

Jackson County
401 Grindstaff Cove Road
Sylva, NC 28779

CODE OF CONDUCT/HATCH ACT POLICY
COMMUNITY DEVELOPMENT PROGRAM

No employees, officer or agent of the County shall participate in the selection, or in the award or administration of a contract supported by Federal funds if a conflict of interest real or apparent, would be involved. Such a conflict would arise when the employee, officer, or agent or any member of his immediate family, his or her partner or an organization which employs or is about to employ the above mentioned, has a financial interest in the firm selected for award.

In addition, the County's officers, employees or agents will neither solicit nor accept gratuities, favors or anything of monetary value from contractors, potential contractors or parties to sub agreements except as provided for in G.S. 133-32.

In accordance with the Hatch Act (Public Law 76-252) as amended, the County will enforce this Act which prevents recipients, local Community Development Program officials or other personnel employed by a Community Development Program from undertaking certain political activities or from using Community Development funds for political activities. In addition, personnel covered under this Act may not be candidates for elected office unless candidacies are nonpartisan.

JACKSON COUNTY

By: _____ Attest: _____
Chairman, Board of Commissioners Clerk to the Board

Date: _____ Date: _____

Jackson County
(County)

12-C-2421
(Grant Number)

Equal Employment and Procurement Plan

The *County* of Jackson maintains the policy of providing equal employment opportunities for all persons regardless of race, color, religion, sex, national origin, handicap, age, political affiliation, or any other non-merit factor, except where religion, sex, national origin, or age are bona fide occupation qualifications for employment.

In furtherance of this policy, the *County* prohibits any retaliatory action of any kind taken by any employee of the locality against any other employee or applicant for employment because that person made a charge, testified, assisted or participated in any manner in a hearing, proceeding or investigation of employment discrimination.

The *County* shall strive for greater utilization of all persons by identifying previously underutilized groups in the workforce, such as minorities, women, and the handicapped, and making special efforts toward their recruitment, selection, development and upward mobility and any other term, condition, or privilege of employment.

Responsibility for implementing equal opportunities and affirmative action measures is hereby assigned to the *Chairman and/or other persons designated by the Chief Elected Official* to assist in the implementation of this policy statement.

The *County* shall develop a self-evaluation mechanism to provide for periodic examination and evaluation. Periodic reports as requested on the progress of Equal Employment Opportunity and Affirmative Action will be presented to the *Chief Elected Official*.

The *County* is committed to this policy and is aware that with its implementation, the *County* will receive positive benefits through the greater utilization and development of all its human resources.

Adopted this _____ day of _____, 20__.

(Chief Elected Official)

ATTEST:

(Clerk)

JACKSON COUNTY
401 Grindstaff Cove Road
Sylva, NC 28779

RESIDENTIAL ANTIDISPLACEMENT AND RELOCATION
ASSISTANCE PLAN & CERTIFICATION

Section 104(d) of the Housing and Community
Development Act of 1974, as Amended

Section 509 of the Housing and Community Development Act of 1987 (Public Law 100-242, approved February 5, 1988) amended section 104 of the Housing and Community Development Act of 1974 (the Act) by adding a new subsection (d).

The new subsection 104(d) of the Act provides that a grant under section 106 (CDBG Programs) may be made only if the grantee certifies that it is following a “residential anti-displacement relocation plan.

Local governments, recipients under the State CDBG Program, must make this certification to the State. The requirement applies only to those recipients of CDBG funds awarded to the State by HUD after October 1, 1988.

ACCORDINGLY, the foregoing plan represents the effort of the County of Jackson to comply with the requirements of Section 104(d) of the Act and is certified herewith:

PLAN AND CERTIFICATION

The County of Jackson herewith certifies that it will replace all occupied and vacant occupiable low/moderate-income dwelling units demolished or converted to a use other than as low/moderate-income housing as a direct result of activities assisted with funds provided under the Housing and Community Development Act of 1974, as amended, as described in 24 CFR 570.496 a(b).

All replacement housing will be provided within three years of the commencement of the demolition or rehabilitation relating to conversion. Before obligating or expending funds that will directly result in such demolition or conversion, the County of Jackson will make public and submit to the Local Government Division of the Department of Finance and Administration the following information in writing:

1. A description of the proposed activity;
2. The location on a map and the approximate number of units described by size (number of bedrooms), that will be demolished or converted;

3. A time schedule for commencement and completion of the demolition or conversion;
4. The location on a map and the approximate number of dwelling units described by size (number of bedrooms) that will be provided as replacement dwelling units;
5. The source(s) of funding and a time schedule for the provision of replacement units;
and
6. The basis for concluding that each replacement unit will remain a low/moderate-income dwelling unit for ten (10) years from the date of initial occupancy.

The County of Jackson will provide relocation assistance, as described in 570.496-a to each low/moderate-income household displaced by the demolition of housing or by the conversion of a low/moderate-income dwelling to another use as a direct result of assisted activities.

To the extent the County of Jackson participates in Federal Assistance Programs wherein the following anti-displacement strategies can be applied, and consistent with the goals and objectives of activities assisted under the Act, the County of Jackson will take the following steps to minimize the displacement of persons from their homes (this listing is not all inclusive):

DISPLACEMENT STRATEGY

A. Steps to Minimize or Prevent Displacement

1. Plan, organize and stage the rehabilitation of assisted housing to allow tenants to remain during and after rehabilitation so as to provide the most convenience, safe and economically sound rehabilitation effort possible.
2. Assist in the identifying and locating of temporary relocation facilities in order to house families whose displacement will be a short duration, so that they can move back to their neighborhood after rehabilitation of new construction.
3. Evaluate housing codes and rehabilitation standards in reinvestment areas to prevent the placing of undue financial burdens on long-established owners or on tenants of multi-family buildings.
4. Counsel and advise homeowners and renters to understand the range of assistance that may be available to meet and protect their housing rights and interests.

5. In cooperation with neighborhood organizations, continuously review neighborhood development trends, identify displacement problems, and identify individuals facing displacement who need assistance.

B. Action to Assist Displaced Person to Remain in Their Present Neighborhoods

1. Provide counseling and referral services to assist displaced in finding alternate housing in the neighborhood.
2. Work with area landlords and real estate brokers to locate vacancies or households facing displacement.

C. Actions of Otherwise Mitigate Adverse Effects of Displacement

1. Use of public funds, such as CDBG, to pay moving costs and provide relocation payments, or, to the extent permissible by local or state law require private developers to provide compensation to persons displaced by development activities. At this point we are rehabilitating homes that are repairable.
2. Give displacedes priority in obtaining subsidized housing.
3. Provide counseling and referral services to assist displacedes to locate elsewhere in the community.

It shall be the policy of the County of Jackson that all persons displaced by CDBG activity shall be relocated into housing that is:

- (a) Decent, safe, including lead paint safe and sanitary;
- (b) Adequate in size to accommodate the occupants;
- (c) Functionally equivalent;
- (d) In an area not subject to adverse environmental conditions.

Jackson County

By: _____ Attest: _____
Chairman, Board of Commissioners Clerk to the Board

Date: _____ Date: _____

Jackson County
401 Grindstaff Cove Road
Sylva, NC 28779

**CDBG SECTION 504 COMPLIANCE
COMPLAINT PROCEDURE**

The County conforms to standard, ethical practices in the relocation of individuals and families and desires to see that all interests are protected. If there are any questions or complaints, the County solicits the cooperation of all owners and requests an opportunity to discuss them in an effort to satisfy all parties concerned. The County has adopted the following Complaint Procedure:

Citizens may make comments at any point in the program including planning, implementation, and closeout. The County will respond in writing to written citizen comments. Citizen comments should be mailed to Don Adams, County Manager, 401 Grindstaff Cove Road, Sylva, NC 28779. The County will respond in writing to all written grievances within ten (10) calendar days of receipt of the comments.

If the complaint cannot be resolved in this manner, a meeting to discuss the complaint with Don Adams, County Manager, should be requested. A meeting date and time will be established within five (5) calendar days of receipt of the request. Upon meeting and discussing the complaint, a reply will be made, in writing, within five (5) calendar days.

If the citizen is dissatisfied with the local response, they may write to the North Carolina Department of Commerce, Division of Community Assistance, 4313 Mail Service Center, Raleigh, NC 27699-4313. DCA will respond only to written comments within ten (10) calendar days of the receipt of the comments.

Received By: _____

Date Received: _____

Local Jobs Initiative
Section 3 Plan
Local Economic Benefit for Low- and Very Low-Income Persons

Jackson County, North Carolina
(County)
August 1, 2013 – July 30, 2018
(Time Period)

I. APPLICATION AND COVERAGE OF POLICY

The *County of Jackson* is committed to the policy that, to the greatest extent possible, opportunities for training and employment be given to lower income residents of the community development project area and contracts for work in connection with federally assisted community development project be awarded to business concerns located or owned in substantial part by persons residing in the Section 3 covered area, as required by Section 3 of the Housing and Urban Development Act of 1968, the County of Jackson has developed and hereby adopts the following Plan:

The County will comply with all applicable provisions of Section 3 of the Housing and Urban Development Act of 1968, as amended (24 CFR Part 135), all regulations issued pursuant thereto by the Secretary of Housing and Urban Development, and all applicable rules and orders of the Department issued thereunder

This Section 3 covered project area for the purposes of this grant program shall include the County and portions of the immediately adjacent area.

The County will be responsible for implementation and administration of the Section 3 plan. In order to implement the County's policy of encouraging local residents and businesses participation in undertaking community development activities, the County will follow this Section 3 plan which describes the steps to be taken to provide increased opportunities for local residents and businesses

This Section 3 Plan shall apply to services needed in connection with the grant including, but not limited to, businesses in the fields of planning, consulting, design, building construction/renovation, maintenance and repair, etc.

When in need of a service, the County will identify suppliers, contractors or subcontractors located in the Section 3 area. Resources for this identification shall include the Minority Business Directory published through the State Department of Commerce, local directories and Small Business Administration local offices. Word of mouth recommendation shall also be used as a source.

The County will include the Section 3 clause and this plan in all contracts executed under this Community Development Block Grant (CDBG) Program. Where necessary, listings from any agency noted above deemed shall be included as well as sources of subcontractors and suppliers. The Section 3 Plan shall be mentioned in the pre bid meetings and preconstruction meetings.

The prime contractor selected for major public works facility or public construction work will be required to submit a Section 3 Plan which will outline his/her work needs in connection with the

project. Should a need exist to hire any additional personnel, the Jackson County Employment Security Commission shall be notified and referred to the contractor.

Each contract for housing rehabilitation under the program, as applicable, for jobs having contracts in excess of \$100,000 shall be required to submit a Section 3 Plan. This Plan will be maintained on file in the grant office and shall be updated from time to time or as the grant staff may deem necessary.

Early in our project, prior to any contracting, major purchases or hiring, we will develop a listing of jobs, supplies and contracts likely to be utilized during the project. We will then advertise the pertinent information regarding the project including all Section 3 required information. Community Investment and Assistance (CI) should be contacted with the Bid Materials to distribute the information throughout their list serve to reach out the communities.

II. AFFIRMATIVE ACTIONS FOR RESIDENT AND BUSINESS PARTICIPATION

The *County of Jackson* will take the following steps to assure that low income residents and businesses within the community development project area and within the *County of Jackson* are used whenever possible: (Describe below)

Jackson County places ads in the Sylva Herald when new projects arise and then chooses from those who placed bids on the project.

(Example: Place qualified residents and businesses on solicitation lists, assure that residents and businesses are solicited whenever they are potential sources of contracts, services or supplies; divide total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by residents and businesses; establish delivery schedule, where the requirements permits, which encourages participation by area for residents and businesses)

Please check the methods to be used for the Section 3 program in your community:

The *County of Jackson* will place a display advertisement in the local newspaper containing the following information:

- i. A brief description of the project
- ii. A listing of jobs, contracts and supplies likely to be utilized in carrying out the project.
- iii. An acknowledgement that under Section 3 of Housing and Community Development Act, local residents and businesses will be utilized for jobs, contract and supplies in carrying out the project to the greatest extent feasible.
- iv. A location where individuals interested in jobs or contracts can register for consideration
- v. A statement that all jobs will be listed through and hiring will be done through the local office of the North Carolina Employment Security Commission; a statement that all contracts will be listed with the North Carolina Division of Purchase and Contracts; and a statement that potential employees and businesses may seek development and training assistance through various state and local agencies, or which the *County/City/Town* will maintain a list for individuals and business concerns inquiring information

Training and technical assistance will be provided by the local community college for low income residents requiring skills to participate in community development project activities. Referrals will be made to the community college, local Private Industry Councils, Job Training Partnership Act (29 U.S.C. 1579 (a)) (JTPA) Programs, and job training programs provided by local community action agencies as appropriate. Residents and businesses will be encouraged to participate in state and/or federal job training programs that may be offered in the area.

Low income residents and businesses will be informed and educated regarding employment and procurement opportunities in the following ways:

- i. Advertisement in the local newspaper
- ii. Posting of Section 3 Plan at the County Courthouse
- iii. County Board meeting when project activities and schedules are discussed
- iv. Open meetings of Project Advisory Committee when everyone in neighborhood is invited
- v. Notification to other agencies that provide services to low-income people.

Other (describe):

The **County of Jackson** will, to the greatest extent feasible, utilize lower income area residents as trainees and employees:

1. Encourage rehabilitation contractors to hire local area residents
2. Encourage public works contractors to hire local area residents

The **County of Jackson** will, to the greatest extent feasible, utilize businesses located in or owned in substantial part by persons residing in the area

1. Contract with local contractors to perform demolition activities, and housing rehabilitation activities.
2. Encourage public improvement contractors to hire local residents for site clearance work, hauling materials, and performing other site improvements.
3. Encourage all contractors to purchase supplies and materials from the local hardware and supply stores

III. RECORDS AND REPORTS

The **County of Jackson** will maintain such records and accounts and furnish such information and reports as are required under the Section 3 regulations, and permit authorized representatives of CI, and federal agencies access to books, records, and premises for purposes of investigation in connection with a grievance or to ascertain compliance with this Section 3 Plan.

The **County of Jackson** shall report annually the Section 3 numbers using the form HUD 60002 to CI at the end of the calendar year as part of the Annual Performance Report (APR).

IV. MONITORING COMPLIANCE

The *County of Jackson* may require each applicable contractor to provide a copy of the Section 3 Plan and will monitor compliance during the performance of the contract. Copies of all advertisements, notice, and published information will be kept to document the implementation of the plan.

V. COMPLAINTS CONTACT

Please provide the main contact in case that any complaint is received from the general public on Section 3 compliance (including name, phone number, address, and email):

Don Adams
(828) 631-2295
401 Grindstaff Cove Rd.
Sylva, NC 28779
donadams@jacksonnc.org

Adopted this _____ day of _____, 20_____.

_____ (*Chief Elected Official*)

ATTEST: _____ (*Clerk*)

JACKSON COUNTY
ANALYSIS OF IMPEDIMENTS TO FAIR HOUSING
Prepared for the North Carolina Division
Of Community Assistance
for the Jackson County Scattered Site CDBG Program

Jurisdiction Name: Jackson County, North Carolina

Date Completed/Date(s) Updated: Completed Date: September 2011

Updated Date: August 2017

Completed by: Gerald Green and Paige Roberson Updated by Caroline Edmonds

I. Introduction and Executive Summary of the Analysis

A. Who Conducted

This report is the analysis of impediments to fair housing in Jackson County. This analysis has been conducted by the Jackson County Planning Department with assistance from the Jackson County Housing Agency and data from the U.S. Census Bureau. This analysis has been completed for the Jackson County Community Development Block Grant (CDBG) Scattered Site program. This analysis of impediments and the subsequent Plan to Further Fair Housing will be incorporated into the Jackson County CDBG Policies and Procedures.

Jackson County is responsible for analyzing and identifying impediments to fair housing choice within the jurisdiction. Jackson County will take all appropriate actions necessary to overcome the effects of all impediments identified through this analysis.

B. Participants

Participants in this analysis are the citizens of Jackson County, the Community Development Block Grant and Housing Preservation Grant recipients, and individuals served by housing programs throughout Jackson County. Jackson County Planning Department and Housing Authority staff members also participated by identifying housing needs for this analysis.

C. Methodology Used

The Analysis of Impediments (AI) was conducted using trend analysis, service provision results, and interviews with agency and county staff. The previous AI was submitted in September 2011 but was last updated in 2010. Staff interviewed and worked with Jackson County's Planning Department, Land Development office, and other County and municipal agencies to gather information and data specific to Jackson County.

This AI included a comprehensive review of organizational policies and procedures. Data used in conducting the AI included US Census Bureau data, demographic patterns, occupancy patterns, income, employment, and housing data. Many public policies were also reviewed

including procedures involving housing-related activities, zoning, and land use policies. Jackson County also updated and adopted a comprehensive plan to further fair housing.

D. How Funded

Housing programs and community development activities are funded through general tax revenue. These activities fall under the jurisdiction of Jackson County, North Carolina.

E. Conclusions

1. Impediments Found

- Restrictive zoning ordinances for residential areas
- Limited multi-family housing
- Lack of affordable housing
- Limited handicap accessible housing
- Limited and costly water and sewer service
- Costly asbestos removal

Restrictive zoning ordinances for residential areas: Zoning ordinances in the municipalities of Sylva, Forest Hills, and Webster municipalities restrict the lot size, building additions, and repairs that are permitted to residential units. Zoning ordinances encourage single-family housing, but limit apartments, duplexes, manufactured housing, multi-family dwellings, and condominiums.

Availability of multi-family housing: There is significant evidence of a shortage of multi-family housing in Jackson County. The US Census Bureau estimated in 2010 that households in Jackson County house 2.23 persons per household. This statistic showcases the need for the average family to live in a house with two bedrooms in order to be comfortably. Sixteen percent of households in Jackson County house four or more persons. Obtaining housing with an adequate number of bedrooms is difficult for families with low incomes since housing costs are high in Jackson County. Rentals with more rooms are more expensive, and it is difficult for families with age and gender differences to afford these extra rooms. Another difficulty with multi-family housing in Jackson County is that public housing is only located in the Town of Sylva. Other townships in the County provide limited housing options; families are forced to live in a smaller residence, sometimes dividing their family, or move to a different township when housing becomes available.

Affordability: Jackson County lacks affordable housing. According to the 2000 Census, there are three low-income Census tracts in Jackson County. With the high average cost of housing and the low average household income, housing is an extreme hardship for county residents. Affording a home, whether rental or owned, is an obstacle to residents' housing choice.

Limited handicap accessible housing: For persons with disabilities, there are not enough attainable and affordable units. The shortage of accessible units makes housing difficult for

people with disabilities. The median age of housing structures built in Jackson County is 1980. Many homes are not built to ADA codes and standards. Also, elder-care facilities are only permitted in certain residential districts.

Water and sewer service: High water and sewer installation fees limit housing availability in Jackson County. It is increasingly difficult for low-income residents to afford water and sewer costs and installation fees. The public water and sewer provider only serves a limited area; this limited service area restricts development. Development of denser residential communities and of multi-family residential buildings, strategies that can lower the cost of housing, is made difficult by the lack of public water and sewer service in much of the County. Outside the public water and sewer service area, water and sewer service is provided by on-site systems, typically wells and septic systems. Provision of these on-site systems adds significantly to the cost of housing.

Costly asbestos removal: Many low-income residents of Jackson County continue to expose themselves to asbestos, rather than paying costly asbestos removal fees. This continued exposure poses an extreme negative impact on the health of residents still exposing themselves to asbestos contaminated materials.

2. Actions To Address Impediments

Restrictive zoning ordinances for residential areas: The Jackson County Planning Department will provide comments and recommendations to reduce residential impediments in the municipalities of Sylva, Forest Hills, and Webster municipalities. The Town of Sylva is currently considering a zoning ordinance amended, recommended by the Jackson County Planning Department, which would reduce the lot size for single family homes and for multi-family developments. Jackson County will continue to encourage ordinance amendments and incentives that will promote fair housing in these areas.

Availability of multi-family housing: The Jackson County Planning Department will provide additional comments to municipalities, explaining the impediments and recommend ordinance changes regarding multi-family residences.

Affordability: Municipalities need to formulate policies and programs to increase the availability of affordable housing throughout Jackson County. The Planning Department will provide data to municipalities showcasing this impediment. The Housing Authority is partnering with Reach, to open safe apartments for women needing protection due to domestic abuse.

Limited handicap accessible housing: Jackson County will work to provide accessible housing for persons with disabilities. The County will use housing programs to construct and provide more affordable housing to low-income residents. As new housing is constructed, accessibility requirements are becoming more stringent. The Scattered Site Selection Committee will give priority to elderly and disabled applicants eligible for CDBG grants. Jackson County will work with other housing programs, church groups, and service organizations to carry out programs to make existing housing occupied by handicapped persons accessible.

Water and Sewer service: Limited water and sewer service in Jackson County inhibits housing and economic development. During this economic downturn it has become increasingly difficult for low-income residents to pay high water and sewer fees. Jackson County will make policy recommendations to Tuckasegee Water and Sewer Authority, the local water service provider. Jackson County will also work to apply for state and federal grants to extend and upgrade water and sewer services. Officials will work to address residents' public water and sewer needs while balancing economic development versus environmental concerns.

Costly asbestos removal: Jackson County will work with remediation companies to reduce asbestos removal costs for low-income families. The Jackson County Planning Department will contract with licensed asbestos removal professionals to remove materials from homes that are being cleared or rehabilitated.

II. Jurisdictional Background Data

A. Demographic Data

Demographic Data	Number	Percentage (%)
Total County Population	40,271	100
Total Caucasian Population	33,489	83.159
Total African American Population	745	1.85
Total Hispanic Population or Latino (of any race)	2,038	5.06
Total Elderly Population (65+)	6,084	15.108
Total Number of Minority Census Tracts	0	0

Source: US Census Bureau, 2010 Census

Data used in this AI is based on 2010 Census data. In April 2010, Jackson County had an estimated population of 40,271. The County's population has increased 21.59 percent from 2000, when the population was 33,121. All household and racial data in this analysis is based on 2010 data, as detailed household information and housing condition information is collected only during the decennial census.

Jackson County has an extremely low percentage of minority races. All minorities comprise less than 10 percent of Jackson County’s total population. There are no concentrations of minorities located in Jackson County; minorities are dispersed throughout the County. Concentrations are defined as areas greater than 15 percent of a population other than Caucasian. The Hispanic and Latino population minority only accounts for 5 percent of the Jackson County population. This group is spread out across the county, instead of residing in one specific census tract.

The minority population of Jackson County is extremely low compared to the North Carolina average. The 2010 Census revealed that 68.5 percent of North Carolina’s population consists of Caucasians. In Jackson County, 83 percent of the population is white. With the extremely sparse minority population, no census tracts are defined as containing a minority concentration. While minority households are dispersed throughout the county, individual streets having a higher number of minority residents are Chipper Curve Road, Ebony Drive, and Hospital Road. All three of these streets are located in Sylva.

- B. Income Data
- C. Employment Data

Household Income and Employment

Income	Number	Percentage (%)
Median Household Income (2015)	\$38,015	-
Median of Selected Monthly Owner Costs with a Mortgage	\$1,068	-
Persons Below Poverty Level (2015)		20.9
Employment	18,519	
Unemployment	1,834	9.0

Source: US Census Bureau, 2010 Census; American Community Survey 2011-2015

Median household income in Jackson County was \$37,823 during 2009. HUD Block Group data does not show any Census Tracts within the county having a concentration of households with incomes less than 80 percent of the median County income.

The American Community Survey (ACS) 2005-2009 reported that 20 percent of the residents of Jackson County were living in poverty. Twenty-two percent of related children under 18 were below the poverty level, 16 percent of people 65 years and older were below the poverty level, and 13 percent of all families had incomes below the poverty level.

Job Centers and Training Opportunities

Job centers located in Jackson County are the Employment Security Commission (ESC), Southwestern Community College (SCC), Vocational Rehab Services, and the Agency on Aging. These job centers use training, workforce development, and placement services to strengthen the economy in Jackson County. Job centers and training opportunities are equally accessible to all residents, regardless of income, race, and geographic location.

- The ESC houses the JobLink Career Center in Jackson County. The ESC is located in Sylva but is available to the entire county. Services provided include job referral, placement, resume preparation, job development, employer technical services, labor market information, veterans' employment services, and unemployment insurance.
- SCC provides assistance with resume preparation and offers classes in job interviewing skills, G.E.D. preparation, and human resources. This past year SCC has provided English as a second language at both the Webster and Cashiers locations.
- Vocational Rehabilitation Services offer on-the-job training as well as training in work adjustment, employment, vocational and trade school.
- The Agency on Aging trains part-time staff for reception, greeting, and customer assistance.

D. Housing Profile

Housing Profile	Number	Percentage (%)
Total Housing Units (2010)	25,948	100
Occupied Housing Units (2010)	16,446	63.38
Vacant Housing Units (2010)	9,502	36.62
Median Value of Owner Occupied Housing (2009)	\$156,500	-
Owner Occupied Housing (2010)	10,622	64.59
Renter Occupied Housing (2010)	5,824	35.41
Median Year Housing Structure Built (2000)	1980	-
Persons per Household	2.23	-
Total Number of Households with	2,630	10.14

4 or more persons		
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Source: US Census Bureau, 2010 Census

Total Households and Occupancy

According to the 2010 Census there are 25,948 housing units within Jackson County, 9,502 (36.6 percent) are vacant. Of the 16,446 occupied units, 10,622 (64 percent) are owner occupied. Seasonal, vacation, and recreation homes compose the large number of vacant units throughout Jackson County.

Household Type

The average household size in Jackson County is 2.23 people. According to the American Community Survey 2005-2009, families made up 62 percent of the households in Jackson County. The remaining 38 percent of the population lived in non-family households. Twenty-six percent of the non-family households were people living alone and 12 percent of the remaining non-family households were composed of people living together unrelated to the homeowner.

When the occupancy of a home is more than one person per room, overcrowding exists in the household. The ACS reported 108 homes that are overcrowded.

Housing Characteristics

Between 2005 and 2009, the ACS reported that Jackson County had a total of 24,000 housing units, 35 percent of these were vacant. Of the total housing units, 70 percent were made up of single-unit structures, 11 percent were multi-unit structures, and 19 percent were manufactured homes. Thirty percent of these homes have been built since 1990.

Housing Costs

The ACS found that 28 percent of Jackson County homeowners have a mortgage. The median monthly housing cost for mortgaged homeowners was \$1,068. The 9 percent of homeowners without a mortgage only paid \$228 per month in housing costs. Fifty percent of Jackson County citizens rent their homes. Renters spend an average of \$592 per month on their home, meaning they spend 30 percent or more of their household income on housing.

Rent is extremely high in the southern portion of Jackson County as well as close to Harrah's Cherokee Casino north west of the County. High rental costs restrict low-income residents from residing in these areas. College housing creates competition, which drives up the price of rental housing in Cullowhee, close to Western Carolina University.

E. Maps

- Maps showcasing Jackson County housing, jobs, and transportation relationship
 - Map 1: Percent of People Below Poverty Level
 - Map 2: Median Household Income
 - Map 3: Median Monthly Housing Cost for Owner-occupied Housing Units
 - Map 4: Median Monthly Housing Cost for Renter-occupied Housing Units

- Map 5: Percentage of Housing Units That Are Mobile Homes or Trailers
- Map 6: Mean Travel Time to Work
- Map 7:
- Map 8: Location of Publically Assisted Housing in Jackson County

F. Other Relevant Data

III. Evaluation of Jurisdiction's Current Fair Housing Legal Status

- A. Fair housing complaints or compliance reviews where the Secretary has issued a charge of or made a finding of discrimination

No discrimination complaints have been filed against Jackson County within the past two years. Since no complaints have been filed, no findings have been issued.

- B. Fair housing discrimination suit filed by the Department of Justice or private Plaintiffs

According to the North Carolina Human Relations Commission, no complaints have originated from within Jackson County in the past two years.

- C. Reasons for any trends or patterns

Grievance and Complaint Procedure

Jackson County has a written policy for grievances and complaints regarding the Scattered Site and Fair Housing programs. Both procedures instruct persons wishing to file complaints, alleging discrimination, to submit their complaint in writing to the County Manager. If the complaint cannot be resolved at the initial level, the complaint is referred to the NC Human Relations Commission, which is responsible for investigating fair housing complaints within North Carolina.

- D. Discussion of other fair housing concerns or problems
None

IV. Identification of Impediments to Fair Housing Choice

A. Public Sector

1. Zoning and Site Selection

Zoning ordinances in the Town of Sylva are restrictive. Restrictions on lot size in Sylva and on multi-family housing in Sylva, Forest Hills, and Webster pose impediments of those citizens residing in these municipalities. These ordinances are out of the Jackson County Planning Department's jurisdiction but we will provide comments and recommendations to reduce these impediments.

There are no zoning requirements in Jackson County that have limited housing opportunities for protective groups. Likewise, no zoning requirements have limited the availability of rental units within Jackson County. Rental units are located across the County. There are no areas of minority concentration.

Jackson County's Site Selection policies do not have a disproportionate impact on a protected basis. Site Selection procedures are non-discriminatory. No local site selection policies or procedures will contribute to environmental hazards in minority or low-income area.

2. Neighborhood Revitalization, Municipal and Other Services, Employment-Housing-Transportation Linkage

Neighborhood Revitalization

There is limited funding available in Jackson County for neighborhood revitalization. Identifying funding sources for residential revitalization has become increasingly difficult during this economic downturn. Since funds are limited, the initiative to participate in revitalization efforts is lessened. Any revitalization efforts that do exist are planning efforts for revitalizations that will take place when the economic climate improves. These efforts are limited to municipalities.

Municipal Services

The distribution of municipal services is equitable across Jackson County. Public services are available on a smaller scale for citizens living in the higher elevations and roughest terrain in the County. Sixty-five percent of homes located in the higher elevations are only occupied during peak (summer) season.

The Health Department serves this area of the county one day each week. Sylva receives the most municipal services, based on location. Cullowhee and Whittier follow in service provision. General proximity of these three areas makes services equitable and cost-effective in these areas.

Informational programs across Jackson County have increased this year. The Housing Authority maintains an owner list, advertises available units, and provides a matching service to place tenants in affordable housing while the waiting list is temporarily closed.

Employment, Housing, and Transportation

Opportunities for job-training have increased countywide over the past year. During this economic climate, workers are forced to continually train and expand their knowledgebase in order to maintain their jobs. There is an increasing demand for training opportunities among those actively searching for work. Those who have been laid off from their job are training to increase their skill set and reenter the workforce. Southwestern Community College (SCC), the SCC campus located in Cashiers, the Jackson County Community Center, and the Golden Age Center have all provided job-training opportunities within the past six months.

Historically the Jackson County economy has been primarily tourism driven, followed by education, healthcare, and other service industries. Because of the area's industrial growth over the last century, mill housing existed near parent industries, due to lack of transportation. As the economy has evolved, these houses are now occupied by lower income families.

There is not a public transportation system that is able to serve all of Jackson County. The Jackson County Transit System provides a trolley, which is available to all residents, but it only serves the municipality of Sylva. Passengers can pay more to go outside of the service area, but with limited vehicles, prices quickly become astronomical. The Jackson County Transit is mainly utilized by active elderly citizens as a means of entertainment, rather than for commuters traveling to work.

With increasing fuel costs it is likely that workers will begin traveling together to work. Jackson County has opened two new Park & Ride access areas over the past year in Cullowhee. Workers can use these areas to park their vehicles and commute to town together.

3. PHA and Other Assisted/Insured Housing Provider Tenant Selection Procedures; Housing Choices for Certificate and Voucher Holders

Public Housing Agency

The Jackson County Housing Authority provided \$ _____ in rental assistance over the past fiscal year. Vouchers are based on the number of occupants in the household. Assistance may be provided if over 30 percent of gross income is spent on housing.

Public housing units in Jackson County are all located in the Sylva municipal area. Reedwood Manor and the Reach Village serve families. River Park and the Haven at Mountain Oaks provide housing for elderly, disabled, and handicap residents. Jackson Village apartments primarily serve elderly. Nichol Arms provide apartments and rental homes for farmers. These dwellings are in compliance with FFHA, ADA, and CDBG Section 504.

Three multi-family dwellings have been funded by local, state, or federal funds. River Park, Reach Village, and The Haven at Mountain Oaks have been built since March 13, 1991.

HUD Housing Choice Voucher Program- Section 8

The Jackson County Housing Authority provides housing subsidies for _____ families through the Section 8 voucher programs. These families receive approximately \$ _____ per unit. This money is disbursed to low-income families for rental assistance. The waiting list for housing assistance was closed in May 2011, after everyone on the list is served, it will reopen. The list is expected to be closed for one year. Extremely high competition exists regarding tax credits. Approximately 65 percent of the waiting list is made up of elderly and disabled citizens. In 2010, 15 percent of people receiving assistance in Jackson County were minority families. Priority is given to elderly and disabled citizens on the waiting list. Next, low-income families are assisted. The Department of Social Services chooses families eligible for the family unification program. The Housing Authority then allocates the remaining assistance accordingly.

Rental Difficulties

HUD clients are finding it increasingly difficult to rent affordable housing units. Lease-up rates show units with three and four bedrooms have the least availability. It is difficult to place families in units with more than two bedrooms since the HUD payment standard on three bedrooms is low and rental costs are disproportionately high. Housing staff find it difficult to

compete with the private demand for housing. The HUD Fair Market Rents (FMRs) are much lower than rent in the private market. As per HUD regulations, FMRs are allowed to increase the payment standard for vouchers up to 110 percent, but the cost for housing still exceeds the amount that can be paid.

A large number of retirees in Jackson County spend the summer in rental units and can afford high rental costs. Landlords prefer to rent to these retirees and close their rental units the rest of the year. Doing this allows the landlords to make a higher profit during the summer months and they are also able to avoid cold weather housing problems such as power, plumbing, and heating issues. This situation further limits the rental market in Jackson County.

4. Sale of Subsidized Housing and Possible Displacement

A primary barrier to fair housing in Jackson County is the shortage of rental units. Another barrier for families with children is a lack of affordable three or more bedroom units. Persons with disabilities have difficulty finding housing due to the shortage of accessible units.

High water and sewer installation fees limit housing availability in Jackson County and lead to possible displacement. Limited water and sewer service restricts development and poses an undue hardship for low-income residents. The Jackson County Planning Department will make recommendations for policy changes to the County Commissioners and the Water & Sewer Authority.

5. Property Tax Policies

Property taxes in Jackson County are uniform and low compared to North Carolina and to the surrounding area. Property taxes pose no impediments on Jackson County residents.

6. Planning and Zoning Boards

The Jackson County Planning Board is reviewing current ordinances to make revisions that would encourage fair housing and increase accessibility. The Jackson County Planning Department is planning to assist the Sylva Town Board with zoning ordinance revisions. Sylva's current zoning ordinance is restrictive and limits development across the municipality.

7. Building Codes (Accessibility)

Accessibility

Accessibility codes are enforced. The Jackson County Building Inspections Department follows North Carolina building codes, which are ADA compliant. Local building codes comply with some, but not all, requirements of the Federal Fair Housing Act of 1988. The National Home Builders Association, Jackson County Home Builders Association, and Architecture & Engineering firms report FHA requirements if required by their professional associations.

Housing Availability for Families and Persons with Disabilities

As previously stated, there is a shortage of rental units with three or more bedrooms. According to the Live Independently Networking Center (LINC), a non-profit advocacy organization that assists persons with disabilities integrate into the community, there is an extreme housing need for persons with disabilities.

There are limited numbers of rental units accessible to persons with disabilities. HUD's Section 8 rental reports show that 5 percent of landlords are willing to make disability accommodations on a volunteer basis. CDBG and USDA funded rehabilitation units are accessible to persons with disabilities so Jackson County is working to increase housing available to those persons with a disability. However the number of disability accessible units in Jackson County should be greater.

The lack of accessible rental units in Jackson County is partly due to the age of the structure. Houses built prior to the Fair Housing Act Amendment of 1988 are not accessible, therefore older houses and apartments often do not meet disability requirements of the new code. According to the Fair Housing Act of 1988, multifamily units built for first occupancy on or after March 1, 1991 must be designed so the dwelling can be adapted for use by a person with a disability. The requirements of the Fair Housing Act are considered civil rights related and are not enforced by local building inspections departments. These departments are not responsible for enforcing fair housing. Therefore, LINC has identified a lack of knowledge about the Americans with Disabilities Act. Builders, developers, designers, and landlords should consider the needs of disabled persons, in order to reduce the impediments to fair housing, and increase the supply of accessible units within Jackson County.

B. Private Sector Lending Policies and Practices

Private sector lending policies have become more stringent during the current economic catastrophe. Banks are lending less than they were before the economic downturn and as a result, the mortgage industry is volatile.

Banking services are available on an equal opportunity basis. Bank branches are located throughout Jackson County. Community Activity Loans and Affordable Home Mortgages are offered at banks, although they are difficult to attain. Several bank employees volunteer to build houses in Jackson County through Habitat for Humanity and other similar housing programs.

Jackson County contracts with the private sector when possible. The Planning Department aims to work on housing and community development projects with organizations who share similar goals and visions. By combining efforts with philanthropic and other county agencies funds can be utilized to serve a larger percentage of residents.

C. Public and Private Sector

1. Fair Housing Enforcement

Jackson County is vigorously enforcing federal fair housing guidelines. Jackson County revised the Fair Housing Plan in August of 2011. The plan was originally adopted in December 2009. The updated plan included several activities to further

fair housing throughout Jackson County and a more stringent schedule for all housing programs.

2. Informational Programs

Jackson County utilizes media outlets, newspapers, and local radio station to increase public awareness and disseminate housing information to residents. Informational programs are open to everyone. Public hearings are a common way to promote public awareness regarding community development activities, fair housing information, and grant notifications. Jackson County's revised plan to further fair housing is attached. More details can be found in the attachment.

Fair housing materials are distributed quarterly to the Jackson County Housing Office, the Department of Social Services, Town of Sylva, Town of Dillsboro, and post offices in Cullowhee, Dillsboro, and Sylva. Jackson County plans to begin distributing materials to the County Public Library and Health Department in the immediate future.

Over the past year Jackson County has completed all FHA required activities. Jackson County has also worked to further municipal services and make them more equitable throughout the townships. Jackson County has selected a CDBG recipient in Cashiers and is working to select recipients in the poorer areas of the county.

3. Visitability in Housing

Jackson County has been working diligently to increase visitability in homes throughout the county. All current housing programs are constructing homes or making repairs with a large degree of focus on accessibility. Most CDBG grants are awarded to elderly homeowners or recipients in Jackson County who have a disability. It is logical to construct and repair homes in an effort to make them accessible to everyone.

This past year the county has been constructing a home for a young man recently paralyzed in a car accident. His house is being built with a walkway, wider doors and entrances, and a larger, more accessible kitchen and bathroom. Walkways (ramps) are planned for entrances into three other houses CDBG funding will help repair or reconstruct within the next three months.

Visitability efforts increase the use of a home because tenants are able to occupy the dwelling later in life, rather than downsizing or moving into an institution. By concentrating on visitability, Jackson County increases the economic value of homes. Making houses more accessible now will save money in the long-run.

- D. Where there is a determination of unlawful segregation or other housing discrimination by a court or a finding of noncompliance by HUD under Title VI of the Civil Rights Act of 1964 or Section 504 of the Rehabilitation Act of 1973, or where the Secretary has issued a charge under the Fair Housing Act regarding assisted housing within a recipient's jurisdiction, an analysis of the actions which could be taken by the recipient to

help remedy the discriminatory condition, including actions involving the expenditure of funds by the jurisdiction.

Not available

V. Assessment of Current Public and Private Fair Housing Programs and Activities in the Jurisdiction

See the attached plan to further fair housing in Jackson County. The Plan to Further Fair Housing identifies specific actions to address barriers in fair housing opportunity that have been identified in this report.

VI. Conclusions and Recommendations

High dollar building costs in Jackson County make homeownership unaffordable for low and moderate income citizens. According to the U.S. Census Bureau, new privately owned residential building permits averaged \$297,923 during 2010. This cost is difficult for citizens to pay when Jackson County's 2009 median household income is \$37,823. Compare these numbers to Wake County, where the median income is \$63,770 and the cost of new privately owned residential permits averaged only \$197,522. Lack of affordable housing is a common problem throughout Jackson County. Municipalities need to formulate policies and programs to increase affordable housing.

Jackson County has contracted with McGill Associates to undergo a wastewater study for the south end of the County. Based on the findings of the wastewater study, Jackson County will work to eliminate hazards of contaminated wells, failing septic tanks, and provide water access to a larger area of the County. Jackson County will work to obtain grant funding from the state and federal governments to extend and upgrade water and sewer services.

VII. Signature Page

Received by:

Chief Elected Official

County Manager

Brian McMahan, Chairman

Don Adams, County Manager

Date: _____

Date: _____

Barriers to Equal Housing Opportunities
Timetable to Overcome Impediments

Impediment	Action to Reduce Impediment	Timeline
Restrictive Residential Zoning	Provide zoning ordinance recommendations to municipalities	Sylva- July 2013, Forest Hills- Sept. 2014, Webster- Dec. 2015
Availability of Multi-family Housing	Promote multi-family housing throughout the county. Explain ordinance changes to municipalities	December 1, 2011
Affordability	Planning Department will provide data to municipalities showcasing the lack of affordable housing. Municipalities need to work to increase availability.	February 1, 2012
Limited Handicap Accessible Housing	Encourage accessibility in new construction. Selection committee will give priority to elderly and disabled applicants.	September 1, 2011
Water & Sewer Service	Planning Department will make recommendations for policy changes to the County Commissioners	June 30, 2012
Costly Asbestos Removal	Contract with licensed asbestos removal professionals, work with remediation companies to reduce removal costs for low-income families	June 1, 2013

Note: For further information on these impediments see Jackson County's Plan to Further Fair Housing.

Jackson County
401 Grindstaff Cove Road
Sylva, NC 28779

CITIZEN PARTICIPATION PLAN COMMUNITY DEVELOPMENT PROGRAM

INTRODUCTION

Pursuant to Title I of the Housing and Community Development Act of 1974, as amended, the County, which receives Community Development Block Grant funds, has prepared a written citizen participation plan. Through this plan, citizens will be provided adequate opportunity for meaningful involvement on a continuing basis and for participation in planning, implementation, and assessment of the County's Community Development Program. The County shall provide adequate information to citizens, hold public hearings at the initial stage of the planning process and throughout the program to obtain the views and proposals of citizens, and provide citizens an opportunity to comment on the County's past performance. This Citizen Participation Plan is to serve as a citizens' guide to interacting with the Community Development Program in a meaningful way and to establish a process whereby citizen participation requirements will be met.

OBJECTIVES OF THE PLAN

The objectives of this Citizen Participation Plan are to:

1. Provide citizens with adequate information on a timely basis concerning the amount of funds available for proposed community development and housing activities, the range of activities that may be undertaken, and other important program requirements;
2. Provide citizens an opportunity to (a) participate in the development of the application and encourage the submission of written views and proposals particularly by residents of blighted neighborhoods or citizens of low- and moderate-income; (b) provide for timely responses to the proposals submitted; and (c) schedule hearings at times and locations which permit broad participation.;
3. Provide for public hearings to obtain the views of citizens on community development and housing needs and a timetable specifying when and how the objectives of this Plan will be achieved;
4. Provide for timely and responsive answers to written complaints and give citizens an opportunity to submit comments concerning the County's community development performance;

5. Provide technical assistance on a timely basis through staff or other resources to citizen advisory groups, and upon request of groups of low- and moderate-income persons and groups of residents in blighted neighborhoods; and
6. Assure necessary record keeping documenting that this Plan has been followed in a manner to achieve full involvement of citizens in all stages of the program, and provide documents relevant to the Community Development Program for public review.

CITIZEN INVOLVEMENT

There will be two levels of citizen involvement in the Jackson County Community Development Program. The first level of participation will be countywide in scope. Community-wide participation will be accomplished through public hearings and solicitation of written views and proposals. Through these two mediums, all citizens will be afforded an opportunity to present their housing and community development needs, suggestions, and comments on the County's past performance.

The second level of participation, for projects involving community revitalization activities, involves the appointment of a Project Area Committee. For each area where a community revitalization project is planned a project Area Committee consisting of persons residing in the particular area will be appointed. Those persons appointed to the committee shall be representative of the persons residing in the area, and low- and moderate- income persons and minorities shall have substantial representation on the committee. The Project Area Committee will assess program performance and progress and will be involved in the planning and implementation of the County's Community Development Program.

CITIZEN ACCESS TO RECORDS

The County will provide for full and timely disclosure of information and program records consistent with Subsection .0911 (Recordkeeping) of the North Carolina Community Development Block Grant Program Regulations (4 NCAC 19L). Such records and information relevant to the program will be made available in the County Administration Office, of the Jackson County Justice and Administrative Building, 401 Grindstaff Cove Road, Sylva, North Carolina, during regular office hours for citizens' review and copying upon request, either written or oral. Included are the following:

1. All mailings and promotional material;
2. Records of public hearings;
3. All key documents such as prior applications, letters of approval, grant agreements, the citizen participation plan, performance reports, progress reports, other reports and documentation required by the Department of Commerce (DCA), and the proposed and approved application for the current year; and

4. A copy of regulations and issuance's governing the program.

TIMELY INFORMATION & SUBMISSION OF VIEWS AND PROPOSALS

The citizen participation process will begin approximately 60-90 days prior to the established deadline for submission of an application.

The County's local newspapers, *The Sylva Herald*, *Crossroads Chronicle*, and *the Smoky Mountain News*, will be the primary mediums for dissemination of important program information. All advertisements for public notice will be published in these newspapers.

At a minimum, the County shall provide adequate information to citizens, hold a public hearing at the initial stage of the planning process, hold a public hearing prior to submission of the application, and hold a public hearing prior to close-out the program to provide an opportunity for citizens to comment on the recipient's CDBG program performance.

The purpose of the first hearing at the planning stage of application development will be to disseminate program information, obtain citizen views on community development and housing needs, priorities, and citizen comments on the County's past performance. A second hearing will be held prior to the submission of the pre application or full application for additional written comments and review of the application.

Persons wishing to object to the approval of an application by DCA shall make such objection in writing. DCA will consider objections made only on the following grounds:

1. The County's description of the needs and objectives is plainly inconsistent with available facts and data.
2. The activities to be undertaken are plainly inappropriate to meeting the needs and objectives identified by the County.
3. The application does not comply with the requirements of Subsection .1002 (Citizen Participation) of the Program Regulations or other applicable laws.

All objections shall include an identification of the requirements not met. In the case of objections made on the grounds that the description of needs and objectives is plainly inconsistent with significant, generally available facts and data, the objections shall include the data upon which the objection is based.

Citizen participation in the program amendment process shall include the following:

1. The County, when proposing amendments which require prior DCA approval in accordance with Subsection .0910 (Program Amendments) of the North Carolina Community Development Block Grant Program Regulations, will be required to conduct one public hearing prior to submission of the amendment to DCA.
2. The County shall respond to written citizen objections and comments within ten calendar days of receipt of the citizen comment.
3. Persons wishing to object to the approval of an amendment by DCA shall make such objection in writing. DCA will consider objections made only on the following grounds:
 - (a) The County's description of needs and objectives is plainly inconsistent with available facts and data.
 - (b) The activities to be undertaken are plainly inappropriate to meeting the needs and objectives identified by the County.
 - (c) The amendment does not comply with the requirements of Subsection .1002 (Citizen Participation) of the Program Regulations or other applicable laws and regulations.
 - (d) Such objections shall include an identification of the requirements not met. In the case of objections made on the grounds that the description of needs and objectives is plainly inconsistent with significant, generally available facts and data, the objection shall include the data upon which the objection is based.

Citizen participation in the program close-out process shall include the following:

1. The County shall conduct one public hearing to assess program performance during the grant close-out process and prior to the actual close-out of the grant.
2. The County shall continue to solicit and respond to citizen comment until such time as the grant program is closed.

Citizen participation during program implementation shall include the following:

Citizens shall have the opportunity to comment on the implementation of the Community Development Program throughout the term of the program. The County

shall solicit and respond to written views and proposals of citizens in writing within 10 calendar days of receipt of the citizen comment.

1. Persons may submit written comments to DCA at any time concerning the requirements contained in this Citizen Participation Plan.
2. All records of public hearings, citizens' comments, responses to comments and other relevant documents and papers shall be kept in accordance with Subsection .0911 (Recordkeeping) of the Program Regulations.

All public hearings will be held in the Commissioners' Board Room or Courtroom at the Jackson County Administrative Building before the Jackson County Board of Commissioners. Notice of the hearings will be given by notice in the legal section of *The Sylva Herald*, *Crossroads Chronicle*, and *the Smoky Mountain News* not less than 10 days or more than 25 days before the date of the hearing. The notice will indicate the date, time, place and procedures of the hearing and the topics that will be considered.

In the event that a significant number of non-English speaking residents can be reasonably expected to participate in a public hearing, the County will arrange to provide an interpreter at the hearing to ensure the participation of and the dissemination of information to the non-English speaking persons.

Public hearings will be held at times and locations convenient to actual or potential beneficiaries and will be held in facilities that are accessible to the handicapped.

RESPONSE TO PROPOSALS OR COMPLAINTS

The County views citizen participation as a valuable aspect of its Community Development Program. Through this Citizen Participation Plan, citizens are afforded an opportunity to express their community development and housing needs and preferences about how funds may be spent in their neighborhoods.

Citizen or citizen groups are encouraged to submit written proposals or complaints at any stage during the Community Development Program. These comments should be submitted to George W. Wooten, County Manager, Jackson County, 401 Grindstaff Cove Road, Sylva, NC 28779. When written proposals or written complaints are received, the County will make a written response within ten (10) calendar days after receipt.

JACKSON COUNTY
CITIZEN PARTICIPATION PLAN CERTIFICATION

The County hereby assures and certifies that a citizen participation plan has been written and will be followed as required by Section 104 of the Housing and Community Development Act, as amended. The citizen participation plan:

1. Provides for an encourages citizen participation, with particular emphasis on participation by persons of low-and moderate-income who are residents of slum and blight areas, and provides for participation of residents in low- and moderate-income neighborhoods as defined by the local jurisdiction.
2. Provides citizens with reasonable and timely access to local meetings, information, and records relating to the grantee's proposed use of funds.
3. Provides for technical assistance to groups representative of persons of low- and moderate-income that request such assistance in developing proposals with the level and type of assistance to be determined by the grantee.
4. Provides for public hearings to obtain citizen views and to respond to proposals and questions to all stages of the community development program, including at least the development of needs, the review of proposed activities, and review of program performance, which hearings shall be held after adequate notice, at times and locations convenient to potential or actual beneficiaries, and with accommodation for the handicapped.
5. Provides for a timely written answer to written complaints and grievances, within 10 calendar days.
6. Identifies how the needs of non-English speaking residents will be met in the case of public hearings where a significant number of non-English speaking residents can be reasonably expected to participate.

Jackson County

By: _____
Chairman, Board of Commissioners

Attest: _____
Clerk to the Board

Date: _____

Date: _____