing the CDBG program.

Adopted Consolidated Plans, Annual Action Plans, CAPERS, Analysis of Impediments to Fair Housing Choice, CPP, and Substantial Amendments may be found on its website at www.ShelbyAL.com. A hard copy of each of these documents will be available for review at the County Manager's Office in the County Administration Building located at 200 West College Street in Columbiana and at the Shelby County Department of Development Services. Records of the CDBG program including plans and reports shall be available for the preceding five (5) years of its creation or adoption.

In no case shall County staff disclose any information concerning the financial status of any program participant(s) which may be required to document program eligibility or benefit. Furthermore, County staff shall not disclose any information which may, in the opinion of the County Commission, be deemed of a confidential nature.

SECTION 5. CONSOLIDATED ANNUAL PERFORMANCE & EVALUATION REPORT

Within ninety (90) days of the close of the program year, the County Commission is required to submit a CAPER to HUD. The CAPER describes how funds were used, outlines the program year accomplishments, and shows the extent to which funds were used for activities that benefited low- and moderate-income people. Prior to submitting the CAPER to HUD, a summary of comments received will be made a part of it.

The County Commission will publish a notice of availability of the draft CAPER in a local newspaper, on its website at www.ShelbyAL.com, on social media platforms (Facebook, Instagram, and X), and at these buildings:

Shelby County Administration Building	200 West College St, Columbiana, AL 35051
County Services Building (Pelham)	1123 County Services Dr, Pelham, AL 35124
County Services Building (US 280)	19220 Hwy 280, Birmingham, AL 35242
Albert L Scott Library	100 9th St, Alabaster, AL 35007
Chelsea Public Library	16623 Hwy 280, Chelsea AL 35043
Harpersville Public Library	83 Town Hall Ln, Harpersville, AL 35078
Jane B Holmes Library	230 Tucker Rd, Helena, AL 35080
North Shelby Library	5521 Cahaba Valley Rd, Birmingham, AL 35242
Parnell Memorial Library	277 Park Dr, Montevallo, AL 35115
Pelham Public Library	2000 Pelham Park Blvd, Pelham, AL 35124
Roy Downs Memorial Library	9700 Hwy 25, Calera, AL 35040
Vincent McGraw Public Library	42850 Hwy 25, Vincent, AL 35178
Vernice Stoudenmire Public Library	9905 N Main St, Wilsonville, AL 35186
Westover Public Library	3312 Westover Rd, Westover, AL 35147

The date of publication and/or posting will be the beginning of a 15-day public comment period at the end of which a public hearing on the CAPER will be held. The notice will also include a list of locations where draft copies of the CAPER may be examined by the public. Digital copies of the draft CAPER will be made available to interested citizens and organizations upon request. Copies of the draft CAPER will be made available for review on its website at www.ShelbyAL.com. During the public comment period, the County Commission will receive written comments on the CAPER from the public. A summary of these comments, and any comments not accepted with the reasons why, shall be attached to the final CAPER. The CAPER shall require approval by the County Commission prior to its submission to HUD for review.

SECTION 6. SUBSTANTIAL AMENDMENTS

A Substantial Amendment is any deviation from the Consolidated /Annual Action Plan that results in a significant change regarding the specific goals, objectives, outputs, and outcomes as referenced in either current plan. Any Substantial Amendment to any portion of the Consolidated / Annual Action Plan will follow HUD’s prescribed notice and comment period requirements. Prior to the submission of any substantial change in the proposed use of funds, citizens will have reasonable notice of, and the opportunity to comment on, the proposed amendment using the citizen participation methods outlined in this CPP.

The following necessitate a Substantial Amendment to the Consolidated Plan:

- a. A change to the priority needs identified in the plan;
- b. A change to the goals and objectives identified in the plan;
- c. A change to the target geographies or areas identified in the plan; and
- d. New entitlement grants are awarded to the County Commission.

The following necessitate a Substantial Amendment to the Annual Action Plan:

- a. A change to the annual goals and objectives identified in the action plan;
- b. A change to the target geographies or areas identified in the action plan;
- c. A project previously described in the action plan is canceled;
- d. The creation of a project not previously described in the action plan; and
- e. A revision to an existing project which changes the purpose, scope, location, or beneficiaries of the program.

The County Commission will publish a notice of availability of the Substantial Amendment to the Consolidated Plan in a local newspaper, on its website at www.ShelbyAL.com, on social media platforms (Facebook, Instagram, and X), and at these buildings:

Shelby County Administration Building	200 West College St, Columbiana, AL 35051
County Services Building (Pelham)	1123 County Services Dr, Pelham, AL 35124
County Services Building (US 280)	19220 Hwy 280, Birmingham, AL 35242
Albert L Scott Library	100 9th St, Alabaster, AL 35007
Chelsea Public Library	16623 Hwy 280, Chelsea AL 35043
Harpersville Public Library	83 Town Hall Ln, Harpersville, AL 35078
Jane B Holmes Library	230 Tucker Rd, Helena, AL 35080
North Shelby Library	5521 Cahaba Valley Rd, Birmingham, AL 35242
Parnell Memorial Library	277 Park Dr, Montevallo, AL 35115
Pelham Public Library	2000 Pelham Park Blvd, Pelham, AL 35124

Roy Downs Memorial Library	9700 Hwy 25, Calera, AL 35040
Vincent McGraw Public Library	42850 Hwy 25, Vincent, AL 35178
Vernice Stoudenmire Public Library	9905 N Main St, Wilsonville, AL 35186
Westover Public Library	3312 Westover Rd, Westover, AL 35147

The date of publication and/or posting will be the beginning of a 30-day public comment period at the end of which a public hearing on the Substantial Amendment will be held. The notice will also include a list of locations where draft copies of the Substantial Amendment may be examined by the public. During the public comment period, Shelby County will receive written comments on the Substantial Amendment from the public. Digital copies of the draft Substantial Amendment will be made available to interested citizens and organizations upon request. Copies of the draft Substantial Amendment will be made available for review on its website at www.ShelbyAL.com. Substantial Amendments shall require approval by the County Commission prior to its submission to HUD for review.

The County Commission will consider comments received in writing during the public comment period or shared at a public hearing, if any, in preparing the Substantial Amendment. A summary of these comments and of any comments not accepted and the reasons why, shall be attached to the Substantial Amendment of the Consolidated Plan.

SECTION 7. NON-ENGLISH SPEAKING AND HANDICAPPED RESIDENTS

The County Commission will follow its adopted Language Access Plan for Limited English Proficiency (LEP) persons. A Four-Factor Analysis was conducted which identified Spanish as a language where assistance is to be provided on an as-needed basis. Shelby County met the 1,000 person threshold for the Spanish language group and will ensure meaningful access to the CDBG program.

The County Commission will provide, in English and Spanish, written translations of HUD vital documents and outreach materials to ensure meaningful access and equal opportunity to participate in the CDBG program. HUD vital documents include complaint and application forms. HUD outreach materials include public awareness campaigns, brochures, posters, flyers, announcements, and notices. The County Commission will link HUD’s LEP Translated Documents webpage to its website. Public notices will be sent to organizations representing non-English speaking residents of the Shelby Urban County. The County website has links to download supportive assistive technology such as JAWS, NVDA, and VoiceOver to access vital documents and outreach materials for those residents who are blind or vision impaired.

The County Commission will provide oral language services using bilingual staff, local volunteers, and organizations at public hearings and meetings. Public notices will include a written statement in Spanish indicating that translation services will be provided upon request. With reasonable advanced notice to the Community Development Programs

Specialist, a translator and/or a sign language interpreter will be provided at public hearings and meetings. All public hearings and meetings will be held in buildings that are accessible to people with disabilities. Hearing impaired devices and a one-way communication iPad are available if advanced notice is given as such devices require proper setup.

SECTION 8. CONSULTATION

Under 24 CFR.91.100 (a) (1) as part of the Consolidated Plan process, County staff shall consult with other public and private agencies that provide assisted housing, health services, and social services, including those focusing on services to children, elderly persons, persons with disabilities, persons with HIV/AIDS and their families, and homeless persons. County staff shall also consult with community-based and regionally-based organizations that represent protected class members and organizations that enforce fair housing laws when preparing the Consolidated Plan including participants in Fair Housing organizations, nonprofit organizations that receive funding under the Fair Housing Initiative Program and other public and private fair housing service agencies, to the extent that such entities operate within the jurisdiction. Additionally, the consultation process will include consultation with regional government agencies in addition to adjacent units of general local government and local government agencies. This includes local government agencies with metropolitan-wide planning and transportation responsibilities, partially for problems and solutions that go beyond the County's jurisdiction.

Under 24 CFR.91.100 (c) (1) as part of the Consolidated Plan development process, County staff shall also consult with public housing authorities (PHAs) operating within the jurisdiction. This consultation will continue to consider public housing needs, planned programs and activities under the Consolidated Plan as well as strategies for affirmatively furthering fair housing specifically to address any fair housing issues in the public housing and Housing Choice Voucher programs. The consultation process requires County staff to address the needs of public housing and, where necessary, the manner in which it will provide financial or other assistance to a troubled PHA to improve the PHA's operations and remove the designation of troubled.

SECTION 9. TECHNICAL ASSISTANCE

County staff, upon request, shall provide technical assistance to organizations and/or groups to develop an application. Such technical assistance may include an explanation of program rules and regulations; requirements for implementing and managing projects; project eligibility and national objectives requirements; Consolidated Plan goals and objectives; and the evaluation process used by the Policy Board to score projects.

Technical assistance does not include the preparation of grant applications for organizations and/or groups. Due to staff availability, technical assistance is limited and runs on a first come, first serve basis.

All questions related to technical assistance should be addressed to the Community Development Programs Specialist at 205-620-6629 or ewomack@shelbyal.com during regular business hours.

SECTION 10. COMMENTS AND COMPLAINTS

The public hearings scheduled are designed to facilitate public participation in all phases of the community development process. Citizens are encouraged to submit their views and proposals on all aspects of a community development program at the public hearings. However, to ensure that citizens are given the opportunity to assess and comment on all aspects of the community development program on a continuous basis, citizens may, at any time, submit written comments or complaints to the County Commission.

Residents wishing to submit a comment or complaint regarding the Urban County program or more specifically the Consolidated Plan, the Annual Action Plan, the CAPER, and/or substantial amendments/revisions to these documents, may do so according to the following procedure:

1. Written comments or complaints shall be submitted in the following ways:

MAIL / IN PERSON

**Community Development Programs Specialist
Shelby County Development Services
1123 County Services Drive
Pelham, AL 35124**

EMAIL

ewomack@shelbyal.com

A written response to the complainant will be either mailed or emailed, depending on how the written complaint was submitted, within fifteen (15) business days of its receipt.

2. If the complainant feels that the County staff has not sufficiently resolved a complaint, a written complaint may be submitted to the HUD Regional Office at:

**Karen A. Morris, HDFP | Director
Office of Community Planning and Development
U.S. Department of Housing and Urban Development
The Plaza | 417 20th Street North Suite 700 | Birmingham, AL 35203**

Records of all comments and complaints by citizens concerning the CDBG program and subsequent action taken in response to those complaints shall be maintained at the Shelby County Department of Development Services and shall be made available for public inspection upon request.

SECTION 11. ANTI-DISPLACEMENT

The County Commission does not anticipate funding any activities that will displace any residents or businesses. If displacement does occur, the residents or businesses displaced would be entitled to compensation and/or assistance under applicable Federal laws. Should the need for displacement ever arise, the County Commission will officially notify the residents or businesses expected to be displaced as soon as practicable following approval of the activity. The notice will include a description of the proposed action, a discussion of how the resident or business owner might be affected, and information concerning their rights and benefits.