CITIZEN PARTICIPATION PLAN

FOR FEDERAL FUNDS

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM

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Introduction

Each year, the City of Sunrise receives funding through the US Department of Housing and Urban Development's (HUD) Community Development Block Grant (CDBG) grant program.

As a requirement for receiving these funds, the City must complete several planning and reporting reports to be submitted to HUD for approval. These reports include:

1) Five Year Consolidated Plan (ConPlan);

2) Analysis of Impediments to Fair Housing Choice (AI);

3) Annual Action Plan (AAP);

4) Consolidated Annual Performance Evaluation Report (CAPER);

5) Citizen Participation Plan; and

6) A Substantial Amendment to any of the above plans or reports (as defined below)

Citizen Participation is an integral part of the planning process for the Consolidated Submission for all Community Planning and Development Programs (CPD). Much of the citizen participation process involves scheduling, publicizing, and conducting public meetings and hearings. HUD, to ensure adequate opportunity for participation by program beneficiaries, has prescribed minimum Citizen Participation, plan submission, performance reporting, and record maintenance requirements. These Citizen Participation Requirements are established in 24 Code of Federal Regulations (CFR) Part 91.105.

The City's Grants Division staff is available to discuss program activities, facilitate obtaining information and facilitate qualifying for eligible program benefits. All current program materials and documents are readily available and easy to understand. Throughout the planning process, City staff consults with other governmental and nonprofit organizations that provide housing and community development related services to determine program services and potential benefits for City residents.

The CDBG program is administered by the Grants Division of the Finance & Administrative Services Department. The local citizen participation process generally includes a yearly series of well-advertised public meetings to review the Annual Action Plan and the Consolidated Annual Performance Evaluation Report as well as any amendments or changes to the Consolidated Plans. All meetings and public hearings are advertised in accordance with applicable HUD, State and local regulations. Public notices for environmental procedures and project related purposes are also part of the citizen participation process.

Public Notice

To encourage low- and moderate-income persons to attend and participate, the annual community public meetings and public hearings are held at times and locations convenient to potential and actual beneficiaries with the presence of interpreters, signers for the hearing-impaired, and large-print handouts if and when staff has been notified of such needs. Grants Division staff also tries to avoid scheduling meetings on nights common with other major events which may require the participation of affected area residents and community leaders.

Public hearings are typically conducted at the Sunrise City Hall, located at 10770 West Oakland Park Boulevard, Sunrise FL 33351. However, public meetings (and in some instances public hearings) may also be held in public venues throughout the community like public libraries and community centers.

All public hearings shall be announced at least five (5) calendar days before the date of the meeting. The Grants Division will utilize the following media to notify program beneficiaries regarding upcoming meetings.

A. Newspaper advertisements, of no smaller than eight (8) point size, are published in adjudicated newspapers of general circulation serving the City. Each publication is published at least five (5) calendar days before the date of the public hearing. The public notices will request that persons who require special or translation services at the hearings provide at least 48 hours advance notice to staff.

B. Public Hearings may also be advertised on the City of Sunrise's website www.sunrisefl.gov/housing.

C. During declared emergency situations, such as pandemics or natural disasters, 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 Sunrise's website and promote such advertisements 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.

Public Hearings & Public Meetings

At least two public hearings must be held each year. One of which must be held as part of the Consolidated Plan and/or Annual Action Plan and a second public hearing must be held to provide information related to the CAPER which details the City's performance towards meeting annual goals and objectives for the CDBG program.

Additional public meetings may be held at the discretion of City staff to receive citizen feedback regarding CDBG funded plans and activities

Public hearings will serve several purposes and may address the items listed below as relevant and necessary:

1) inform potential recipients of the functions of the Grants Division and its relationship to both the City Commission and HUD;

2) explain the rules and regulations governing the CDBG program;

3) explain how the program relates to the needs of individuals/neighborhoods/non-profit organizations, etc.;

4) provide information regarding the amount of CDBG funds expected to become available;

5) explain the types of eligible activities;

6) discuss the status of previously funded activities;

7) determine citizen's perceived housing and non-housing community development needs and possible activities to address those needs;

8) detail the City's plan to minimize displacement;

9) and receive comments, input and feedback related to each plan and/or report.

During declared emergency situations, such as pandemics or natural disasters, 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.

Publication of Plans & Reports

The City of Sunrise, Grants Division makes available to the public, the following plans and reports:

1) Five Year Consolidated Plan
2) Analysis of Impediments to Fair Housing Choice (AI)
3) Annual Action Plan
4) Consolidated Annual Performance Evaluation Report (CAPER)
5) Citizen Participation Plan (CPP)
6) A Substantial Amendment to any of the above plans or reports (as defined below)

The publication is made to afford citizens an opportunity to examine the documents' contents, and to provide further opportunity for comments (written and orally) and citizen feedback regarding the proposed document. A brief summary of each plan and/or report is to be published in newspapers of general circulation.

Additionally, all plans and reports, listed above, shall be made available, in their entirety, for further review in the following manner: 1) By email request to Housing@Sunrisefl.gov 2) hard copies available for review at the following locations:

- Grants Division
  Finance & Administrative Services Department
  10770 West Oakland Park Boulevard
  Sunrise FL 333251

- Sunrise Dan Pearl Branch Library
  10500 West Oakland Park Boulevard
  Sunrise FL 33351

In addition, a copy may be made available on the City's website (www.sunrisefl.gov)

A period of no less than thirty (30) days shall be made available for public review and comment for the Consolidated Plan, Annual Action Plan, and the Citizen Participation Plan. The City shall make the Consolidated Annual Performance and Evaluation Report for no less than fifteen (15) days. Substantial Amendments to these Plans available for public comment for a minimum of thirty calendar days (30) for a Consolidated Plans or fifteen (15) calendar days for an Annual Action Plan or Consolidated Annual Performance and Evaluation Report, prior to finalization by City staff. The Analysis of Impediments to Fair Housing Choice does not require a public comment period.

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 may be made available on the City of Sunrise's website only.

Amendments to Plans & Reports

In the event the City needs to make changes to the Consolidated Plan and/or the Annual Action Plan, the City must determine the nature of the required changes and in such cases where the changes are considered substantial, the City must produce what HUD refers to as a Substantial Amendment to the Consolidated Plan and/or Annual Action Plan.

The Substantial Amendment process will occur when the following program changes exist:

To the Consolidated Plan:

1) there is a change to the Priority Needs identified in the Strategic Plan;

2) there is a change to the Goals and Objectives identified in the Strategic Plan;

3) there is a change to the Target Geographies/Areas identified in the Strategic Plan; and

4) new entitlement grants are awarded to the City.

To the Annual Action Plan:

1) there is a change to the Annual Goals and Objectives identified in the Action Plan;

2) there is a change to the Target Geographies/Areas identified in the Action Plan

3) when a Project previously described in the Action Plan is canceled;

4) creation of a new Project not previously described in the Action Plan;

5) the funding allocated to an existing Project is adjusted by fifty percent (50%) or greater; and

6) revision to an existing project which substantially changes the purpose, scope, location, or beneficiaries of the program.

All other changes will be considered revisions (non-substantial) and will be accomplished administratively.

Prior to amending a Consolidated Plan and/or Annual Action Plan, the City will provide citizens with reasonable notice of and opportunity to comment on proposed program changes in its use of Action Plan funds for a project (either funded in whole or in part). This involves a 30-day review period for the Consolidated Plan or a 15-day review period for the Annual Action Plan. A summary of citizen comments or views and the reasons any such comments or views were not accepted will be attached to amendments of the Plan. The City will consider any such comments, and if the grantee deems appropriate, modify the changes.

Citizen Comments & Feedback

During all public meetings and hearings citizens are encouraged to comment or submit written comments to the City of Sunrise, Grants Division concerning the proposed plans, reports and the performance of the Grants Division of the Finance & Administrative Services Department and/or other City departments and entities under contract with the City for the implementation of program related activities. All comments, written and oral, will be accepted and included as part of the citizen participation records for the associated plan and/or report.

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

City of Sunrise
Attention: Grants Manager
10770 W. Oakland Park Blvd.
Sunrise FL 33351
Housing@sunrisefl.gov

The Grants Manager may also be reached by telephone for oral comments and email comments at Housing@sunrisefl.gov or by calling (954) 572-2315.

When responses are warranted, written comments regarding any facet of the CDBG program or its implementation in Sunrise will be answered in writing. Unless specific circumstances exist, which prevent immediate action, written replies will be sent consistent with the method of the original communication within fifteen (15) working days, where practical, after receipt of the written comment (or oral comment if made during a public meeting/hearing).

Accessibility of Meetings & Documents

Translation Services

With at least 48 hours advanced notice, 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 Grants Division at (954) 578-2315 at least 48 hours in advance to request such services.

American With Disabilities Act (ADA) - 1973 Rehabilitation Act

The City does not tolerate discrimination in any of its programs, services or activities; and will not exclude participation in, deny the benefits of, or subject to discrimination anyone on the grounds of real or perceived race, color, national origin, sex, gender identity, sexual orientation, age, disability/handicap, religion, family or income status. In compliance with the ADA and F.S.S. 286.26, any individual with a disability requesting a reasonable accommodation in order to participate in a public meeting should contact the City's ADA Coordinator at least 48 hours in advance of the scheduled meeting. Requests can be directed via e-mail to hr@sunrisefl.gov or via telephone to (954) 838-4522; Florida Relay: 711; Florida Relay (TIY/VCO): 1-800-955-8771; Florida Relay (Voice): 1-800-955-8770. Every reasonable effort will be made to allow for meeting participation.

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, such as the Broward County Housing Authority concerning public housing needs and planned activities. 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 Grants Division of the Finance & Administrative Services Department maintains copies of all plans, reports and amendments for each program year in the department office. Additionally, the Grants Division maintains a library of rules, regulations, and records required by HUD and the City of Sunrise. This library of records may include archives 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.

The City provides for full and timely disclosure of all program records and information consistent with applicable federal, state, and local laws regarding personal privacy and obligations of confidentiality. Upon request, 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. In accordance with the applicable Florida Statutes governing public records, a reasonable notice period must be provided to the City. A reasonable and customary fee may be charged, in order to fulfill copying requests of an extensive nature. Persons needing special assistance in examining program documents should notify the Finance & Administrative Services Department – Grants Division at (954) 578-2315, 48 hours in advance.

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. 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 stakeholders 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 program, because they are also eligible to benefit from the expenditure of HUD federal funds. The Broward County Housing Authority does not have any public housing developments in the City at the present time.

Environmental Review

In certain instances, the participation consists of publication of specific actions/findings, including a description of the project, its locations, submission of relevant data to applicable local, state and federal agencies for review and comment, and the Director's approval of federal environmental findings relating to the Request for Release of funds from HUD.

Miscellaneous and Informal Meetings

Grants Division staff may attend and/or conduct 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 Commission members for the purpose of disseminating or receiving information about the CDBG program in general, or about issues of specific interest. All meetings held by the Grants Division will be in accordance with all applicable governing regulations. 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 Grants Division and is processed as appropriate to the nature of the specific contact.

Technical Assistance

The City will provide technical assistance to all groups and representatives of persons of very low-, low - and moderate-income that request such assistance in developing proposals for funding assistance under any of the programs covered by the Consolidated Plan. City staff will determine the level and type of assistance in accordance with CDBG program beneficiary and eligible activity regulations. City staff is available for presentations and assistance to all interested parties.

Plans to Minimize Displacement of Persons and to Assist any Persons Displaced

The City of Sunrise, in accordance with the Uniform relocation Assistance and real Property Acquisition Policies Act of 1970, the 1988 Common Rule, and the 1989 Barney Frank Act, will provide relocation assistance, as described in 24 CFR 570.606(b)(2), 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, as applicable.

Consistent with the goals and objectives of activities assisted under the Act, the City of Sunrise will include, but not be limited to, the following steps to minimize the displacement of persons from their homes, as applicable:

1. Avoid, as much as possible, Action Plan funded projects which permanently displace persons from their homes.

2. Fully advise any residents who may be displaced of their rights and options for relocation benefits as required by federal regulations.

3. Assist displaced residents in filling out any required forms for assistance or to appeal City decisions

regarding displacement or the level of relocation benefits.

Complaints

Citizens wishing to submit a complaint regarding any portion of the citizen participation process and/or development of the CDBG application, Consolidated Plan, Performance Report or amendment to the Consolidated Plan, may do so according to the following procedure:

1. Formal complaints should be submitted in writing to:

City of Sunrise
Finance & Administrative Services Department
Attention: Grants Manager
10770 W. Oakland Park Blvd.
Sunrise FL 33351

The Grants Manager will refer the complaint to the appropriate city staff member for written response regarding the complaint. The written response will be mailed within (15) fifteen business days of the receipt of the complaint.

2. If the complainant is not satisfied with the response of the Grants Manager, the complainant can appeal the decision to the Finance & Administrative Services Department Director. The Director will have thirty (30) business days to review the original complaint, along with the response from the Grants Manager, and respond to the complainant. The Finance & Administrative Services Department Director may take further action, as deemed appropriate, to address the complainant's concerns.

3. If complainants are not satisfied with the decision of the Director of Finance & Administrative Services, a written complaint may be submitted to the HUD Regional Office at:

Field Office Director
U.S. Department of Housing and Urban Development
Miami Office
Brickell Plaza Federal Building
909 SE First Avenue
Room 500
Miami FL 33131-3028