



CITY OF DEERFIELD BEACH

Community Development Block Grant (CDBG) Citizen Participation Plan

Prepared by:

The City of Deerfield Beach
Community Development Department
325 NW 2nd Avenue
Deerfield Beach, FL 33441

City of Deerfield Beach Citizen Participation

Revised on July 30, 2020

- Include virtual hearings as an allowed method for citizen participation when necessary for public health reasons;
- Provide a 5-day notice comment period for proposed amendments necessary to expedite and facilitate the use of funds to prevent, prepare for, and respond to public health crisis;
- Update the types of declared disasters or emergency events to include infectious diseases such as the recent Coronavirus 19 (COVID-19) pandemic, that may necessitate expedited substantial amendments;
- Added language specifically in reference to the COVID-19 funding response with a HUD waiver to provide for a 5-day review/comment period;
- Provide reasonable notice and opportunity to comment;
- Make minor edits that do not change current citizen participation policies;
- Provides update information for the City Contact Persons.

Background

The City of Deerfield Beach has created a Citizen Participation Plan (CPP), in accordance with 24 CFR Section 91.105, to explain the opportunity all citizens have to participate in the process of preparing the Consolidated Plan, Action Plan, any substantial amendments to the Consolidated Plan and Annual Action Plans, the Consolidated Annual Performance Evaluation Report (CAPER) for CDBG activities and any amendments.

Introduction

The Citizen Participation Plan sets forth the City of Deerfield Beach policies and procedures for public involvement in the planning, implementation, and evaluation of its housing and community development programs. The following Citizen Participation Plan establishes the citizen participation standards for programs covered by Community Development Block Grant (CDBG).

- Citizen Participation Plan
- Five-Year Consolidated Plan
- Annual Action Plan
- Consolidated Annual Performance and Evaluation Report (CAPER)
- Substantial Amendments to the Consolidated Plan and Annual Action Plan
- Development of the Analysis of Impediments to Fair Housing

The City of Deerfield Beach Community Development Department is responsible for the development and implementation of the Consolidated Plan. The Citizen Participation Plan contains the required elements listed in the Consolidated Plan regulations in accordance with Section 104(a) of the Housing and Community Development Act of 1974 as amended as well as both 24 CFR 91.105(b) and 24 CFR 91.100.

The Citizen Participation Plan extend and strengthen partnerships among all levels of government and the private sector, including for-profit and non-profit organizations, in the production and operation of decent housing, suitable living environments, and expanded economic opportunities.

Definitions

Annual Action Plan: This document is submitted to HUD every year and updates the Consolidated Plan and allocates one year of CDBG funding, including any program income generated from CDBG.

Budget Amendments as Part of the Annual Action Plan: Budget balances de-obligated from cancelled activities or activities that have been successfully completed under-budget can be rolled forward into the next Annual Action Plan and CDBG funding round. Since, Citizen Participation for a Substantial Amendment follows the same requirement as the proposed Annual Action Plan, no additional public participation is needed for this type of amendment.

Consolidated Annual Performance and Evaluation Report (CAPER): This document is required to be submitted each year to HUD highlighting the program annual performance.

Emergency Amendments: In the event of a natural disaster or catastrophic occurrence, the City of Deerfield Beach may determine the need to make a Substantial Amendment to the Consolidated Plan and Annual Action Plan to address the unforeseen needs of the community. The City may request and obtain from HUD a complete waiver or reduction in days of the required thirty (30) days public notice period for Substantial Amendments. Emergency amendments require the City of Deerfield Beach Commission to hold a public meeting for recommendation to, and approval by, the City Commission via resolution authorizing such amendments, but does not require thirty (30) days public notice.

Five-Year Consolidated Plan: This is a document submitted to HUD every five years and serves as the five-year strategic planning document to address community needs, priorities, goals and needs of the program.

Public Hearing: Public meeting that has been publicly noticed in local newspapers of general circulation, on the City's website and social media. Public Hearings allow members from the general public to speak on a specific item in a public setting. Public Hearings are required prior to the adoption of the Consolidated Plan, Action Plan, and Substantial Amendments either to plan or prior to the submission of the CAPER.

Substantial Amendments: Amendments that are considered substantial include: changes in allocation priorities, changes in method of distribution of funds, the addition of activities to fund that have not been previously stated in the action plan, changes in the purpose of an activity, a twenty-five percent (25%) increase in an activity's originally approved budget, changes in scope, location or beneficiaries of an activity to the Annual Action Plan or Consolidated Plan.

Notice to Public

A minimum of thirty (30) days' notice shall be provided whenever a federally required document is available for public comment such as the Proposed Annual Action Plan, Five-Year Consolidated Plan, and any proposed substantial Amendments is available for public review. During times of a national disaster or pandemic such as COVID-19, the comment period shall be no less than 5 days. A minimum of fifteen (15) days' notice for Public Notice shall be provided whenever the CAPER document is available for public review.

In addition, there will be a minimum of fifteen (15) days advance public notice of all public hearings and all public meetings relating to the funding or planning process required by the Citizen Participation Plan.

Forms of Public Notice

- All Public Notices and essential documents are made available on the City of Deerfield Beach Website at <http://www.deerfield-beach.com/1769/Approved-Docs>
- Public notices are sent to the following media source(s): Sun Sentinel, and New Pelican
- Press Release
- Social Media

Citizen Participation Opportunities

The primary purpose of the Community Development Block Grant Program (CDBG) is to improve communities by providing decent housing, a suitable living environment, and growing economic opportunities principally for low- and moderate-income people.

The Citizen Participation Plan encourages participation by low- and moderate-income persons, particularly those living in low-income areas and in areas where CDBG funds are proposed. In addition, it encourages the participation of all citizens, including non-English-speaking residents and persons with disabilities in the development and implementation of the Consolidated Plan, Annual Action Plan, Citizen Participation Plan, any amendments to these documents, and preparation of performance reports. It's also encourages the participation of other members of the community such as: private, non-profit groups, and other government agencies; which have impact on the community development of the City. To provide full access under the Consolidated Plan for low to moderate income people, the City of Deerfield Beach Community Development Department, will undertake the following actions:

- Will provide public notice information through local newspaper(s) regarding public hearings; a minimum of two (2) public hearings will be held annually to obtain citizen's views
- Will provide public notice through agencies that provide services to low and moderately low-income families regarding public hearings

Participation processes include:

- Identifying needs
- Setting Priorities
- Providing input on funded programs
- Input on Program implementation

The City will publish the proposed Consolidated Plan, Annual Action Plan, Citizen Participation Plan, and CAPER in a manner that affords citizens, public agencies, and

other interested parties a reasonable opportunity to examine its contents and to submit comments.

Public Access to Materials

As required by law, the City of Deerfield Beach will provide the public with reasonable and timely access to information and records relating to the data or content of the Consolidated Plan, as well as the proposed, actual, and past use of funds covered by this Citizen Participation Plan. Regarding the past use of funds, the law requires reasonable public access to records about any uses of these funds during the previous seven years. Documents include:

- Federal Regulations for the CDBG, related issuances and provisions
- Consolidated Plans, Action Plans, Consolidated Annual Performance and Evaluation Reports
- Substantial Amendments to Action Plan or the Consolidated Plan
- Information about the City's CDBG program
- The City of Deerfield Citizens Participation Plan
- HUD grant agreements
- Public notifications pertaining to programs under the Consolidated Plan

As required by law, the City of Deerfield Beach will provide the public with reasonable and timely access to local meetings relating to the proposed or actual use of funds. These materials will be available in a form accessible to persons with disabilities, upon request.

Documents are available for public review at the City of Deerfield Beach Community Development Department at 325 NW 2nd Avenue, Deerfield Beach, FL 33441 and electronic formats at <http://www.deerfield-beach.com/1769/Approved-Docs>

Review and Comments

To provide the City of Deerfield Beach residents with the maximum opportunity to comment on the CAPER, Citizen Participation Plan, Action Plan, Consolidated Plan, and any Substantial Amendment. The City will provide the following Public comments periods:

- Citizens may comment on the Consolidated Annual Performance and Evaluation Report at least fifteen (15) days from the date of the Public notice
- Citizens may comment on the Consolidated Plan and Action Plan for at least thirty (30) days after the publication date of the draft plan.

- Citizens may comment on the Citizen Participation Plan for at least thirty (30) days after the publication date for the draft document. During times of a national disaster or pandemic such as COVID-19, the comment period shall be no less than 5-days.
- Citizens may comment on any Substantial Amendments to the Consolidated Plan and Action Plan for at least thirty (30) days after the publication date for the draft document. During times of a national disaster or pandemic such as COVID-19, the comment period shall be no less than 5-days.

The City will provide citizens with reasonable opportunities for public comment. The City will advertise a public notice concerning the availability of these documents in the public notice section of the South Florida Sun Sentinel no later than the first day of the public comment period. During times of a national disaster or pandemic such as COVID-19, advertisement and public notices may be solely on the City's website.

The following are appropriate ways to provide public comment on any public noticed document:

- Written comments may be submitted in person to the Community Development, 325 NW 2nd Avenue, Deerfield Beach, FL 33441
- Email comments to: CommunityDevelopment2@deerfield-beach.com
- Attend the Public Hearings and meetings described above. Each agenda provides time for public comment. The participation of all citizens, including persons with disabilities are particularly encouraged to provide public comments. Translation services, if required, must be requested in advance for scheduling purposes.
- Call Community Development Department at 954-480-6420

Public Meeting and Hearing

Public Meetings and Hearings will be held at the City of Deerfield Beach City Hall located at 150 NE 2nd Ave, Deerfield Beach, FL 33441 or any City facility deemed appropriate in order to engage a wider citizen participation. The City of Deerfield Beach City Hall is both handicapped accessible for individuals with disabilities and is in proximity of public transportation. During times of a national disaster or pandemic such as COVID-19, in person public meetings and hearings will not be required. Public Meetings and Hearings will be conducted utilizing communication media technology with elected officials and City staff participating through video conferencing.

The publishing of the following HUD documents will entail a Public Hearing to encourage citizen feedback: the CAPER, Citizen Participation Plan, Annual Action Plan, Consolidated Plan, and any Substantial Amendment.

Every effort will be made to schedule public meetings and hearings at a time that is convenient to citizens. Per federal regulations, public hearing will be held at least twice a year, with fifteen (15) days' notice stating the time, date, and location of the public meeting or hearing. Agenda's will be posted on the City of Deerfield Beach Website forty-eight (48) hours in advance to any public meeting or hearing.

In accordance with the American with Disabilities Act and Florida Statue 286.26, persons with disabilities needing special accommodation to participate in proceedings should contact the City Clerk no later than 3 days prior to the meeting at (954) 480-4213 for assistance.

Complaint Procedures

Complaints regarding any City of Deerfield Beach HUD program will be addressed by the City of Deerfield Beach Community Development Department staff in a timely and responsive manner. Staff will provide a written response with fifteen (15) business days of the complaint. Written complaints should be sent to CommunityDevelopment2@deerfield-beach.com or either:

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