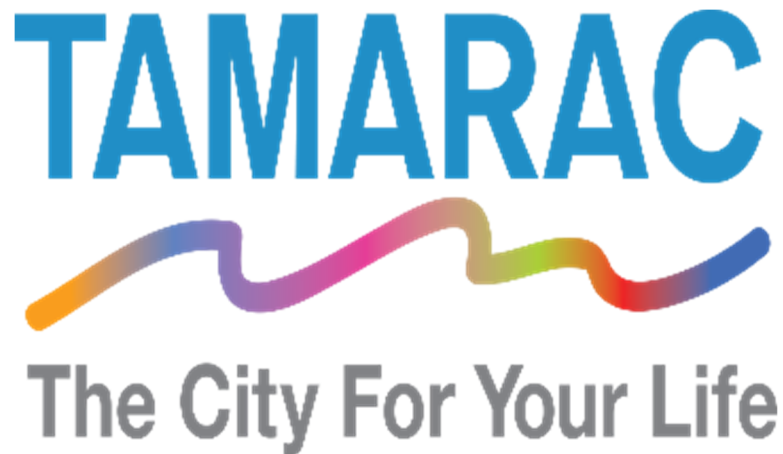


CITY OF TAMARAC, FLORIDA CITIZEN PARTICIPATION PLAN



**In compliance with 24 CFR Part 91
Consolidated Submissions for Community Planning and
Development Programs
Subpart B: Citizen Participation and Consultation
U.S. Department of Housing and Urban Development**

**CITY OF TAMARAC, FLORIDA
CITIZEN PARTICIPATION PLAN**

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Introduction

As a recipient of federal Department Housing and Urban Development (HUD) Community Development Block Grant (CDBG) funds as well as Home Investment Partnership (HOME) funds through the Broward County HOME Consortium, the City of Tamarac is required to adopt a Citizen Participation Plan to comply with the provisions of 24 CFR Part 91: Consolidated Submissions for Community Planning and Development Programs; Subpart B: Citizen Participation and Consultation.

The citizen participation component of all federal funded activities for the City of Tamarac is an important element of our Community Development Program and, if effectively implemented, can yield substantial benefits to the City both in assessing need and establishing priorities.

In accordance with federal guidelines, the City of Tamarac establishes its Plans to improve neighborhoods and build a better community. By providing decent housing, creating a suitable living environment and providing economic opportunities for low-moderate income persons, the entire City benefits. In order to provide these opportunities, the City actively seeks to build partnerships in which those citizens most affected participate in the development and implementation of the City's federally funded programs.

Encouraging Public Participation

These requirements are designed specially to encourage participation by low- and moderate-income persons. Additionally, the City will take whatever actions are appropriate to encourage the participation of all its citizens, including minorities, protected classes, and non-English speaking persons, as well as persons with mobility, visual or hearing impairments.

In response to the above requirements of 24 CFR Part 91, Subpart E, the City of Tamarac Consolidated Plan Citizen Participation Plan will be implemented in a manner that encourages citizen participation in the development of the Consolidated Plan, any amendments to the Plan, the Annual Action Plan, and the Consolidated Annual Performance Evaluation Report. The Citizen Participation Plan was prepared with the opportunity for resident comment.

A Citizen Participation Plan is required by Section 104(a)(2) of the Housing and Community Development Act and by regulations at 24 CFR 570.486(a)(6) for the following purposes:

- Vitally important to the success of CDBG-funded activities undertaken by local governments
- Compliance reduces the number of legal challenges and citizen complaints against the local government recipient
- Local governments must provide citizens with reasonable advance notice of and opportunity to comment on proposed activities in an application to the state

- For grants already made, the same opportunities must be provided for activities proposed to be added, deleted or substantially changed from the local government's application to the state
- The primary goal is to provide citizens--especially low- and moderate-income citizens of the community where CDBG-funded activities will take place-- an opportunity to participate in an advisory role in the planning, implementation, and assessment of the programs and projects.

The City of Tamarac seeks input from its residents and partnering agencies for the identification of needs and establishment of priorities.

Information to be Provided

Before the City adopts a Consolidated Plan, Annual Action Plan or Substantial Amendment to a Plan, the City will make available to citizens, public agencies, and other interested parties information that includes the amount of assistance the City expects to receive and the range of activities that may be undertaken, including the estimated amount that will benefit persons of low and moderate income and the plans to minimize displacement of persons and to assist any persons displaced. This information will be included in a summary of the proposed consolidated plan, which the City will publish for comment.

The summary will be published in the Sun Sentinel or Miami Herald, newspapers of general circulation, and may be published in other local newspapers at the City's discretion.

The summary will describe the contents and purpose of the consolidated plan, and will state that copies of the entire proposed plan may be examined at the Community Development Department, Housing Division, located at 7525 NW 88 Avenue, Tamarac, FL 33321, or at other government offices, libraries or public places that the City may deem appropriate.

The summary will be published to allow a period of not less than 30 days to receive comments from citizens on the proposed consolidated plan before the plan is finalized. The City will consider any comments or views of citizens received in writing, or orally at public hearings, in preparing the final consolidated plan. A summary of these comments or views, and a summary of any comments or views not accepted and the reasons, therefore, will be attached to the final consolidated plan.

During a declared disaster, the requirement to publish the notice and summary in a newspaper of general circulation described above may be suspended. The City shall at a minimum publish public notices on the City of Tamarac's website and promote such advertisements and on social media as available. Furthermore, a shorter time period for notification may be allowable by HUD waivers. The timelines adopted will be those established by HUD at the time.

Information that should be made available at public hearings:

- Goals and objectives of the CDBG program
- Sources utilized to identify needs and priorities
- The total amount of CDBG funds available
- Community development and housing needs
- Proposed activities for project and amount to be requested for project
- The proposed amount of funds to be used to benefit low-and moderate-income people
- Whether any persons will be displaced as a result of the proposed activities

Public Hearings

24 CFR 570.486(a)(5)

- Two public hearings are required by law
- Reasonable notice must be provided
- Must be held at two separate phases of the project
- Both must be held prior to application to the state

The City will conduct at least two (2) public hearings annually to obtain citizens' views and to respond to proposals and questions. The hearings will be conducted at a minimum of two different stages during the planning process. Together, these hearings will address housing and community development needs, development of proposed activities, and review of program performance. In order to obtain the views of citizens on housing and community development needs, including priority non-housing community development needs, at least one of these hearings will be held before the summary of the proposed consolidated plan is published for comment. Hearings held before the Planning Board prior to the presentation of a Plan to the City Commission will constitute one of the two required public hearings.

The Public Hearing process will be directed by the City Clerk with legal assistance provided by the City Attorney, as necessary. Those wishing to speak/participate during the public hearing period will be required sign up prior to the hearing and will be given three (3) minutes to make their presentation. Additional time may be allotted at the discretion of the Mayor and City Commission.

The City is not required to hold a public hearing to amend a plan unless it qualifies as a "substantial amendment" as defined.

Adequate advance notice of each hearing will be given to citizens, with sufficient information published about the subject of the hearing to permit informed comment.

At a minimum, a public notice followed by a public hearing will take place for the following reasons:

- Approval of the 5-year Consolidated Plan
- Approval of the Annual Action Plan
- Approval of the Consolidated Annual Performance and Evaluation Report

- Approval of a Substantial Amendment

During a declared disaster, public meetings and hearings may be held in an online capacity as allowed by HUD. In this situation, the ability for public comment will be provided.

Hearing Notice

Each public hearing notice will be published in the Sun Sentinel or Miami Herald, newspapers of general circulation, and may be published in other local newspapers or media sources at the City's discretion. Each notice will be published in advance of the public hearing date.

During a declared disaster, the requirement to publish the notice and summary in a newspaper of general circulation described above may be suspended. The City shall at a minimum publish public notices on the City of Tamarac's website and promote such advertisements and on social media as available. Furthermore, a shorter time period for notification may be allowable by HUD waivers. The timelines adopted will be those established by HUD at the time.

The City will allow for a 30-day public review period for each Consolidated Plan and Annual Action Plan prior to the public hearing date at which the City Commission is scheduled to approve the Plan. During this 30-day public review period, the Plan will be available for review at various locations throughout City Hall to receive citizen comment. All comments will be reflected in the Plan.

During declared emergency situations, such as pandemics or natural disasters, the public comment period may be shortened, as described by HUD, to as little as five (5) days to accelerate the process. In these cases, public documents will be made available on the City of Tamarac's website only.

Hearing Location(s)

Public hearings will be held at times and locations convenient to potential and actual beneficiaries, and with accommodations for persons with disabilities. Public hearings may be held during regularly scheduled City Commission meetings. In cases where a significant number of non-English speaking residents can be reasonably expected to participate in a public hearing, a translator will be provided to meet the communication needs of the non-English speaking residents.

During a declared disaster, public meetings and hearings may be held in an online capacity as allowed by HUD. In this situation, the ability for public comment will be provided.

Citizen Comment

The City will consider any comments or views of citizens received in writing or orally at the public hearings in preparation of the final consolidated plan, during amendments to

the plan or at the submission of performance reports. A summary of these comments or views, as well as a summary of any comments or views not accepted and the reasons, therefore, will be attached to the adopted consolidated plan, amendments of the plan, or performance report.

Citizens may also provide written and oral comments at public hearings and written feedback via mail addressed to the following:

Carolyn Francis-Royer, MPA
Housing & Community Development Manager
Community Development Department
7525 NW 88th Ave, Tamarac, FL 33321
(954) 597-3530
Carolyn.Francis-Royer@tamarac.org

Amendments to the Consolidated or Annual Action Plan

Publication

When the City amends the funding, projects/activities or intent of a plan, the City will provide citizens with reasonable notice of the change and an opportunity to comment. Amendments which are minor in nature may not require public notice or a public hearing. Residents will be given a 10-day public notice period to provide comments on any substantial amendments to approved Action Plans or Consolidated Plan. A summary of the proposed amended consolidated plan will be published in the Sun Sentinel or Miami Herald, newspapers of general circulation, and also may be published in other local newspapers at the City's discretion.

The summary will be published to receive comments from citizens on the proposed amended plan, prior to final approval by the City Commission and submission to HUD. The City will consider the comments or views received in writing or orally in preparing the final amendment of the plan. A summary of these public comments or views, as well as a summary of any comments or views not accepted and reasons, therefore, will be attached to the adopted amended consolidated plan.

The City will make the proposed amended plan available to the public at the time it is submitted to HUD and before it implements changes stipulated in the amendment. The published notice will state the purpose of the amendment as well as the location the plan amendment is available to be examined. The primary location will be at the Community Development Department, 7525 NW 88th Avenue, Tamarac, FL 33321, other governmental offices, libraries or public places may also be deemed appropriate.

During declared emergency situations, such as pandemics or natural disasters, the public comment period may be shortened, as described by HUD, to as little as five (5) days to accelerate the process. In these cases, public documents will be made available on the City of Tamarac's website only.

Criteria for Amendment

The City will amend its approved plan whenever it makes one of the following decisions:

1. To carry out an activity, using funds from any program covered by the consolidated plan (including program income), not previously described in the action plan; or
2. To make a change in its allocation priorities or a change in the method of distribution of funds; or
3. To change the purpose, scope, location, or beneficiaries of an activity.

Substantial Change Amendment

The City will apply the following criteria in determining whether a change in an activity or project represents a substantial change requiring public notice and public hearing:

- A. Cancellation of an activity or project previously described in the Plan.
- B. The addition of an activity not originally described in the Plan.
- C. The movement of funds from one eligible activity to another by more than 25% of the costs of the total projects involved as projected in the Plan. Projects included in the Plan whose actual costs exceed the estimates presented in the Plan are exempt from this policy when contingency funds are used to complete the project.
- D. The activity will not meet the National Objective that has been designated by the City in the consolidated plan.
- E. The aggregate use of CDBG funds fails to principally benefit very low- and low-income families in a manner that ensures that at least 70 percent of the amount expended is for activities that benefit such persons during the designated period.

Performance Report

Public Notice

The City will submit its Consolidated Annual Performance Evaluation Report to HUD within 90 days after the close of the City's program year. Notification of availability of the performance report will be published in the Sun Sentinel or Miami Herald, newspapers of general circulation, and may be published in other local newspapers at the City's discretion.

The notification will be published prior to public hearing to receive comments from citizens on the performance report, prior to finalization and submission to HUD.

A summary of these public comments or views, as well as a summary of any comments or views not accepted and the reasons, therefore, will be attached to the performance report.

Accessibility of Meetings & Documents

Bilingual Information

With at least one business day of advanced notice Spanish translators will be provided at public meetings. Translation services will also be provided for persons who may need assistance reviewing printed documents, reports and/or other related materials. Citizens may contact the Community Development (CD) office at (954) 597-3530 at least 24 hours in advance to request such services.

American With Disabilities Act (ADA) - 1973 Rehabilitation Act

With at least one business day of advanced notice, the department shall provide assistance and special arrangements for those who are disabled in order to provide information and services concerning federally funded programs. All city CDBG and HOME program related plans will be placed in the Tamarac Public Libraries. Proposed plans are placed on the CD department's website at <https://www.tamarac.org/106/Community-Development>.

All visual aids used in the city council chambers are displayed on large screens to help all sighted people to see them better. All public meetings are held in buildings which are accessible to the handicapped. Citizens may contact the CD Office at (954) 597-3530 at least 24 hours in advance to request such services.

Additional Citizen Participation Activities

Consultation of Area Agencies

Under 24 CFR.91.100 (a)(1) as part of the Consolidated Plan process, the City shall consult with other public and private agencies that provide assisted housing, health

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

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

Public Access to Records

The CD office maintains copies of all plans, reports and amendments for each program year in the department office. Additionally, the CD office maintains a library of rules, regulations, and records required by HUD and the City of Tamarac. This library of records includes records related not only to the plans and reports but also all programmatic documents, meeting notes, written and oral comments received, environmental reviews, office publications, etc., produced since the inception of the CDBG and HOME program in Tamarac. This information is available for public review and copying during normal business hours, provided that the requested document is public information pursuant to applicable federal, state, and local laws.

Public Access to Data Sources

As part of the Consolidated Plan and the Analysis of Impediments to Fair Housing Choice, the City will utilize HUD provided data sets and mapping tools. When applicable, the City will reference these data sets in plans and reports as well as provide a link to such data sources within the draft documents. This shall provide citizens and community stakeholders the opportunity to review the data utilized to set priority needs, goals and objectives.

Residents of Public and Assisted Housing

Residents of public and assisted housing are stake holders with HUD in that they receive rental assistance from HUD. These residents are therefore encouraged to participate in the planning and execution of the CDBG and HOME programs, because they are also eligible to benefit from the expenditure of HUD federal funds.

Environmental Review

The City of Tamarac conducts environmental assessments of all federally funded activities proposed in the Annual Action Plan prior to receiving the Authorization to Use the funds from HUD. This environmental assessment is conducted to ensure the activity poses no threat to the environment to be affected. Each activity must comply with all applicable federal environmental laws. Upon completion of the environmental assessment, they City must publish a legal notice of its findings of the impact of each activity. An advertisement must be placed in a local newspaper identifying a fifteen (15) day waiting period for public review and comment.

During this fifteen-day period, HUD will accept any objections to its release of funds to the City. If it is determined that the City's assessment was not properly executed or that the environmental review presented indicates omission of a required decision, finding or step applicable to the project's implementation HUD may not release the City's funds. Objections must be prepared and submitted in accordance with the required procedure (24 CFR Part 58) and may be addressed to HUD at the Department of Housing Atlanta Office, 645 Peachtree Street, Atlanta, Georgia 30323. Objections to the release of funds on the basis other than those stated above will not be considered by HUD. The notices for finding of no significant impact and request for release of funds will run together whenever possible.

Miscellaneous and Informal Meetings

CD staff attends and/or conducts miscellaneous meetings and hearings throughout the program year. While many of these meetings are project specific, many others are held at the request of individuals, groups, other City departments or City Council members for the purpose of disseminating or receiving information about the CDBG and HOME program in general, or about issues of specific interest. These meetings generally are not advertised, since the meeting is attended by the parties requesting the meeting, CD office staff and various other invited participants.

The CD department maintains an Initial Contact/Proposed Project file and Citizen Comment/Complaint file. These mechanisms allow CD staff to record correspondence with individuals and/or organizations that submit proposals or make comments or requests of the department during the program year. Requests, proposals and questions received during the program year are researched and discussed during applicable local public meetings and during the planning of subsequent programs. This information is on file in the CD department office and is processed at a time appropriate to the nature of the specific contact.

Technical Assistance

The City will provide technical assistance to groups representative of persons of very low- and low-income that request such assistance in developing proposals for funding assistance under any of the programs covered by the consolidated plan, with the level and type of assistance determined by the City.

City Staff is available year-round for presentations or assistance to all interested parties, including appearances before homeowners' associations, as well as civic community action groups operating in areas traditionally affected by CDBG projects and activities.

Complaints

Complaints may be filed by local citizens, property or business owners, or their representatives on the basis of their belief that the Consolidated Plan, Annual Action Plan or Performance Report design or implementation is inappropriate based upon such factors as environmental considerations or civil rights.

Formal complaints should be submitted in writing to:

Carolyn Francis-Royer, MPA
Housing & Community Development Manager
Community Development Department
7525 NW 88th Ave, Tamarac, FL 33321
(954) 597-3530
Carolyn.Francis-Royer@tamarac.org

The City will respond to all complaints from citizens related to the consolidated plan, amendments of the plan, or the performance report. The City will provide a timely, substantive written response to every written citizen complaint, within fifteen (15) working days, where practical. Complaints registered orally will be logged in the Complaint Register located in the Community Development Department, with all pertinent information recorded. The complaint will be responded to orally, or in writing, as deemed appropriate by the City.

Should the complainant be unsatisfied with the City's response, they may appeal to the US Department of Housing and Urban Development by submitting comment to the HUD Miami Regional Office at:

Ann Chavis, CPD Director
U.S. Department of Housing and Urban Development
Miami Field Office,
909 SE 1st Avenue #500
Miami, Florida 33131