



## **South Carolina Office of Resilience-Disaster Recovery Division CDBG-Mitigation Citizen's Advisory Committee Plan**

### **1. Requirement**

The 84 Federal Register 4538 Notice and the South Carolina Office of Resilience-Disaster Recovery Division's (SCOR-DRD) Mitigation Action Plan mandates a Citizen's Advisory Committee (CAC) to meet openly in a public forum. The official name of this committee will be the SCOR – DRD's Mitigation Citizen's Advisory Committee. The committee name will be referred to as the MCAC.

### **2. Purpose**

As the Grantee, SCOR-DRD has the responsibility of ensuring that all citizens have equal access to information about the CDBG-MIT programs. Federally funded programs come with many restrictions that are often confusing and not easy to explain in plain language.

Members of the MCAC will be liaisons between the Program and citizens in the counties involved in the CDBG-MIT Program. MCAC members will increase the transparency of the CDBG-MIT Program. They will help to educate the public concerning the CDBG-MIT Program activities. The MCAC allows the CDBG-MIT staff to gather community information by providing the MCAC as an on-going public forum for public comment and input. The MCAC helps to inform the CDBG-MIT staff of key community perspectives, as well as an opportunity for the CDBG-MIT Program to disseminate information to the communities. The overall purpose of the MCAC is to assist in building a partnership between communities and the CDBG-MIT Program.

### **3. Member Selection**

Members of the MCAC will be selected by the Mitigation Director from the program service area. Members will be community leaders that possess a working knowledge and understanding of the South Carolina Office of Resilience- Disaster Recovery Division and its mission.

The MCAC will consist of non-governmental citizens, representing all 17 counties that SCOR is conducting CDBG-MIT projects in or for. Members will be selected to represent 1-3 counties each.

- A. Members of the MCAC will be chosen at will by the SCOR-DRD Mitigation Director.
- B. A MCAC member may be removed at any time without cause by the Mitigation Director.
- C. The membership of the MCAC will be public information.
- D. A MCAC member may resign at any time by notifying the Mitigation Director in writing.

#### 4. Roles and Responsibilities

##### A. MCAC Members

- Serve as liaisons between the Program and citizens in the counties designated to be served in the CDBG-MIT Program area.
- Shall receive and respond to public comments/input regarding mitigation activities.
- Provide information and feedback on SCOR- DRD's CDBG-MIT projects and activities.
- Will work cooperatively with SCOR-DRD CDBG-MIT staff to provide transparency in the implementation of CDBG-MIT funds.
- Will provide contact information for use by the public and CDBG-MIT staff by way of a state hosted e-mail program as published on the SCRO website.
- Will solicit public interaction and acquire information to assist the SCRO-DRD CDBG-MIT Program in developing a positive, constructive relationship with the communities the program is serving.
- Will always maintain confidentiality. Personal Identifying Information (PII) and all other sensitive information will be protected and shall be shielded from the public.

##### B. CDBG-MIT Staff

- Will provide the SCOR-DRD CDBG-MIT Administrative Coordinator as the primary liaison between the MCAC members and the CDBG-MIT Program.
- Will provide quarterly updates to the MCAC members through the CDBG-MIT Administrative Coordinator.

#### 5. Meetings

- A. The MCAC will meet bi-annually in an open form. MCAC meetings, unless otherwise coordinated, will be held in June and December, immediately following the SCOR-DRD Stakeholders' meetings.
- B. The CDBG-MIT Administrative Coordinator will provide MCAC members with an agenda 24 hours before the MCAC meeting.
- C. At the bi-annual meetings, the CDBG-MIT Director or appointed representative will provide MCAC members with a program update and a look what is upcoming in the program. The CDBG-MIT Director or appointed representative will solicit citizen feedback from the MCAC members on current projects and future projects.
- D. Minutes of the meeting will be recorded.
- E. At a minimum the minutes will include.
  - The date, time, and location of the MCAC meeting.
  - The members of the MCAC recorded as either absent or present.