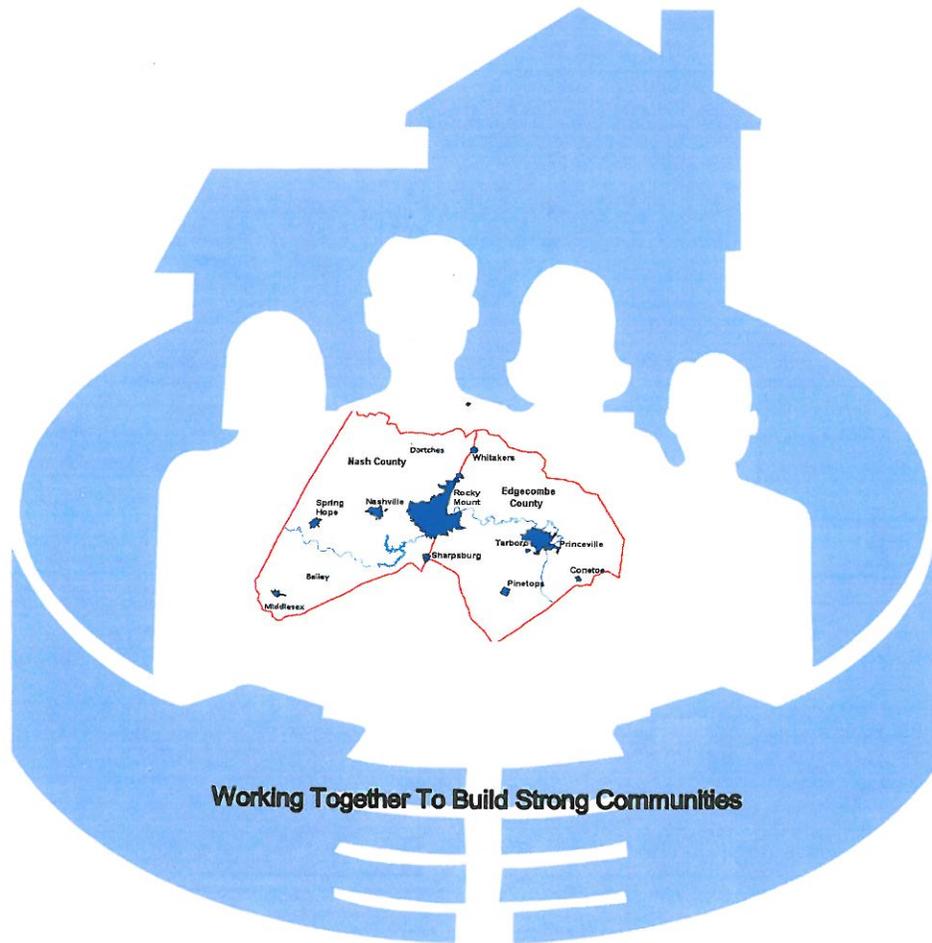


The City of Rocky Mount  
&  
The Down East HOME Consortium  
FY 2015-2016 Annual Action Plan



The City of Rocky Mount and the Down East Home Consortium:  
FY 2015-2016 One-Year Action Plan

**Table of Contents**

<u>Subject</u>	<u>Page</u>
<b>I. Background</b>	
A. Introduction/Member Jurisdictions	3
b. The Consolidated Plan	3
<b>II. One-Year Action Plan: 2015-2016</b>	
• Citizen Participation	4
• FY 2015-2016 Resources	5
• Annual Objectives & Activity Descriptions	8
• Geographic Distribution	10
• Annual Affordable Housing Goals	10
• Public Housing and Resident Initiatives	12
• Homelessness and Special Needs	12
• Barriers to Affordable Housing	13
• Fair Housing & Impediments	13
• Section 3 Outreach & WMBE Outreach	14
• Program Specific Requirements	14
• Monitoring	16
<b>III. Appendix</b>	
A. Citizen Participation Plan	
B. Language Access Plan	
C. Public Hearing Notices	
D. Certifications	

## Introduction/Member Jurisdictions

In late 1996, ten local communities in Nash and Edgecombe Counties in eastern North Carolina, formed the Down East HOME Consortium (DEHC). With the City of Rocky Mount, already a Community Development Block Grant (CDBG) Entitlement City, as the Lead Entity, the Consortium began receiving Home Investment Partnership Program funds (HOME) in 1997.

Currently, the following jurisdictions comprise the DEHC:

Edgecombe County	Nash County
Bailey	Princeville
Conetoe	Rocky Mount
Middlesex	Sharpsburg
Nashville	Spring Hope
Pinetops	Tarboro
Dortches	Whitakers

Edgecombe and Nash Counties' membership in the DEHC does not include the governments of the municipalities in both Counties who chose not to join the Consortium.

CDBG assistance will be directed to the qualified low- and moderate income areas in the City of Rocky Mount, while HOME funds will be allocated to the participating members of the Consortium in percentages relative to the population of each within the Consortium.

Rocky Mount, the lead entity in the DEHC, is the largest member jurisdiction of the Consortium with a 2010 Census population of 57,477. Rocky Mount, Sharpsburg, and Whitakers are each situated in two-county jurisdictions, referred to as the "Twin County" area. The Town of Sharpsburg is a *tri-county* jurisdiction, sharing its jurisdiction with Wilson County as well as Edgecombe and Nash counties. Census data indicate that the total population of the DEHC is 152,392.

### **The Consolidated Plan**

The 2012-2016 DEHC Consolidated Plan is the comprehensive planning tool that identifies each member jurisdiction's housing and supportive services needs, individually and collectively, and outlines strategies and programs for addressing those needs over a five-year time frame. For each program year included in the Consolidated Plan, the City and the DEHC must develop and submit an Annual Action Plan to HUD. This document is the DEHC's **2015-2016 Annual Action Plan**. By providing opportunities for citizens and local groups to participate in the planning process, the Consolidated Plan and the Annual Action Plan promote a comprehensive approach to local programming and facilitates the emergence of *effective* community development strategies.

The Consolidated Plan and each subsequent Annual Action Plan are further intended to place emphasis on broad participation of local citizens, and a variety of "Community Partner" agencies, that are to help create a unified vision of community development needs. The City of Rocky Mount and the Down East HOME Consortium actively seek to make their programs more efficient and effective in addressing the housing

and community development problems faced by its low and moderate income residents. During the planning stages and citizen participation phases of the Annual Action Plan, several public meetings were conducted in order to maximize public input and solicit the concerns of citizens and related service agencies. A copy of the Citizen Participation Plan is included as Appendix A. All citizens and agencies who provided input during public comment period had their comments considered for incorporation into the FY 2015-2016 Action Plan. However, with very limited CDBG and HOME resources, relative to total need, it is unfortunate that all of the needs cannot be addressed within any single year's budget and/or with only the federal resources provided. The DEHC is committed to working collectively to pursue all resources available to address the needs in the five-year plan.

## **CITIZEN PARTICIPATION (91.220(b))**

The Consolidated Plan and each subsequent Annual Action Plan place emphasis on broad participation of local citizens, and a variety of "Community Partner" agencies, that are to help create a unified vision of community development needs. The City of Rocky Mount and the Down East HOME Consortium actively seek to make their programs more efficient and effective in addressing the housing and community development problems faced by its low- and moderate-income population.

The City and Consortium complied with the citizen participation requirements of the regulations by doing the following:

- following a Citizen Participation Plan;
- publishing informational notices about the plan prior to public hearings on the plan using the Rocky Mount Telegram as the primary source; notices and advertisements are also placed on TV 19, the local television station, on the Rocky Mount City Calendar on the City Webpage, and in County public buildings;
- holding public meetings in accessible places at convenient times after providing reasonable notice;
- publishing a summary of the Annual Action Plan, describing its contents and purpose and a listing of locations where the entire plan could be examined;
- making the Consolidated Plan and Annual Action Plan available for public examination and comment on the City Website and at locations in the City for a period of thirty (30) days before submission to HUD;
- providing citizens, public agencies, and other interested parties reasonable access to records regarding any uses of any assistance for affordable and supportive housing that the City may have received during the preceding five years;
- considering the views and comments of citizens, and preparing a summary of those views for consideration with the Consolidated Plan submission; and
- Providing notice in English and in Spanish per the adopted Language Access Plan

The City's complete Citizen Participation Plan is included in Appendix A and the Language Assistance Plan is included in Appendix B.

The first public hearing for interested parties was held on April 6, 2015, following a published public notice. The meeting was held in the Edgecombe County Municipal Building in Tarboro, and was open to the public. There were two attendees.

The second public hearing was held on April 7, 2015 at City of Rocky Mount Council Chambers. There were two attendees.

The third public hearing was held on April 8, 2015 in the Nash County Planning Department conference room. There were two attendees.

One set of written comments were received during the comment period. The public comments are attached.

On April 10, 2015, the updated document was made available to the public for review at the Department of Planning and Development office at 331 South Franklin Street. The document was also available on the City Website.

On April 10, 2015, the draft annual Action Plan was emailed to all participating jurisdictions of the DEHC and current CHDOs. No comments were received.

On June 2, 2015, the Final Annual Action Plan and Resolution of Authorization were placed on the City Council meeting agenda for June 8, 2015. This advertised meeting, held in the City Council Chamber as part of a regularly scheduled City Council meeting, reviewed the elements of the plan, and presented the proposed strategies in detail. The floor was opened for comments and questions. All questions were responded to at these meetings. Council authorized the Mayor to execute the necessary certifications and staff to submit the plan to HUD.

The document was approved for submission at this meeting and the Mayor was authorized to sign it. On June 12, 2015, the City of Rocky Mount and the DEHC forwarded the document to the Greensboro Area Office of the Department of Housing and Urban Development.

## **FY 2015-2016 Resources (91.220(c)(1)&((2))**

### **1. HOME and CDBG**

The primary resources available to address the needs presented in this Annual Action Plan are derived from HOME, Community Development Block Grant (CDBG) funds, North Carolina Housing Finance Agency, and program income. The Entitlement CDBG and program income resources are applicable to Rocky Mount only. The City of Rocky Mount expects to receive \$491,933 in Entitlement CDBG funds and \$426,528 in HOME funds in Fiscal Year 2015-2016. In addition to federal CDBG allocations, State CDBG funds are disbursed on a competitive basis to non-entitlement communities. Historically, the Towns of Middlesex, Nashville, Spring Hope, Bailey, Sharpsburg, Tarboro and Whitakers, and Nash and Edgecombe Counties have received CDBG Community Revitalization (Concentrated Needs) and Scattered Site Housing funds from the North Carolina Division of Community Assistance to assist with some of their local housing and community development needs. At the time of publication of this document, State CDBG funds were not available for housing rehabilitation, which significantly impacts small municipalities' ability to address critical housing needs.

When the Consortium was established, the member jurisdictions, with Rocky Mount as the lead entity, agreed upon an allocation formula based on the "percent of total Consortium population" for each member. The DEHC has agreed to disburse funds on a County basis, excluding Rocky Mount. This agreement was implemented during FY 2006-2007, and will continue with this Action Plan. The DEHC Consortium Agreement was renewed for another three (3) year term in FY 2013-2014.

Currently, the DEHC has a match balance sufficient to meet the match requirement. There is no match requirement for FY 2015-2016. The chart below provides a summary of anticipated HOME resources for the Consortium in FY 2015-2016.

**Anticipated CDBG Funds: - 2015-2016**

Total Allocation	\$ 491,993
Minus 15% Public Service	\$ 73,799
Balance	\$ 418,194
Minus 20% CDBG Admin	\$ 98,399
Balance	\$ 319,795
Minus Section 108 Loan	\$ 112,000
CDBG Funds	\$ 207,795
Acquisition	\$ 15,000
Training Programs	\$ 40,000
Spot Blight Removal	\$ 50,000
System Upgrade for Historic Districts	\$ 50,000
Rehab Delivery	\$ 50,000
Section 3 Outreach	\$ 2,795

**Anticipated HOME Funds: Consortium - 2015-2016**

Total Allocation	\$ 426,528
Minus 10% Home Admin	\$ 42,653
Balance	\$ 383,875
Minus 5% CHDO Admin	\$ 19,194
Match Base	\$ 364,681
Minus 15% CHDO Act.	\$ 54,702
Capacity Building Allocation 15%	\$ -
Home PJ Funds	\$ 309,979
*Required Match	\$ -
HOME Activities	
Ravenwood Construction Loan	\$ 100,000

Based on the allocation formula the funds for each jurisdiction are as follows:

PJ	% Multiplier	Home Allocation	Match	Total Funds
Edgecombe County	16.33%		\$0.00	\$55,092.10
Nash County	27.04%		\$0.00	\$91,224.15
Bailey	0.47%		\$0.00	\$1,585.63
Conetoe	0.26%		\$0.00	\$877.16
Dortches	0.57%		\$0.00	\$1,922.99
Middlesex	0.59%		\$0.00	\$1,990.47
Nashville	3.02%		\$0.00	\$10,188.50
Pinetops	0.99%		\$0.00	\$3,339.94
Princeville	0.66%		\$0.00	\$2,226.63
Rocky Mount	39.14%		\$0.00	\$132,045.61
Sharpsburg	1.70%		\$0.00	\$5,735.25
Spring Hope	0.86%		\$0.00	\$2,901.36
Tarboro	7.80%		\$0.00	\$26,314.66
Whitakers	0.57%		\$0.00	\$1,922.99
			Paid from Match Fund balance	\$21,118
TOTAL	100.00%			
Nash County jurisdictions have a total of	33.68%		\$113,625.35	
Edgecombe County jurisdictions have a total of	27.18%		\$91,696.47	
Rocky Mount	39.14%		<u>\$132,045.61</u>	
		Total	\$337,367.43	

## 2. Additional Resources

For FY 2015-2016, the City has been awarded Urgent Repair funds of \$100,000 from North Carolina Housing Finance Agency. The funds will be utilized to provide Urgent Repairs to twelve (12) to fifteen (15) homes located in the City of Rocky Mount city limits. These homes will be owner occupied with owners at or below 50% of area median income, and one or more special need, as required by the funder. Work will be completed and funds expended by June 30, 2016.

## ANNUAL OBJECTIVES & ACTIVITY DESCRIPTIONS (91.220(C)(3),(D), & (E))

The Down East HOME Consortium and the City of Rocky Mount will continue to implement the five-year Consolidated Plan by addressing housing, community development and other related problems, using and leveraging all the available resources. This section presents the priority projects anticipated to be undertaken to address needs related to housing, homelessness, employment training, economic development for the City of Rocky Mount, and housing/HOME-related activities for the rest of the Consortium. The proposed activities are summarized below and reflect the information presented in the CPMP Project Descriptions and Project Summaries.

### **HOUSING ACTIVITIES:**

The CDBG and HOME projects to be undertaken in Rocky Mount will consist of housing and non-housing activities. The housing rehabilitation activities will take place in either concentrated, or “targeted”, neighborhood areas, and on a scattered site basis. Details of activities summarized in the budget table are presented below:

**Scattered Site Housing Rehabilitation and Substantial Housing Rehab/Housing Replacement:** In an effort to assist low income homeowners to make the repairs necessary to bring their homes up to minimum housing code and HUD quality standards through a grant to low/moderate income owners in Nash & Edgecombe Counties. Edgecombe County continues to have difficulty finding properties to meet the HOME rehab guidelines due to the age and deterioration of the housing stock. This year Edgecombe County will provide new home construction for rehab applicants whose homes are beyond repair. Homeowners will provide their own relocation as a match to the program. **Estimated 5 units (HOME: \$190,000)**

**Objective Category: Decent Housing**

**Outcome Category: Affordability**

**Beal Street Redevelopment:** The current housing stock in the Happy Hill neighborhood is old and in many cases functionally obsolete. Through property acquisition, demolition and multi-family housing, the City will focus on the redevelopment of this neighborhood which is a gateway into downtown. The City entered into an option with a developer to develop eight (80) affordable rental units as a part of a multi-phased, mixed-use development. If all financing is secured, construction will begin in FY 2015-2016 **Estimated 80 units. (HOME \$450,000 carryover, CDBG \$115,000 carryover).**

**Objective Category: Decent Housing**

**Outcome Category: Availability**

**Urgent Repair:** The City will utilize NCHFA funds to provide urgently needed repairs for low and very low income owner occupants within the city limits of Rocky Mount. These repairs are those deemed necessary to protect the life and safety of the occupant. **Approximately 12 units (\$100,000 NCHFA).**

**Historic Districts Matching Grant Pilot Program:** To stabilize existing homes in Rocky Mount's seven historic districts, the City will make low interest, forgivable loans to home owners and home purchasers at 100% of median income and below to make necessary systems upgrades to homes, including plumbing, heating and air, electrical upgrades and roof replacements. **Approximately 5 units (CDBG \$50,000).**

**Rehab Delivery Costs:** The City will continue to provide file processing, structural assessments, work write-ups, cost estimates, intermediate and final inspections for the City programs as well the HOME program rehabs of the Consortium. The City currently provides rehab delivery services for the Urgent Repair, and HOME Homeowner Rehab programs. **Approximately 22 units (CDBG \$50,000).**

**Objective Category: Decent Housing**

**Outcome Category: Affordability**

## **NON-HOUSING ACTIVITIES:**

### **Public Services and Economic Development**

Annually the City of Rocky Mount provides public services funding to provide funding to non-profits. The City of Rocky Mount has a total of \$73,799.00 available for Public Services funds. The City will award \$73,790.00 in public services funding to qualified nonprofits and community-based organizations who are current successful recipients. Those organizations are Rocky Mount/Edgecombe Community Development Corporation, United Community Ministries, and Boys and Girls Club of Nash and Edgecombe County. Beginning in FY 2016, Public Services funds will be awarded on a biannual, competitive basis For the FY 2015-2016 program year, Public Service activity priorities are:

- Small Business Development
- Housing Counseling
- Foreclosure Mitigation
- Youth Development
- Job Training
- Homelessness Prevention

### **Construction Training and Section 3 Outreach**

The City will continue to support the carpentry component of a highway construction training program jointly sponsored by the North Carolina Department of Transportation and Rocky Mount OIC. Participants will learn construction skills, life skills, and receive supportive services aimed at securing and maintaining employment. Continued funding will be based upon satisfactory reporting, compliance, and achievement of agreed upon outcomes.

The City will support at least two training sessions or information meetings for current and prospective contractors to inform them of Section 3 requirements and opportunities, MWBE contracting goals, and other resources available to small and historically underutilized businesses.

### **Program Administration**

The City will utilize both CDBG and HOME funds to provide staff administrative oversight and compliance activities for the City's CDBG program (as an Entitlement City) and HOME programs for the City and the Consortium (as the Lead Entity of the DEHC). **Funds will partially support five (5) staff positions. (CDBG Admin Funds: \$98,399.00 /HOME Admin Funds: \$42,653.00)**

## **GEOGRAPHIC DISTRIBUTION (91.220(D) & (F))**

The City of Rocky Mount will target CDBG funding to neighborhood revitalization activities in order to maximize outcomes and meet performance measures. The majority of funds will be used for home rehabilitation and infrastructure to support revitalization of historic districts and center-city neighborhoods.. These allocations serve the low- and moderate-income areas of the City and provide multiple benefits with respect to maintaining neighborhoods, providing affordable housing, and creating economic opportunity.

Other activities discussed previously continue to be implemented on a scattered site basis, as these projects serve to keep low- and moderate-income families and individuals in their homes, thus addressing issues of affordability and sustainability.

Within the rest of the Consortium, rehab project activities will occur in Nash and Edgecombe Counties on a scattered site basis. This effort keeps low- and moderate-income, often elderly, families and individuals in their homes.

DEHC will continue to support rehabilitation of LMI owner-occupied homes within the DEHC service area, as indicated in the five (5) year consolidated plan.

## **ANNUAL AFFORDABLE HOUSING GOALS (91.220 (G))**

The City and DEHC focus their housing efforts on providing affordable housing for residents of the two counties. These efforts include housing rehabilitation programs as well as redevelopment projects involving the acquisition and rehabilitation of existing units, as described below. Neither the City nor DEHC provide rental assistance, but they do support the efforts of area CHDOs in the development of new housing.

The affordable housing programs and goals are described below.

**Scattered Site Housing Rehabilitation:** DEHC will assist low income homeowners to make the repairs necessary to bring their homes up to minimum housing code and HUD quality standards through a grant to low/moderate income owners in Edgecombe County. Homeowners will provide their own relocation as a match to the program. **Approximately 5 units (HOME/Carryover Estimated Funds: \$190,000)**

**Objective Category: Decent Housing**

**Outcome Category: Affordability**

**Beal Street Redevelopment:** The current housing stock in the Happy Hill neighborhood is old and in many cases functionally obsolete. Through property acquisition, demolition, and the construction of multi-family housing this community will be the beneficiary of the largest investment that the City has made in residential development to date. The City will focus the redevelopment of this neighborhood in the four westernmost blocks, centered on Beal Street. **Approximately 80 units (Estimated CDBG/HOME/Carryover Funds: \$565,000).**

**Objective Category: Decent Housing**

**Outcome Category: Availability**

**Rehab Delivery Costs:** The City will continue to provide file processing, structural assessments, work write-ups, cost estimates, intermediate and final inspections for the City programs as well the HOME program rehabs of the Consortium. The City currently provides rehab delivery services for the Urgent Repair, and Homeowner Rehab programs. **Approximately 22 units (CDBG Funds \$50,000).**

**Objective Category: Decent Housing**

**Outcome Category: Affordability**

### Objective Category Chart

Objective Category	Description	Activity	Source of Funds
Decent Housing	Retaining the affordable housing stock	DEHC HOME Rehabilitation	HOME funds
Suitable Living Environment	Eliminating blighting influences and the deterioration of property and facilities	Urgent Repair	NCHFA Urgent Repair
Decent Housing	Increasing the availability of affordable permanent housing in standard condition to low-income and moderate-income families, particularly to members of disadvantaged minority groups, without discrimination on the basis of race, color, religion, sex, national origin	Beal Street Redevelopment	CDBG/ City HOME funds
Economic Opportunities	The provision of jobs to low-income persons living in areas affected by those programs and activities under programs covered by the plan	Business Center/Section 3 Outreach	CDBG/HOME
Economic Opportunities	Establishment, stabilization and expansion of small businesses (including micro-businesses)	Business Center	CDBG
Economic Opportunities	Job creation and retention	Section 3 Outreach/Business Center	CDBG/HOME/NCHFA
Economic Opportunities	Availability of mortgage financing for low income persons at reasonable rates using non-discriminatory lending practices	Housing Counseling	CDBG

## **Public Housing and Resident Initiatives (91.220(h))**

The Rocky Mount Housing Authority has an affiliated a non-profit called Southeastern North Carolina Community Development Corporation (SENCCDC). The City of Rocky Mount and SENCCDC are partners in the redevelopment of Beal Street. The City has donated property to SENCCDC for the redevelopment of that property in which supportive housing will be built by SENCCDC to serve very low to moderate income persons.

The City will continue to work with the RMHA on initiatives to support homeownership among very low-to moderate-income households.

The Rocky Mount Housing Authority is not considered a “troubled” agency by HUD; indeed, the Rocky Mount Housing Authority is a “high performing agency.

## **Homelessness and Special Needs (91.220(i))**

The homeless population in the Down East HOME Consortium area has increased in number and become a diverse group of people with very specialized needs. With the recent economic downturn and the rising unemployment, the twin county area has seen an increase in the number of foreclosures and the need for foreclosure counseling to prevent homelessness. Although there are several continuum of care providers for the homeless in the area, the Consortium recognizes the need to expand services in this area and will do so in FY 2015-2016 through creation of affordable housing and provision of counseling services.

Within the resources available, the City attempts to prevent homelessness, address the special needs population, assist the homeless, and eliminate chronic homelessness, through increasing the availability of affordable housing and providing financial support to United Community Ministries (UCM). Given the extent of need and the limited resources available, the City and DEHC have allocated resources to meet these homeless and special needs through the following programs:

**Scattered Site Housing Rehabilitation and Substantial Housing Rehab/Housing Replacement:** In an effort to assist low income homeowners to make the repairs necessary to bring their homes up to minimum housing code and HUD quality standards through a grant to low/moderate income owners in Nash & Edgecombe Counties. The staff utilizes a blower door test system to help insure that properties are brought up to **Energy Star** standards. **Approximately 5 units (Estimated HOME/Carryover \$180,000).**

**Objective Category: Decent Housing**

**Outcome Category: Affordability**

**Beal Street Redevelopment:** The current housing stock in the Happy Hill neighborhood is old and in many cases functionally obsolete. Through property acquisition, targeted housing rehabilitation and the construction of single family and multi-family housing this community can realize an economic shot in the arm. The City will focus the redevelopment of this neighborhood in the Beal Street area which is a gateway into downtown. **Approximately 8 units (Estimated CDBG/HOME Funds: \$600,000).**

**Objective Category: Decent Housing**

**Outcome Category: Availability**

## **BARRIERS TO AFFORDABLE HOUSING (91.220(j))**

The most important impediment revolves around the lack of Federal and State resources for affordable housing initiatives. The lack of programs and resources to reduce excessive rent or mortgage burdens to qualified persons is a key factor.

Other key factors affecting the availability of affordable housing include the following:

- the high cost of newly constructed housing created by rising land, infrastructure, and construction costs,
- the high cost of home repairs and maintenance, especially for persons with low or fixed incomes,
- difficulty in obtaining financing for the development of new housing,
- difficulty in obtaining financing for home mortgages,
- a lack of incentives for developers to include affordable housing in their proposed developments.

The City has been implementing focused community development/revitalization in an effort to provide affordable housing and at the same time maintain good neighborhoods, stop the deterioration of border-line neighborhoods and turnaround deteriorating neighborhoods. These projects include the Beal Street Redevelopment project and the Ravenwood Apartments project, both of which will be continued in the coming year.

In Edgecombe County, DEHC will continue to utilize HOME funds to replace dilapidated housing units to help prevent homelessness for families who own their homes but cannot afford extensive repairs. This will also help to improve the housing stock in Edgecombe County and maintain households in affordable housing.

In Nash County, DEHC will complete rehabs and replacements initiated in FY 2014. No new Nash County HOME rehabs are anticipated in FY 2015

## **Fair Housing and Impediments**

In 2012 the City of Rocky Mount and DEHC completed the required Analysis to Impediments to Fair Housing Choice ( Appendix C). As a result of this study, the following impediments were identified:

- 1) Need for increased awareness, outreach and education
- 2) Limited supply of affordable housing
- 3) Improved government policies
- 4) Awareness of potential discrimination

The City of Rocky Mount and DEHC will implement the following activities during FY 2015-2016 to address housing discrimination:

- Continue to conduct or financially support Fair Housing events.

- Continue to see reliable Spanish translation services.
- Provide mailings to tenants in Rocky Mount, and realtors from the North Carolina Legal Aid on renters rights.
- Place an annual ad in the Rocky Mount Telegram and other regional general circulation newspapers for Fair Housing Month.
- Continue to distribute public service announcements on Channel 19 and with other radio outlets on fair housing issues and education.

### **Section 3 Outreach and MWBE Outreach**

In 2012 the City of Rocky Mount/DEHC was placed under a voluntary compliance agreement (Appendix C) with the U.S Department of Housing and Urban Development for compliance with Section 3. In 2013, the City of Rocky Mount entered into a memorandum of understanding with the Southeastern North Carolina Community Development Corporation in partnership with the on-going efforts of the Section 3 program.

As part of the voluntary compliance agreement, the City of Rocky Mount/DEHC will continue to do the following as it relates to outreach of Section 3 residents and business concerns:

1. Continue to have a designated Section 3 Coordinator within the Community Development Division.
2. Continue to provide outreach to Section 3 contractors through venues such as placing specific ads for Section 3 contractors in the newspaper, and networking with minority firms.
3. Where appropriate and financially feasible, create smaller contracts from larger general contracts to subcontract opportunities to qualified Section 3 firms.
4. Continue to qualify residents and contractors and maintain an active database within the Community Development Division.
5. Continue to aim for the goal of having at least 10% of contracts within the Community Development Division to go to qualified Section 3 firms.

The City of Rocky Mount Community Development Division recognizes MWBE through a self – certification process. The Community Development Division will continue to offer outreach for MWBE contractors.

In FY 2015, the City is sponsoring a half-day business workshop on avoiding and resolving IRS tax issues. Targeted attendees are current, past, and potential housing contractors, as well as businesses that contract with other City departments.

### **PROGRAM SPECIFIC REQUIREMENTS CDBG (91.220(l)(1))**

1. The City has year-to-date CDBG program income of \$12,826.09
2. In the preceding year, the City had CDBG program income of \$20,648.37.
3. The City has Section 108 loans, which it is the process of repaying.

4. There are no urban renewal settlement funds.
5. There are no grant funds returned to the line of credit.
6. There is no income from float-funded activities.
7. The City has no urgent need activities.
8. The City will use \$998,020 (CDBG and HOME) to fund activities that benefit low- and moderate-income persons.

**PROGRAM SPECIFIC REQUIREMENTS**  
**HOME**  
**(91.220(1)(1))**

1. Neither the City nor DEHC uses funds for homebuyers.
2. Neither the City nor DEHC uses HOME funds to refinance existing debt secured by multifamily housing.
3. DEHC has developed a complete set of Recapture Provisions, which are found in Appendix L.
4. Neither the City nor DEHC provide tenant-based rental assistance.
5. Neither jurisdiction intends to use any form of investment other than those described in 24 CFR 92.205(b).
6. Neither the City nor DEHC plans to market housing containing more than five HOME-assisted units.
7. Both the City and DEHC strive to ensure the inclusion of minority and woman-owned firms involved in all aspects of real estate, the law, and construction.
8. Neither the City nor DEHC intends to use HOME funds to refinance existing debt secured by multifamily housing that has been rehabilitated with HOME funds.
9. Neither the City nor DEHC will receive American Dream Downpayment Initiative funds.

## Monitoring

The City of Rocky Mount and the Department of Planning and Development are responsible for monitoring both CDBG and HOME program activities. The Department has developed procedures to ensure that approved projects will meet the purpose of the Consolidated Plan and that available funds will be distributed in a timely manner. Monitoring will include programs operated directly by the City, Consortium members who are using HOME funds, and those carried out by any sub-recipients. The City's Compliance Administrator and HOME Coordinator will be responsible for carrying out the monitoring provisions for the HOME activities of the Consortium. The Sub-recipient Agreement is the contractual document between the City and the sub-recipient, which specifies the activities that are to be completed and the conditions, which must be met, including compliance with the applicable laws and regulations. This agreement is the basis for monitoring all sub-recipients.

Specific monitoring provisions will include:

- 1) Sub-recipients will be required to submit quarterly reports on their programs and activities. These reports will include relevant information such as the number of units completed and/or persons served; the amount of funds expended or obligated; number of cases processed; factors which adversely affect or hinder performance.
- 2) The City will require written verification on the work accomplished with all requests for funds from sub-recipient or contractors, prior to release of payment.
- 3) The Community Development staff will prepare periodic progress reports for review by the Planning Director, the Redevelopment Commission, the City Manager and the City Council.

The Community Development staff will be responsible for monitoring all HOME and CDBG programs and/or HOME/CDBG-assisted projects, whether they are administered by Consortium members, CHDO's or Sub-recipients. Each will be monitored on-site at least annually.

The monitoring visit will consist of a review of documents necessary to determine:

- Program compliance;
- Compliance with any applicable written agreements;
- Compliance with any related regulations including, but not limited to Davis-Bacon, Fair Housing, Section 3, Minority Business Outreach, and Comprehensive Planning;
- Progress of HOME-assisted projects in relation to time line established in written agreements;
- For CHDO's, records relating to CHDO status;
- For HOME-assisted rental units, compliance with rental and occupancy restrictions; and
- Income eligibility.

The Consortium member, CHDO or Sub-recipient will be given written notice at least two weeks prior to the monitoring visit. This notice will include the date of the visit, as well as its purpose, and a list those items that are to be reviewed. Each monitoring visit will begin with an entrance conference to ensure that there is a clear understanding of the purpose and scope of the visit. Once documents and information have been gathered and reviewed, an analysis will be made and preliminary findings presented in an exit conference. This visit will then be followed by a formal, written notification as to the results of the monitoring review. This review is to indicate both problem areas and successes. The notification will also serve as a written record of the review. Any necessary corrective measures will be prescribed and closely monitored in future visits.

# CITY OF ROCKY MOUNT/DEHC

## CITIZEN PARTICIPATION PLAN

AMENDED June 2013

### General: Introduction

The Consolidated Submission for Community Planning and Development Programs Final Rule dated January 5, 1995, amends the Housing and Development Act of 1974. Under these new rules the City of Rocky Mount, as an Entitlement City/recipient of CDBG funds from the US Department of Housing and Urban Development, is required to adopt a Citizens Participation Plan that sets forth the policies and procedures for Citizen Participation. In the fall of 1996, the City became a member of the Down East HOME Consortium (DEHC), making it an eligible recipient of HOME funds. Initially, there were 10 members of the Consortium but another jurisdiction, Pinetops, decided to join in late 2001 and the towns of Bailey and Middlesex joined in 2006 and the town of Dortches was added in 2009. Rocky Mount is the "Lead Entity" of the 14 jurisdictions that make up the Consortium and is responsible for compliance with the Citizen Participation requirements for the entire Consortium.

In carrying out these obligations, the City of Rocky Mount feels that participation on the part of both its citizens, and citizens of all of the member jurisdictions, is essential to the effectiveness of the Consolidated Plan Programs. The City of Rocky Mount will encourage participation by low and moderate-income persons, particularly those living in slum and blighted areas and in areas where Community Development Block Grant and/or HOME activities are proposed.

The purpose of this amendment is to expand the Citizen Participation Plan in scope in order to incorporate all of the DEHC and Rocky Mount. The Plan is in two parts, i.e.,

- A. Rocky Mount, and
- B. The DEHC Consortium

The Citizen Participation Plan will insure that the requirements set forth in 91.105 of the Federal Regulations will be carried out. This Plan shall be effective as of June 24, 2013, and shall remain in effect until such time that all activities assisted (under this part) are completed, or until superseded by a new plan. This Plan also supersedes any Plan that may be in effect currently.

### **A. Rocky Mount**

This Plan will encourage and ensure citizen participation in the development of the Consolidated Plan, any substantial amendments to the Consolidated Plan, and the Consolidated Performance Report. The Rocky Mount Housing Authority will be consulted to determine ways to ensure the participation of residents of public and assisted housing developments in the process of developing and implementing the Consolidated Plan. The City of Rocky Mount's Redevelopment Commission will serve in an advisory role to assure that the Citizen Participation Plan encourages the participation of all its citizens, including minorities and non-English speaking persons, as well as persons with disabilities. Information that pertains to the Consolidated Plan will be made available to citizens in a timely manner. Two Public Hearings will be held for citizen input in the Consolidated Planning process, and citizens will have the opportunity to comment on the Consolidated Performance Report. A project schedule that details the public meetings is attached.

#### 1. Standards of Participation

The City of Rocky Mount conducts all community development programs in an open manner while encouraging citizen participation from all interested persons or groups. Information related to the community development program is circulated to the public and available for review in the Planning and Development office during normal business hours of the City. Questions and comments may also be addressed there. Access to all documents is open to the public except where prohibited by law. Please contact Lea Henry, Community Development Administrator, City of Rocky Mount, 331 S. Franklin Street, Rocky Mount, North Carolina, at (252) 972-1101 or (TDD) 1-252-442-0975.

#### 2. Adequate and Timely Information

Information that is provided by the Community Development Division shall be done in a timely manner. This information is made public subject to all applicable laws regarding confidentiality and personal privacy in the Community Development office during normal office hours and is available upon either written or oral request. The proposed Consolidated Plan and Consolidated Performance Report will be made available to the public for review at least fifteen (15) days prior to the submission to HUD. A

summary of the Consolidated Plan and the Consolidated Performance Report will be published at least once on the City of Rocky Mount web page. Copies of the Consolidated Plan and the Consolidated Performance Report will be placed at the following locations: Planning and Development Department, Second Floor City Hall, Nash County Building in the Planning Department and Edgecombe County building in the Planning Department.

### 3. Public Hearings

A minimum of two public hearings will be held each program year to obtain citizens' views and to respond to proposals and questions. The first public hearing is intended to identify needs by allowing citizens the opportunity to express views prior to the formulation of the Consolidated Plan. The second public hearing is intended to give citizens the opportunity to review the proposed Consolidated Plan prior to the submission to HUD. The public hearings will be held at the City of Rocky Mount Municipal Building in the Council Chamber.

The hearings will be held in public facilities, which are accessible to the handicapped and take place in locations convenient to residents. Particularly persons of low and moderate income and residents of areas in which CDBG activities are proposed shall schedule each hearing at times, which permit broad public attendance.

A public notice advertising the opportunity to review the proposed Consolidated Plan prior to its submission to HUD will be published on the City of Rocky Mount's website and advertised on the local cable access channel, CITY TV - 19. The notices shall be published not less than ten (10) calendar days nor more than twenty-five (25) calendar days before the scheduled hearing. The notice will summarize proposed activities, purpose, location, funding amount and where the Consolidated Plan is available for review.

Written responses will be provided to all comments concerning the Consolidated Plan, amendments and Consolidated Performance Reports that are submitted during the Citizen's Participation Planning process. Responses will be provided in a timely manner (within fifteen working days, where practicable from date of receipt).

### 4. Bilingual

To ensure effective communication with persons of low to moderate-income neighborhoods that speak and read a primary language other than English, all notices and related information shall be printed in the appropriate language(s). A translator will be provided for non-English speaking persons.

### 5. Disabilities

The City of Rocky Mount recently implemented an American Disabilities Act Transition Plan (ADA). Outlined in this document are steps that assure people with disabilities are not discriminated against. Persons with disabilities who desire to view the Consolidated Plan and attend a public hearing, and will need services to accommodate speech, hearing or visual impairments, should call the City Clerk's office at (252) 972-1321 one week in advance of the meeting so appropriate arrangements can be made. The City of Rocky Mount has permanent staff responsible for enforcement of Section 504 compliance.

### 6. Assessment of Performance

Following the completion of the Consolidated Performance Report but prior to the submission to HUD, citizens will be given an opportunity to evaluate the performance of the past year's community development activities. Citizens will be given the opportunity to evaluate the performance of the grantee, contractors and Subrecipients that were used during the past year. Citizen comments concerning the past year's performance will be included in the submittal of the Consolidated Performance Report to HUD. Notice of submission of the Consolidated Performance Report to HUD will be published on the City of Rocky Mount's website and advertised on the local cable access channel, CITY TV - 19 so that citizens will have the opportunity to review and comment on the report within a period not less than fifteen (15) days.

### 7. Program Amendments

The Citizen Participation process is applicable to program amendments as required in Section 91.105 of the Consolidated Submission for Community Planning and Development Program Grant Regulations. The Consolidated Plan will be amended whenever an activity previously described will not be carried out, or to substantially change the purpose, scope, location, or beneficiaries of an activity.

Prior to amending the Consolidated Plan, citizens will be given reasonable notice of, and opportunity to comment on, such proposed changes in its use of funds. A notice of proposed changes shall be published at least once on the City of Rocky Mount's website and advertised on the local cable access channel, CITY TV - 19. The public will be given (15) fifteen calendar days from the date of publication to review and comment on the proposed changes. Citizen's comments will be considered and if deemed appropriate, the proposed changes will be modified in a timely manner. The City shall make available to the public a description of any changes adopted. A period of not less than fifteen (15) days will be provided for citizens to comment on substantial amendments to the Consolidated Plan prior to its implementation.

## 8. Complaint Procedure

Each participant in any of the City of Rocky Mount Community Development Division's Programs as well as members of the general public are advised of the following complaint procedures:

- a. If a program participant disagrees with a decision or has a complaint that does not violate HUD Guidelines (i.e., income limits, etc.) the program participant can appeal, in writing, to the CD Administrator and the CD Administrator will respond in writing within ten (10) days after receipt of a complaint or comment.
- b. If the parties in question do not agree with the finding of the CD Administrator, an appeal shall be submitted to the Redevelopment Commission, for CDBG Programs, and to the Down East HOME Consortium (DEHC) Board of Directors, for HOME Programs. The appeal shall be filed in writing, no less than ten (10) days prior to the next meeting of the Redevelopment Commission or DEHC Board of Directors.
- c. If the parties in question do not agree with the finding of the Redevelopment Commission or the DEHC Board of Directors, the appeal shall be filed with the United States Department of Housing and Development's (HUD) Greensboro Office at the following:

U.S. Department of Housing and Urban Development  
Asheville Building, Suite 500  
1500 Pinecroft Road  
Greensboro, NC 27407

Phone: (336) 547-4000  
Fax: (336) 547-4015  
TTD: (336) 547-4000

**or**

HUD Office of Inspector General at the following  
By Phone: 1-800-347-3735;  
TDD: 202- 708-2451  
By Fax: 202- 708-4829

**By Mail:**

Department of Housing & Urban Development  
Office of Inspector General Hotline  
Assistant Inspector General for Investigations  
451 7th Street, S.W., Room 8270,  
Washington, DC 20410

## 9. Technical Assistance

Technical assistance will be provided to citizen organizations and groups of low to moderate-income persons or development area residents upon request to the City. Assistance consists of helping to organize meetings, explaining City policies, and referring questions and concerns to appropriate City departments and other agencies. Any costs incurred with providing technical assistance will be charged against the CDBG program as a cost associated with administration of the grant.

## 10. Displacement

Displacement of persons from their homes during CDBG funded projects will be minimized as much as possible, although, where displacement is unavoidable, persons displaced will receive financial assistance for costs incurred due to the relocation. Assistance will be consistent with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970. Information pertaining to relocation benefits will be made available to the general public through one on one discussion with Community Development staff.

## **B. The Down East HOME Consortium (DEHC)**

### 1. Introduction

The City of Rocky Mount, North Carolina, as a designated Entitlement City and recipient of Community Development Block Grant funds from the US Department of Housing and Urban Development (HUD), has previously established and adopted a Citizens Participation Plan. The Purpose of the Plan is to have an established process whereby citizens of the City are given an opportunity to have input into the developing of plans, program implementation, monitoring, and the evaluation of the City's housing and community development programs.

In 1997, the City of Rocky Mount, along with nine (9) other adjoining jurisdictions, formed the Down East HOME Consortium, (DEHC) for the purpose of receiving allocations under the Home Investment Partnership program from HUD. **The member jurisdictions are: Towns of Bailey, Conetoe, Dortches, Middlesex, Nashville, Pinetops, Princeville, Sharpsburg, Spring Hope, Tarboro, Whitakers, City of Rocky Mount, Edgecombe and Nash Counties (excluding the governments of the municipalities in both Counties who chose not to join the Consortium).** Rocky Mount is the Lead Entity for the Consortium. The DEHC completed its first Consolidated Plan 1997-2002, its second Consolidated Plan 2002-2007, then 207-2012 and renewed its Consortium status in 2012 which will run through 2017. Part of the compliance requirements for the Consortium's new Consolidated Plan, is to have a new or Amended Citizen Participation Plan.

Therefore, the City of Rocky Mount, as the Lead Entity, has developed this Amendment to its Citizen Participation Plan to fulfill the regulatory requirements for the Down East HOME Consortium's (DEHC) planning, program implementation, and monitoring process.

## 2. Purpose of The Amendment:

The purpose of the Citizen Participation Plan Amendment is to provide citizens in the member jurisdictions of the DEHC with adequate information and opportunity to participate in all aspects of program planning, implementation, and monitoring. The goals of the Plan Amendment, specifically in compliance of the requirements of 91.105, include the following:

## 3. Participation:

### a. Steering Committee

Provide for the institution and operation of a Citizen Participation process whereby citizen representatives of adequately reflect the geographic areas and social and economic groups of the Consortium's member jurisdictions. Therefore, a 13 member Steering Committee, consisting of one representative from each of the member jurisdictions in the Consortium, shall serve as the main Citizen Body and community liaison for their respective jurisdictions. **The member jurisdictions are: Towns of Bailey, Conetoe, Dortches, Middlesex, Nashville, Pinetops, Princeville, Sharpsburg, Spring Hope, Tarboro, Whitakers, City of Rocky Mount, Edgecombe and Nash Counties** The Steering Committee shall meet to discuss and/or propose program plans, funding strategies, additional citizen input procedures, and related program matters, with the City of Rocky Mount as the Lead Entity, or its designated representatives. The Steering Committee may also serve as Consultation resources in the implementation of the Citizen Participation Plan.

### b. Consultation

In order to expand input opportunities and, especially, to increase information for plans relating to the Anti-Poverty strategy and Continuum of Care, the City and Consortium staff will consult with and solicit input from a cross-section of non-profit agencies, housing providers, and human service delivery agencies within the Consortium. The consultation process, along with the public hearings and/or meetings, will help provide an assessment of the housing needs of the Consortium.

## 4. Access to Meetings:

The Amended Citizen Participation Plan will provide for direct access for citizens and member jurisdictions representatives to attend public hearings and other related public meetings, by conducting some of the meetings in the County seats of both Nash and Edgecombe Counties, in addition to local meetings conducted by the City of Rocky Mount. This should allow citizens of the respective member jurisdictions of both Nash and Edgecombe Counties to attend such meetings. Specifically, during the development of draft plan documents, public meetings will be announced and conducted in the Town of Nashville for residents of Bailey, Dortches, Middlesex, Whitakers, Spring Hope, Sharpsburg, Nashville, and Nash County; and in the Town of Tarboro for residents in Conetoe, Pinetops, Princeville, Tarboro, and Edgecombe County. These meetings should increase the prospects for meaningful citizen involvement and contribution to the complete Consolidated Plan and One-Year Action Plan development process.

## 5. Access To Information.

This Amended Plan will provide citizens of the Consortium's jurisdictions with timely and current information concerning possible public resources, potential plans and programs for utilization of these resources and other related activities afforded to the citizens. Specifically, during the initial stages of either the Strategic Plan, and/or One-Year Action Plan development process, public information meetings/or hearings will be advertised on the City of Rocky Mount's website and local cable access channel, CITY TV – 19 and maybe on the websites and local cable access channels serving the other Consortium jurisdictions. The initial notice will generally state the purpose of the meeting/or hearing, the amount of anticipated funding resources, and the time, date, and locations of such meetings. The notice will make specific reference to a designated Consortium representative, with name and phone number, for additional information requests. Also after plans, programs, and specific local funding proposals have been developed, and prior to submission to HUD, a second round of public meetings/hearings will be conducted in the same manner as described for the initial meetings above. The public will have opportunity to view and comment on specific proposed plans and projects.

6. Technical Assistance:

The City of Rocky Mount, as provided for in its primary Citizen Participation Plan, will provide technical assistance and information to organizations which request such assistance, in the development of specific proposals for funding.

7. Public Hearings:

Public hearings/or meetings will be held to provide opportunities for the public to provide their assessment of housing needs and priorities prior to publishing the proposed Consolidated Plan. During the plan development and submission process, in addition to the meetings scheduled for Rocky Mount, at least two (2) public meetings/or hearings will be held for other member jurisdictions.

Additionally, the Consortium Steering Committee will meet several times during the plan development process. All of the Steering Committee meetings will be open to the public.

8. Comments and Review:

A summary of comments received in writing or orally at the public hearings will be prepared and attached to the final Consolidated Plan. After the second round of public hearings, the Consortium will make available the Proposed Consolidated Plan for the DEHC, for public comment, for a period not less than fifteen (15) days. Notice of the location of the draft plan document will be provided through a combination of agency mailings, and advertisements on the City website and other jurisdictions as appropriate and local cable access channels serving the Consortium jurisdictions.

9. Complaint Procedure:

The complaint procedure shall be the same as contained in the City of Rocky Mount's Citizen Participation Plan.

10. Amendment Procedure:

The amendment to the Consolidated Plan and/or the Citizen Participation Plan shall be the same as contained in the City of Rocky Mount's Citizen Participation Plan.

Signature/Authorized Official:



**Title:** Mayor

**Date:** June 26, 2013

**PUBLIC COMMENTS TO  
FY 2015-2015  
CITY OF ROCKY MOUNT  
ANNUAL ACTION PLAN**

**Community Advocacy in Marginalized Neighborhoods in Rocky Mount, Nash and Edgecombe Counties**

The City of Rocky Mount, Nash County and Edgecombe County entered into a joint venture to create a prosperous future for all Twin County residents that emphasized the involvement and empowerment of its citizens. The partnership both values and encourages the involvement of community members leading to community leadership training through the Community Academy intended to cascade training to their respective communities and the Community Partnership Coalition that has developed eight (8) regional goals. The realization of the Twin County Partnership’s vision and long term goals will transform the economic, health, education and quality of life the Twin Counties. However, it is proposed that driving empowerment to the neighborhoods involves its members in:

- addressing unemployment, health, youth crime and housing and safety issues;
- citizens can begin the immediate transformation of their communities and more effectively contribute to the development and implementation of the Twin County Partnership’s change strategies;
- reaffirming personal and community pride, determination and influence; and
- promoting its residents support of common goals.

**What is to be done?** In the housing report, Crossroads to Prosperity, commissioned by the City of Rocky Mount Department of Planning and Development, Around the Wye, Happy Hill, Little Raleigh, South Rocky Mount and Southeast Rocky Mount are five (5) of the neighborhoods defined as “fragile”. Members of these neighborhoods are resilient and resourceful and know best what is needed and is required. The intent of this proposal is to optimize available

resources and services by building a collaboration among service providers and promote resident involvement in neighborhood affairs under the leadership of trained community leaders with the placement of a direct on-going support from a Community Advocate.

The Community Advocate position is requested to work directly with Community Leaders and residents to address immediate needs and access available resources. Some of the resources available, **but not limited to**, are:

- Rocky Mount OIC (education and training, community health and education, family medical center, business services and job training and placement);
- Nash Edgecombe Economic Development (NEED);
- Nash & Edgecombe Cooperative Extension Programs (Community Voices, Master Gardening);
- Community and Rural Development (CRD) Council, 4-H Club); and
- It Start with "U" Foundation Re-entry /Transition Program and Second Chance Act Reentry Program for Adult Offenders with Co-occurrence Substance Abuse and Mental Health Disorder.

The intent of the Community Advocate position is, through direct action of community members, to empower and mobilize the community by establishing the tools to:

- create timely dissemination of information to all community members to assist in building awareness among community residents and enable them to make informed decisions;
- build upon existing relationship to create a **neighbor to neighbor** culture that will enable community members to provide positive assistance to each other as resources to improve the total community's quality of life; and

- develop, enhance and channel skills building through an intergenerational approach to problem solving and decision making and solution implementation.

It is estimated that the community advocate will work directly with each community leaders and members for approximately 20 hours each month for a total of 100 hours per month.

**Who is the service population?** All members of the selected community by working directly with the Community Leader and an established community council.

**What is the time period for service?** The initial request for the Community Advocate positions is 2- years. Based on measured effectiveness, request for additional neighborhoods will be made.

**How will we know if advocate role is effective?** We propose to work with the City of Rocky Mount to establish milestones to measure the effectiveness of the community advocate role. Some milestones could be:

- Percentage increase of residents accessing preventive medical services
- Percentage of residents enrolled in training and development services
- Number community improvement programs launched (community clean-up, festivals, neighborhood youth activities, etc.)
- Development of community plan
- Percentage of community meetings and training coordinated by Community Leader

972-1581

6-2-2015

To

The city of Rocky mount, my name is Cassandra Smith I am on permanent Social Security disability I have a 6 year old daughter I am a single parent, I also took in a friend and her baby. I have worked all my life but became disabled 2008, I am on a limited income in 2009 the city had the Rehab program, I have been calling every year to see when will this program be offered, last year the city had the program but it was only offered to residents out side the city, also there was a program for Nash County Nashville Rehab and only for people out side the city, and it was a program for single parents but only people out side the city limits. I am in need of help for repairs in my home that I will never be able to afford on my own, I need roofing, ~~plum~~ plumbing needs to be replaced. I have a room with no floors

Please give the people that lives  
in the City a chance to  
apply for the Rehab program.  
I tried urgent repair but  
my income was over, but  
under the Rehab Program  
I can get the help I need  
Please help.

Thanks

Cassandra Smith

## Language Access Plan

4-1

*City of Rocky Mount  
December 1, 2011- September 1, 2014*

The purpose of this Policy and Plan is to ensure compliance with Title VI of the Civil Rights Act of 1964, and other applicable federal and state laws and their implementing regulations with respect to persons with limited English proficiency (LEP). Title VI of the Civil Rights Act of 1964 prohibits discrimination based on the ground of race, color or national origin by any entity receiving federal financial assistance. Administrative methods or procedures, which have the effect of subjecting individuals to discrimination or defeating the objectives of these regulations, are prohibited.

In order to avoid discrimination on the grounds of national origin, all programs or activities administered by the **City of Rocky Mount (local unit of government)** must take adequate steps to ensure that their policies and procedures do not deny or have the effect of denying LEP individuals with equal access to benefits and services for which such persons qualify. This Policy defines the responsibilities the agency has to ensure LEP individuals can communicate effectively.

This policy and plan is effective December 1, 2011

## Scope of Policy

These requirements will apply to the **City of Rocky Mount (herein referred to as "the agency")** including subcontractors, vendors, and sub-recipients.

The agency will ensure that LEP individuals are provided meaningful access to benefits and services provided through contractors or service providers receiving sub-grants from the agency.

## Definitions

- A. CI: Community Investment and Assistance, North Carolina Department of Commerce
- B. Limited English Proficient (LEP) individual – Any prospective, potential, or actual recipient of benefits or services from the agency who cannot speak, read, write or understand the English language at a level that permits them to interact effectively with health care providers and social service agencies.
- C. Vital Documents – These forms include, but are not limited to, applications, consent forms, all compliance plans, bid documents, fair housing information, citizen

participation plan, letters containing important information regarding participation in a program; notices pertaining to the reduction, denial, or termination of services or benefits, including the right to appeal such actions, or that require a response from beneficiary notices advising LEP persons of the availability of free language assistance, LEP outreach materials, and any other documents determined by agency to be vital documents.

- D. Title VI Compliance Officer: The person or persons responsible for compliance with the Title VI LEP policies.
- E. Substantial number of LEP: 5% or 1,000 people, whichever is smaller, are potential applicants or recipients of the agency and speak a primary language other than English and have limited English proficiency.

## Providing Notice to LEP Individuals

- A. The agency will take appropriate steps to inform all applicants, recipients, community organizations, and other interested persons, including those whose primary language is other than English, of the provisions of this policy. Such notification will also identify the name, office telephone number, and office address of the Title VI compliance officer(s).

**List the current name, office telephone number and office address of the Title VI compliance officers:**

- B. Pauline High, CD Administrator: 252-972-1101  
331 S. Franklin Street, Rocky Mount, NC 27802-1180

***(Note: The agency must notify the CI compliance office immediately of changes in name or contact information for the Title VI compliance officer.)***

- C. The agency will post and maintain signs in regularly encountered languages other than English in waiting rooms, reception areas and other initial points of contact. These signs will inform applicants and beneficiaries of their right to free language assistance services and invite them to identify themselves as persons needing such services.

**Identify areas within the agency where these signs will be posted**

Front Office Location and Bulletin Board in City Atrium on First Floor and Human Relations office, located on First Floor

- D. The agency will include statements of the right to free language assistance in Spanish and other significant languages in all outreach material that is routinely disseminated to the public (including electronic text).

**Describe how the agency will also disseminate information in the following manner:**

Information will be posted to include a LEP phrase in Spanish informing Spanish speaking persons of the right to obtain information in Spanish. Information will be made available on applications regarding eligibility and information regarding any outreach for housing needs including but not limited to newspapers ads, electronic media, and or pamphlets.

## Provision of Services to LEP Applicants/Recipients

### A. Assessing Linguistic Needs of Potential Applicants and Recipients

#### 1. The agency will assess the language needs of the population to be served, by identifying:

- a. The language needs of each LEP applicant/recipient
- b. The points of contact where language assistance is needed; and
- c. The resources needed to provide effective language assistance including location, availability and arrangements necessary for timely use.
- d. Other (describe):

#### 2. Determining the Language Needs of the Population to be Served

The agency is responsible for assessing the needs of the population to be served. Such assessment will include, but not be limited to the following:

- a. The non-English languages that are likely to be encountered in its program will be identified.
- b. An estimate of the number of people in the community for whom English is not the primary language used for communication will be completed and updated annually. To identify the languages and number of LEP individuals local entities should review:
  - i. census data
  - ii. school system data
  - iii. reports from federal, state, and local governments
  - iv. community agencies' information, and
  - v. data from client files
  - vi. Other (specify):
- c. The points of contact in the program or activity where language assistance is likely to be needed will be identified.

#### 3. Determining the Language Needs of Each Applicant/Recipient

The agency will determine the language needs of each applicant/recipient. Such assessment will include, but not be limited to the following:

- a. At the first point of contact, each applicant/recipient will be assessed to determine the individual's primary language.

Check all methods that will be used:

- multi-language identification cards, a poster-size language list, or the use of "I speak" peel-off language identification cards for indicating preferred languages**
- English proficiency assessment tools, provided they can be administered in a manner that is sensitive to and respectful of individual dignity and privacy
- Other (describe):

- b. If the LEP person does not speak or read any of these languages, the agency will use a telephone interpreting service to identify the client's primary language.
- c. Staff will not solely rely on their own assessment of the applicant or recipient's English proficiency in determining the need for an interpreter. If an individual requests an interpreter, an interpreter will be provided free of charge. A declaration of the client will be used to establish the client's primary language.
- d. When staff place or receive a telephone call and cannot determine what language the other person on the line is speaking, a telephone interpreting service will be utilized in making the determination.
- e. If any applicant/recipient is assessed as LEP, they will be informed of the availability of free language interpretative services. When there is a direct (face-to-face) contact with a person assessed as LEP and whose primary language is one of the ones identified in Section IV.C. below, a written notice of the availability of free language interpretative services will be provided.

**B. Provision of Bilingual/Interpretive Services**

1. The agency will ensure that effective bilingual/interpretive services are provided to serve the needs of the non-English speaking population. The provision of bilingual/interpretive services will be prompt without undue delays. In most circumstances, this requires language services to be available during all operating hours.

**This requirement will be met by:** Having inter-agency staff that is Spanish speaking within the Utilities Department to provide bi-lingual services when needed and or requested by the Community Development Division.

2. The agency will provide language assistance at all level of interaction with LEP individuals, including telephone interactions.

Describe how this requirement will be met: For telephone interactions, the Community Development Division will use a qualified telephone interpreter service as a back-up. In addition, the Community Development Division will also utilize employees within the City of Rocky Mount that are bi-lingual to provide both telephone interaction and also face to

face communications. Written information will be provided in English and in Spanish, other languages will be made available upon request.

***(Note: The agency may use paid interpreters, qualified bilingual employees, and qualified employees of other agencies or community resources. Telephone interpreter services should only be utilized as a back-up system or where other language assistance options are unavailable.)***

### 3. Interpreter Standards

- a. Those providing bilingual/interpretive services will meet the linguistic and cultural competency standards set forth below. The agency will ensure that interpreters and self-identified bilingual staff, have first been screened to ensure that the following standards are met before being used for interpreter services:
  - i. Can fluently and effectively communicate in both English and the primary language of the LEP individual
  - ii. Can accurately and impartially interpret to and from such languages and English
  - iii. Has a basic knowledge of specialized terms and concepts used frequently in the provision of the agency's services
  - iv. Demonstrates cultural competency
  - v. Understands the obligation to maintain confidentiality
  - vi. Understands the roles of interpreters and the ethics associated with being an interpreter

**Describe how the agency ensures the competency of bilingual staff and interpreters:**

The City will utilize human resources and also language service providers to ensure the competency of bilingual staff and interpreters.

- b. When staff members have reason to believe that an interpreter is not qualified or properly trained to serve as an interpreter, the staff member will request another interpreter.

### 4. Using Family Members or Friends as Interpreters

- a. The agency will first inform an LEP person, in the primary language of the LEP person, of the right to free interpreter services and the potential problems for ineffective communication. If the LEP person declines such services and requests the use of a family member or friend, the agency may utilize the family member or friend to interpret only if the use of such person would not compromise the effectiveness of services or violate the LEP person's confidentiality. The agency will monitor these interactions and again offer interpreter services, if it appears there are problems with this arrangement.
- b. The agency will indicate in the LEP individual's file that an offer of interpreter services was made and rejected; that the individual was informed of potential

problems associated with using friends or family members and the name of the person serving as an interpreter at the LEP individual's request.

- c. Only under extenuating circumstances shall the agency allow a minor (under the age of 18 years) to temporarily act as an interpreter. The agency will keep a written record of when it has used a minor as an interpreter, and this information will be shared with the CI upon request.
5. The agency will **not** require the applicant/recipient to pay for bilingual/interpretive services.

C. Provision of Written Translations

1. The agency must provide written materials in languages other than English where a substantial number or percentage of the population eligible to be served or likely to be directly affected by the program needs services or information in a language other than English to communicate effectively.
2. Translation of Vital Documents
  - a. The agency will ensure that vital documents for locally designed programs are translated at minimum into Spanish.
  - b. When CI forms and other written material contain spaces in which the local entity is to insert information, this inserted information will also be in the individual's primary language. When such forms are completed by applicants/recipients in their primary language, the information must be accepted.
  - c. If, as a result of the local language assessment, it appears there are a substantial number of potential applicants or recipients of the agency (defined as 5% or 1,000 people whichever is less) who are LEP and speak a language other than Spanish, the agency will translate and provide vital documents in the appropriate language.
  - d. The agency will keep a record of all vital documents translated, and will submit this information to *CI at their request*.
3. If the primary language of an LEP applicant or recipient is a language other than Spanish and the language does not meet the threshold for translation as defined in the preceding paragraph, the LEP individual who requests a translation will be informed in their own language of the right to oral translation of written notices. The notification will include, in the primary language of the applicant/recipient, the following language:

IMPORTANT: IF YOU NEED HELP IN READING THIS, ASK THE AGENCY FOR AN INTERPRETER TO HELP. AN INTERPRETER IS AVAILABLE FREE OF CHARGE.

D. Documentation of Applicant/Recipient Case Records

1. The agency will maintain case record documentation in sufficient detail to permit a reviewer to determine the agency's compliance with this policy.
2. The agency will ensure that case record documentation, including computerized records if appropriate, identifies the applicants/recipient's ethnic origin and primary language. In those cases where the applicant/recipient is non-English speaking, the agency will:
  - a. Document the individual's acceptance or refusal of forms or other written materials offered in the individual's primary language.
  - b. Document the method used to provide bilingual services, e.g., assigned worker is bilingual, other bilingual employee acted as interpreter, volunteer interpreter was used, or client provided interpreter. When a minor is used as interpreter, the agency will document the circumstances requiring temporary use of a minor and will provide this information to CI upon request.
3. Consent for the release of information will be obtained from applicants/ recipients when individuals other than agency employees are used as interpreters and the case record will be so documented.

E. Staff Development and Training

1. The agency will provide staff training at new employee orientation and continuing training programs. The training will include, but not be limited to:
  - a. Language assistance policies and procedures, resources available to support such procedures, methods of effective use of interpreters, and familiarization with the discrimination complaint process.
  - b. Cultural awareness information, including specific cultural characteristics of the groups served by the agency to provide a better understanding of, and sensitivity to, the various cultural groups to ensure equal delivery of services.
2. The agency will provide or ensure training is provided for bilingual staff and interpreters employed or utilized by the agency. This includes the ethics of interpreting, including confidentiality; methods of interpreting; orientation to the organization; specialized terminology used by the agency; and cultural competency.
3. The agency will ensure that applicable grantees, contractors, cooperative agreement recipients and other entities receiving state or federal dollars are trained in the requirements of this policy.

**Describe how this provision will be met:**

Training will be provided on cultural competency as provided by the Human Resources Department. In addition, CD staff will continue to train on-going contractors through educational materials about the language access policy and federal requirements.

4. The agency will collect and maintain the following information about training provided to staff: the date(s) of such training, the content of such training, the number and types of

credit hours awarded; and the names and identifying information of each attendee at the training. The agency will ensure that grantees, contractors, cooperative agreement recipients and other applicable funded entities collect and maintain such information as well.

### **Compliance Procedures, Reporting and Monitoring**

#### **A. Reporting**

1. The agency will complete an annual compliance report and send this report to CI.  
*(Format will be supplied by CI)*

#### **B. Monitoring**

1. The agency will complete a self-monitoring report on a quarterly basis, using a standardized reporting system providing by the CI. These reports will be maintained and stored by the Title VI compliance officer and will be provided to the CI upon request.
2. The agency will cooperate, when requested, with special review by the CI.

### **Applicant/Recipient Complaints of Discriminatory Treatment**

#### **A. Complaints**

1. The agency will provide assistance to LEP individuals who do not speak or write in English if they indicate that they would like to file a complaint. A complaint will be filed in writing, contain the name and address of the person filing it or his/her designee and briefly describe the alleged violation of this policy.
2. The agency will maintain records of any complaints filed, the date of filing, actions taken and resolution.
3. The agency will notify the appropriate agency or Division within CI of complaints filed the date of filing, actions taken and resolution. This information will be provided within 30 days of resolution.

#### **B. Investigation**

1. The CI Compliance Office will conduct an investigation of the allegations of the complaint. The investigation will afford all interested persons and their representatives, if any, an opportunity to submit evidence relevant to the complaint.
2. The investigation will not exceed 30 days, absent a 15-day extension for extenuating circumstances.

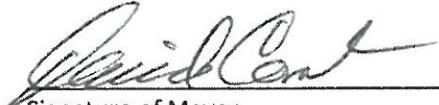
#### **C. Resolution of Matters**

1. If the investigation indicates a failure to comply with the Act, the local unit of government, agency Director or his/her designee will so inform the recipient and the matter will be resolved by informal means whenever possible within 60 days.
2. If the matter cannot be resolved by informal means, then the individual will be informed of his or her right to appeal further to the Department of Justice. This notice will be provided in the primary language of the individual with Limited English Proficiency.
3. If not resolved by CI, then complaint will be forwarded to DOJ, HUD Field Office.

**SUBMITTED AND APPROVED BY:**

DAVID W. COMBS

Name of Mayor



Signature of Mayor

6-24-2013

Date

PEACHTREE COMMUNITY NEWS

BY BARBARA HARDISON

On a cold and windy March morning, Peachtree folks gathered for worship at the church. Sanctuary flowers were given by Debbi and Roy Carawan in memory of her mother, Lotte Stallings, and her cousin, Paula Joyner.



Pastor Whitehouse's sermon for Palm Sunday was titled "You Can't Sit on the Fence Forever". It was based on Luke 19: 28-44. Palm Sunday is the beginning of Holy Week, which climaxes with the Resurrection on Easter Sunday. This week is the unifying event of many world religions.

The choir sang "Holy Ground" under the direction of the pastor. For the offertory David Griffin whistled "Were You There When They Crucified my Lord?" accompanied by Jane May at the piano.

For the Children's sermon Beverly Wilson showed some red 'pom poms' that are used by cheer leaders. She told them that on the day that Jesus rode into Jerusalem, the people cheered and waved palm leaves. They cheered Him, thinking that he would be their political king, delivering them from the rule of the Roman Empire. But we need to cheer Him and be happy that He is our savior who delivers us from our

Sympathy to the family of Paul Sledge Jr. of the Seven Paths Community. He passed away last week and his funeral was held on Saturday.

Marta and Eugene Whitelouse visited with family in Florida last week. Brooks Wood, son of Arlyne and Glenn Wood recently visited his parents. He had just completed his training and Command Qualification Examination and was on leave before reporting back to his assignment at the Naval Base in Hawaii.

Melba Hobgood and Beverly Wilson attended the memorial service for Mary Lillian Whitely at the Sardis Missionary Baptist Church in Brogden last Tuesday. On Thursday evening Chloe Scott participated in the All County Chorus at the Dunn Center in Rocky Mount. Chloe was one of ten who were selected to represent Spring Hope Elementary School. The Primary Chorus was directed by Jana Winders. Congratulations on an outstanding performance.

Laciyn celebrated her fourth birthday on Sunday afternoon at the home of her grandparents. Cecil and Beverly Wilson. They had grilled barbecue chicken but the hit with Laciyn, was her grandma's strawberry birthday cake.

A reminder of upcoming Easter events at Peachtree: A Good

Friday service will be held on Friday evening at 7:00PM at the church. A Sunrise Service at Spring Hope Memorial Garden at 7 a.m. on Sunday, with Rev. Andrew Hlook preaching.

The Spring Celebration of the Great Commission will be held nightly at 7 p.m. from April 16-April 19, with an 11 a.m. service on the 19th. Speakers in the order of their sermons are 16th, Scott Mason, WRAL Tar Heel Traveler, 17th, Phil Qualls, Mommyer Baptist Church, 18th, Butch Gordon, who will bring his choir from Samaria Baptist Church, 19th, Dr. Roy Debrand, Professor Emeritus of Campbell University, on Sunday morning and evening. A fellowship will follow this evening service. Plan now to attend.

The Pork BBQ plate sale is scheduled for April 10- serving from 11a.m. until 7 p.m. That is you for your support.

Our prayer concerns are for all those who are sad, lonely, and sick or shut in. Pastor Whitehouse is sick with one of the seasonal maladies. Brannon Booth is at home, doing better. Fay and Reggie Vick have both been sick. Fran Bunn is recovering from her foot surgery, under the watchful care of Bob. Pray for Bobby and Janice Sykes' grandson, John, as he and his family travel back to his mission station.

Have a blessed Holy Week!

BY JOJO RICKS



Am I the only person that thinks time is going fast? That old saying "don't blink or it's not true." It seems like it was just yesterday I was raising a family, refereeing fights, carpooling, ball practice and lots of ballgames. Now I am a busy grandmother, busy with grand children and writing the community news. LOL! Life is so busy, I don't think I want to blink again. Where has time gone? Heck, I even get a senior citizen's discount... when I have the memory to ask for it!

Aventonians, if you have a child or grandchild playing a spring sport or in a school play etc, please let it be known so times and locations can be shared with the community. We're family and need to support each other. Twenty years from now, you may not remember going to that event, but I bet that child will and what a good memory that is not!

On Tuesday night, to help Harriet Griffin feel better (recovering from bronchitis), Sue Shoarin and Jojo Ricks took her out to eat at Andy's Cheesburgers. french fries and milk shakes, if that don't make you feel better, nothing will! Even though Harriet was under the weather, it didn't stop her giggling or her appetite. LOL! A good time was had by all!

Prayers are being answered! Ms. Peggy is "almost" good as new and

operating at "almost" full speed. Also, prayers are being answered for Carl Holland. Carl hasn't had a headache since his recent surgery. It was so nice to see him smiling and back to his old self on Sunday. Watch out Aventon, he may show up in your driveway most anytime now.

Want to know a good way to start your day? It's having a good friend call first thing in the morning and invite you over for not cinnamon buns and coffee for breakfast, and come as you are. I put on a hat to cover my bed head, grabbed my keys, jumped in my car, picked up Harriet Griffin, and then we all had breakfast at Sue Shoarin's house.... in our pajamas. What a pretty sight that was. LOL! If you had been looking for prayers, you would have thought we were 3 old crazy ladies, but happy crazy. You bet a fun time was had by all.

Neighbors, have you ever felt like something was wrong with a friend or family member? You don't know what you just sense something is not right. Listen to your gut feelings, I promise something is going on and they could use a friend, if nothing but to know you care. If you call or text and they don't respond, or they don't respond like they normally do.... act on it. Prayers are wonderful, but sometimes it takes more than prayers, it takes actions from you. Reach out if nothing but to touch their hand and say "I love you and I am here for you." It will not solve their problem, but it

will let them know they aren't alone and someone cares. Actions speak louder than words not just sometimes, but all the time!

FISHING CREEK BAPTIST CHURCH NEWS: There will be bible study and a meal on Wednesday, April 1st at 6:30 pm and it's no April fools, we really will be meeting and eating in the fellowship hall. Please let Carl know your family Everyone is invited, please come join us. On the menu is taco soup and I am sure it will be yummy, everything else has been! Desserts are always welcomed, but not necessary. COMING SOON: Desert and bible study will be on Wednesday, April 22nd at 7 pm. Mark your calendars now and try to plan around it. Also church family, opportunities for prayers and visitation are listed in your Sunday bulletin. If you would like a copy of the Sunday sermon on CD, please let William Saunders know!

Aventonians, if you have one, please bring your hly to church on Easter Sunday. As always Aventonians, go out and be an Aventon Angel, Jesus in skin. Keep your eyes, ears and heart open to the needs of others. Also, please don't forget our sick and shut ins. Fix high Aventon and make your presence known.

Aventon news can be emailed to me anytime during the week at jochicksonricks@gmail.com. I need news neighbors, I know people are getting tired of reading about Sue, Harriet and Jojo, but news has gotta come from somewhere. Hint, Hint!

COMMUNITY EVENTS

Calendar events must be submitted by noon Monday for publication. News accepted are events sponsored by not-for-profit organizations or free events. Mail to: Community Calendar c/o The Nashville Graphic, 203 W. Washington St. Nashville, NC 27805 or fax (252) 459-3052 or email to news@nashvillegraphic.com. Please include a contact name and phone number.

BLOOMING FESTIVAL - Nashville's 11th Annual Blooming Festival is May 8-9, 2015. Applications for craft vendors are now being accepted. For information, visit www.nashvillechamber.org or call 781-459-4050.

CITIZEN'S POLICE ACADEMY - The Nashville Police Department will hold its fourth annual Citizen's Police Academy starting May 26. The academy will run through August 25 and will be held every Tuesday from 6 until 9 p.m. at the Nashville Police Department. Attendees will experience hands-on learning with Nashville Police Department instructors and Officers. Some of the topics covered include firearms, crime scene investigations, DWI investigations, motor vehicle law, vehicle stops, community policing and more. Ride-alongs will be held as well as hands-on scenarios and mock crime scenes. For info, call Officer Jennifer Bull at 252-459-4545, ext. 228 or email Jennifer.bull@nashvillepolice.gov.

COMMUNITY CENTER - The Nashville Community Building is available for rental. For info, or to rent the facility, call Rachel Ervin at 252-813-3772.

REUNION - Northern Nash Senior High Class of 1950 reunion activities are planned for Sept. 18-19, 2015! Group activities include a home football game and social on Sept. 18 with the class reunion banquet to be held at Northern Nash on Sept. 19. Don't miss this opportunity to reconnect with your high school friends! To complete your profile and register to attend, go to nrsh1360.com. For more information, go to nrsh1190.com or call (252)304-0066.

April 3 The Mommyer Roubin Club will hold its Barbecue Chicken plate sale from 11 a.m. until 7 p.m. Plates will be sold, rain or shine, for \$7 per plate. Eat in or take out.

April 4 The Ladies Auxiliary of the Veterans of Foreign Wars Annual Spring

Card Sale will be held at 8 a.m. Admission is one non-perishable business entrée, to be delivered in our area. Tables are going fast so call 252-442-0051 to reserve yours. It will be located at the VFW Post 4057, 11270 Highway 97, Rocky Mount.

The Rocky Mount Farmer's Market opens at 8 a.m. An early bird special will include complimentary doughnuts and coffee from 8 until 9 a.m. From 9 until 11 a.m., the Joan Sloop Quartet will perform instrumental jazz, blues, smooth and funk.

April 6 The Town of Nashville is hosting its annual Easter celebrations with an Easter Egg Hunt at Glover Park at 9 a.m., followed by storktime at Cooley Library at 10:30 a.m. Face painting will be offered following storktime at the library.

April 7 The Rocky Mount Police Department will hold a Citizen's Police Academy April 7 through May 19 every Tuesday night from 6 until 9 p.m. Topics covered include recruitment and hiring, department structure, ethics and leadership, professional standards, elements of law, crime scene investigation, community policing, mock court trial, use of force and firearms training, K-9 and bike patrol, alcohol and controlled substances and interview and interrogation techniques. The program will conclude with a graduation ceremony and reception on Tuesday, Nov. 19. Anyone 18 or older, residing or working in Rocky Mount is encouraged to apply. The program is free but seats are given on a first come, first serve basis. For info, call 972-1436.

Introduction to Entrepreneurship featuring speaker, David Grant. SCORE presents part 2 of a free workshop series for Small Business and Non-Profit from 5:30 to 7:30 p.m. at Braswell Memorial Library, 727 N Grace St. Rocky Mount, in the 2nd floor computer lab. Light refreshments will be served. If you're considering becoming a small business owner, you'll want to attend this seminar to learn what it takes, what challenges and pitfalls you can expect, and what proven steps you can take to greatly increase your chance of success. In this seminar, you'll explore how to test the feasibility of your idea to ensure it's the right one. You'll find tips for researching the market and your competitors, securing

needed funds, and projecting your business results. Various legal business entities will be defined, and you'll learn about resources that can help you with licenses, permits, and other registrations needed for your business. And hopefully, you'll be confident that you're well-positioned to take those critical first steps toward entrepreneurship. This workshop is free and open to the public. For more information, or to register to attend, please call Joetta Pittman at Braswell Memorial Library (252)441-1951 ext. 239.

April 10 Peachtree Baptist Church will hold its annual BBQ Lunch/Dinner Fund-raiser from 11 a.m. until 7 p.m. at the church, 3723 N. NC Highway 501. Eat in or take out. Plates are \$7 each and include BBQ Pork, cole slaw and boiled potatoes. Delivery is available for 10 or more plates. For tickets, call Catherine Guplin at 478-3766.

April 11 5th annual Paws in the Park, Saturday, Apr. 11, 2015 from 10 a.m. until 2 p.m. in Sunset Park at Duke Circle. This event is free to the public and provides an opportunity for non-profit organizations, businesses, and dog-loving citizens to advance the humane treatment of dogs and promote responsible pet

ownership. Paws in the Park also marks the grand opening of Dog Park, Rocky Mount's first ever off-leash Dog Park.

The Rocky Mount Farmer's Market will hold a "Bee" Friendly Field Day with educational events by the Coastal Plains Chapter of the NC Beekeepers Association.

Parlowood Baptist Church will hold its 880 Chicken Cook on Saturday, April 11 from 11 a.m. until 5 p.m. at the church at 1731 Hunter Hill Road. Plates are \$7 each for pre-sale and \$8 each on the day of sale. Available. For delivery call 445-3121 or 985-9531. Proceeds will

go to benefit Summer Youth Camp.

April 14 \$10 time to register for Kindergarten Registration will be held at Bailey, MB Hubbard, Middlesex and Red Oak Elementary Schools from 7:30 a.m. until 1 p.m. and from 5 until 6:30 p.m. Children who are five years old on or before August 31, 2015 are eligible. To register, bring the child's certificate, birth certificate, immunization record, health assessment, two verifications of residency, parent/guardian photo ID and legal custody papers (if applicable). For info, call 462-2327.

Public Notice

The City of Rocky Mount, as the lead entity of the Down East HOME Consortium, will conduct a round of public hearings to obtain citizens' comments regarding the expenditure of Community Development Block Grant (CDBG) and HOME funds for housing, economic development, and other community development needs of the City of Rocky Mount and the HOME Consortium for the 2015-2016 fiscal year. The information gathered at these public hearings will be used to develop the Annual Action Plan to be submitted to the US Department of Housing and Urban Development. In addition to Rocky Mount, other members of the Consortium include: Edgecombe County and the Towns of Conetoe, Princeville, Pinetops and Tarboro; Nash County and the Towns of Bailey, Dorchess, Middlesex, Nashville, Sharpsburg, Spring Hope, and Whitakers. Public Hearings will be conducted as follows:

Edgecombe County Monday, April 6, 2015 5:30 PM: Edgecombe County Administrative Office, 2nd Floor Commissioners Room, 201 Saint Andrews Street, Tarboro, NC

City of Rocky Mount Tuesday, April 7, 2015 2:00 PM: Fredrick E Turnage Municipal Building, City Council Chambers, 3rd Floor, 331 S. Franklin Street, Rocky Mount, NC

Nash County Wednesday, April 8, 2015 5:30 PM: Claude Mayo Jr. Administration Building, Planning and Inspections Conference Room, Suite 2110, 120 W. Washington Street, Nashville, NC

For additional information please contact Lea D. Henry, Community Development Administrator, City of Rocky Mount, (252) 972-1100. Anyone planning to attend this meeting will need services to accommodate speech, hearing, or visual impairments should call the Planning & Development Department two weeks in advance of the meeting so appropriate arrangements can be made. (TDD) 1-800-877-8973 or 1-800-735-2962.

Aviso Público

La ciudad de Rocky Mount, como la entidad líder del Down East Home Consortium (DEHC), llevará a cabo una ronda de audiencias públicas para obtener comentarios de los ciudadanos en relación con el gasto de Community Development Block Grant (CDBG) y los fondos de HOME para la vivienda, el desarrollo económico, y otras necesidades de desarrollo comunitario de la ciudad de Rocky Mount y el área DEHC para el año fiscal 2015-2016. La información recopilada en estas audiencias públicas se utilizará para desarrollar el Plan de Acción Anual, a ser presentado al Departamento de HUD. Además de Rocky Mount, otros miembros del Consorcio incluyen: Condado de Edgecombe y las ciudades de Conetoe, Princeville, Pinetops y Tarboro, Condado de Nash y los Pueblos de Bailey, Dorchess, Middlesex, Nashville, Sharpsburg, Spring Hope, y Whitakers. Las audiencias públicas se llevarán a cabo de la siguiente manera:

Condado de Edgecombe Lunes, 6 de abril 2015 17:30 : Oficina Administrativa del Condado de Edgecombe, Sala 260 201 Saint Andrews Street, Tarboro, NC

Ciudad de Rocky Mount Martes, 7 de abril 2015 14:00: Chambers Ayuntamiento, 3ª Planta Fredrick E Turnage edificio municipal: 331 S. Franklin Street, Rocky Mount, NC

Condado de Nash Miércoles, 8 de abril 2015 17:30: Claude Mayo Jr. Edificio Administrativo Planificación e Inspecciones Salón de Conferencias, Suite 2110, 120 W. Washington Street, Nashville, NC

Para obtener información adicional, por favor póngase en contacto con Lea D. Henry, Administrador de Desarrollo Comunitario de la Ciudad de Rocky Mount, (252) 972-1100. Cualquiera que planea asistir a esta reunión que va a necesitar servicios para acomodar el habla, la audición o impedimentos visuales deben comunicarse con el Departamento de Planificación y Desarrollo de dos semanas antes de la reunión para que los arreglos apropiados se pueden hacer. VOZ 1-800-735-2962; CORREO: Ciudad de Rocky Planificación y Desarrollo, PO Box 1180, Rocky Mount, NC 27802

## CERTIFICATIONS

In accordance with the applicable statutes and the regulations governing the consolidated plan regulations, the jurisdiction certifies that:

**Affirmatively Further Fair Housing** -- The jurisdiction will affirmatively further fair housing, which means it will conduct an analysis of impediments to fair housing choice within the jurisdiction, take appropriate actions to overcome the effects of any impediments identified through that analysis, and maintain records reflecting that analysis and actions in this regard.

**Anti-displacement and Relocation Plan** -- It will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, and implementing regulations at 49 CFR 24; and it has in effect and is following a residential antidisplacement and relocation assistance plan required under section 104(d) of the Housing and Community Development Act of 1974, as amended, in connection with any activity assisted with funding under the CDBG or HOME programs.

**Anti-Lobbying** -- To the best of the jurisdiction's knowledge and belief:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; and
3. It will require that the language of paragraph 1 and 2 of this anti-lobbying certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

**Authority of Jurisdiction** -- The consolidated plan is authorized under State and local law (as applicable) and the jurisdiction possesses the legal authority to carry out the programs for which it is seeking funding, in accordance with applicable HUD regulations.

**Consistency with plan** -- The housing activities to be undertaken with CDBG, HOME, ESG, and HOPWA funds are consistent with the strategic plan.

**Section 3** -- It will comply with section 3 of the Housing and Urban Development Act of 1968, and implementing regulations at 24 CFR Part 135.

\_\_\_\_\_  
Signature/Authorized Official

\_\_\_\_\_  
Date

## Specific CDBG Certifications

The Entitlement Community certifies that:

**Citizen Participation** -- It is in full compliance and following a detailed citizen participation plan that satisfies the requirements of 24 CFR 91.105.

**Community Development Plan** -- Its consolidated housing and community development plan identifies community development and housing needs and specifies both short-term and long-term community development objectives that provide decent housing, expand economic opportunities primarily for persons of low and moderate income. (See CFR 24 570.2 and CFR 24 part 570)

**Following a Plan** -- It is following a current consolidated plan (or Comprehensive Housing Affordability Strategy) that has been approved by HUD.

**Use of Funds** -- It has complied with the following criteria:

1. Maximum Feasible Priority. With respect to activities expected to be assisted with CDBG funds, it certifies that it has developed its Action Plan so as to give maximum feasible priority to activities which benefit low and moderate income families or aid in the prevention or elimination of slums or blight. The Action Plan may also include activities which the grantee certifies are designed to meet other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community, and other financial resources are not available);
2. Overall Benefit. The aggregate use of CDBG funds including section 108 guaranteed loans during program year(s) \_\_\_\_\_ , \_\_\_\_\_ (a period specified by the grantee consisting of one, two, or three specific consecutive program years), shall principally benefit persons of low and moderate income in a manner that ensures that at least 70 percent of the amount is expended for activities that benefit such persons during the designated period;
3. Special Assessments. It will not attempt to recover any capital costs of public improvements assisted with CDBG funds including Section 108 loan guaranteed funds by assessing any amount against properties owned and occupied by persons of low and moderate income, including any fee charged or assessment made as a condition of obtaining access to such public improvements.

However, if CDBG funds are used to pay the proportion of a fee or assessment that relates to the capital costs of public improvements (assisted in part with CDBG funds) financed from other revenue sources, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds.

The jurisdiction will not attempt to recover any capital costs of public improvements assisted with CDBG funds, including Section 108, unless CDBG funds are used to pay the proportion of fee or assessment attributable to the capital costs of public improvements financed from other revenue sources. In this case, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds. Also, in the case of properties owned and occupied by moderate-income (not low-income) families, an assessment or charge may be made against the property for public improvements financed by a source other than CDBG funds if the jurisdiction certifies that it lacks CDBG funds to cover the assessment.

**Excessive Force** -- It has adopted and is enforcing:

1. A policy prohibiting the use of excessive force by law enforcement agencies within its

jurisdiction against any individuals engaged in non-violent civil rights demonstrations; and

2. A policy of enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such non-violent civil rights demonstrations within its jurisdiction;

**Compliance With Anti-discrimination laws** -- The grant will be conducted and administered in conformity with title VI of the Civil Rights Act of 1964 (42 USC 2000d), the Fair Housing Act (42 USC 3601-3619), and implementing regulations.

**Lead-Based Paint** -- Its activities concerning lead-based paint will comply with the requirements of 24 CFR Part 35, subparts A, B, J, K and R;

**Compliance with Laws** -- It will comply with applicable laws.

  
Signature/Authorized Official

6/8/15  
Date

MAYOR  
Title

OPTIONAL CERTIFICATION  
CDBG

Submit the following certification only when one or more of the activities in the action plan are designed to meet other community development needs having a particular urgency as specified in 24 CFR 570.208(c):

The grantee hereby certifies that the Annual Plan includes one or more specifically identified CDBG-assisted activities which are designed to meet other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community and other financial resources are not available to meet such needs.

David W. Comb      6/8/15  
Signature/Authorized Official      Date

MAYOR  
Title

### Specific HOME Certifications

The HOME participating jurisdiction certifies that:

**Tenant Based Rental Assistance** -- If the participating jurisdiction intends to provide tenant-based rental assistance:

The use of HOME funds for tenant-based rental assistance is an essential element of the participating jurisdiction's consolidated plan for expanding the supply, affordability, and availability of decent, safe, sanitary, and affordable housing.

**Eligible Activities and Costs** -- it is using and will use HOME funds for eligible activities and costs, as described in 24 CFR § 92.205 through 92.209 and that it is not using and will not use HOME funds for prohibited activities, as described in § 92.214.

**Appropriate Financial Assistance** -- before committing any funds to a project, it will evaluate the project in accordance with the guidelines that it adopts for this purpose and will not invest any more HOME funds in combination with other Federal assistance than is necessary to provide affordable housing;

David W. Cant

Signature/Authorized Official

6/18/15

Date

MAYOR

Title

## ESG Certifications

The Emergency Solutions Grants Program Recipient certifies that:

**Major rehabilitation/conversion** – If an emergency shelter’s rehabilitation costs exceed 75 percent of the value of the building before rehabilitation, the jurisdiction will maintain the building as a shelter for homeless individuals and families for a minimum of 10 years after the date the building is first occupied by a homeless individual or family after the completed rehabilitation. If the cost to convert a building into an emergency shelter exceeds 75 percent of the value of the building after conversion, the jurisdiction will maintain the building as a shelter for homeless individuals and families for a minimum of 10 years after the date the building is first occupied by a homeless individual or family after the completed conversion. In all other cases where ESG funds are used for renovation, the jurisdiction will maintain the building as a shelter for homeless individuals and families for a minimum of 3 years after the date the building is first occupied by a homeless individual or family after the completed renovation.

**Essential Services and Operating Costs** – In the case of assistance involving shelter operations or essential services related to street outreach or emergency shelter, the jurisdiction will provide services or shelter to homeless individuals and families for the period during which the ESG assistance is provided, without regard to a particular site or structure, so long the jurisdiction serves the same type of persons (e.g., families with children, unaccompanied youth, disabled individuals, or victims of domestic violence) or persons in the same geographic area.

**Renovation** – Any renovation carried out with ESG assistance shall be sufficient to ensure that the building involved is safe and sanitary.

**Supportive Services** – The jurisdiction will assist homeless individuals in obtaining permanent housing, appropriate supportive services ( including medical and mental health treatment, victim services, counseling, supervision, and other services essential for achieving independent living), and other Federal State, local, and private assistance available for such individuals.

**Matching Funds** – The jurisdiction will obtain matching amounts required under 24 CFR 576.201.

**Confidentiality** – The jurisdiction has established and is implementing procedures to ensure the confidentiality of records pertaining to any individual provided family violence prevention or treatment services under any project assisted under the ESG program, including protection against the release of the address or location of any family violence shelter project, except with the written authorization of the person responsible for the operation of that shelter.

**Homeless Persons Involvement** – To the maximum extent practicable, the jurisdiction will involve, through employment, volunteer services, or otherwise, homeless individuals and families in constructing, renovating, maintaining, and operating facilities assisted under the ESG program, in providing services assisted under the ESG program, and in providing services for occupants of facilities assisted under the program.

**Consolidated Plan** – All activities the jurisdiction undertakes with assistance under ESG are consistent with the jurisdiction’s consolidated plan.

**Discharge Policy** – The jurisdiction will establish and implement, to the maximum extent practicable and where appropriate policies and protocols for the discharge of persons from

publicly funded institutions or systems of care (such as health care facilities, mental health facilities, foster care or other youth facilities, or correction programs and institutions) in order to prevent this discharge from immediately resulting in homelessness for these persons.

David W. Cant  
Signature/Authorized Official

6/8/15  
Date

MAYOR  
Title

## HOPWA Certifications

The HOPWA grantee certifies that:

**Activities** -- Activities funded under the program will meet urgent needs that are not being met by available public and private sources.

**Building** -- Any building or structure assisted under that program shall be operated for the purpose specified in the plan:

1. For at least 10 years in the case of assistance involving new construction, substantial rehabilitation, or acquisition of a facility,
2. For at least 3 years in the case of assistance involving non-substantial rehabilitation or repair of a building or structure.

David W. Lovel      6/18/15  
Signature/Authorized Official      Date

MAYOR  
Title

## APPENDIX TO CERTIFICATIONS

### INSTRUCTIONS CONCERNING LOBBYING:

#### A. Lobbying Certification

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

**Notes to the Publisher:**

- Publish in the legal section on or before \_\_\_\_\_
- Send invoice and affidavit of publication to:

City of Rocky Mount  
Community Development  
331 S. Franklin Street  
Rocky Mount, NC 27802  
(252)972-1101

## **Public Notice**

The City of Rocky Mount, as the lead entity of the Down East HOME Consortium, will conduct a round of public hearings to obtain citizens' comments regarding the expenditure of Community Development Block Grant (CDBG) and HOME funds for housing, economic development, and other community development needs of the City of Rocky Mount and HOME Consortium for the 2015-2016 fiscal year. The information gathered at these public hearings will be used to develop the Annual Action Plan to be submitted to the US Department of Housing and Urban Development. In addition to Rocky Mount, other members of the Consortium include: **Edgecombe County and the Towns of Conetoe, Princeville, Pinetops and Tarboro; Nash County and the Towns of Bailey, Middlesex, Nashville, Sharpsburg, Spring Hope, and Whitakers.** Public Hearings will be conducted as follows:

**Edgecombe County**

**Monday, April 6, 2015 5:30 PM: Edgecombe County Administrative Office,  
2<sup>nd</sup> Floor Commissioners Room  
201 Saint Andrews Street, Tarboro, NC**

**City of Rocky Mount**

**Tuesday, April 7, 2015 2:00 PM: Fredrick E Turnage Municipal Building,  
City Council Chambers, 3rd Floor  
331 S. Franklin Street, Rocky Mount, NC**

**Nash County**

**Wednesday, April 8, 2015 5:30 PM: Claude Mayo Jr. Administration Building  
Planning and Inspections Conference Room, Suite 2110  
120 W. Washington Street, Nashville, NC**

For additional information please contact Lea D. Henry, Community Development Administrator, City of Rocky Mount, (252) 972-1100. Anyone planning to attend this meeting who will need services to accommodate speech, hearing, or visual impairments should call the Planning & Development Department one week in advance of the meeting so appropriate arrangements can be made. (TDD) 1-252-422-0975 or VOICE 1-252-972-1321).