

The City of Daytona Beach

Community Development Block Grant

Citizen Participation Plan

Since the inception of the Community Development Block Grant Program in the City of Daytona Beach, citizen participation has played a prominent part in the planning and implementation of all programs. Indeed, citizen participation has always been a priority, dating back to the Urban Renewal Program. The first citizen participation meeting for the CDBG Program was held on January 22, 1975. Since that date public hearings and meetings have been held as necessary. The first Citizen Participation Plan was approved by the City Commission of the City of Daytona Beach on June 15, 1977 and complied with Section 104(a)(3) of the Housing and Community Development Act of 1974 (42 U.S.C. 5304(A)(3)).

1. Purpose and Objectives

The primary purpose of this Citizen Participation Plan is to outline the citizen participation process and encourage all citizens of the City of Daytona Beach, in particular, extremely low, very low, and low, -income citizens, to actively participate in all aspects of the City's CDBG and HOME programs. This purpose is reflected in the following specific objectives:

- a. Provide for and encourage citizen participation with particular emphasis on participation by persons of low-income (up to 80 percent of MFI) that are residents of slum and blight areas, low and moderate-income neighborhoods, and areas in which use of funds is proposed.
- b. Provide citizens with reasonable and timely access to Affordable Housing Committee meetings, public hearings, and City Commission meetings where activities included in the Consolidated/Annual Action Plans, information and records relating to proposed use of CDBG and HOME funds, and performance are addressed so as to enable them to be meaningfully involved in important decisions at various stages of the program.
- c. Provide for technical assistance to community-based organizations and any other group or individual representative of low-income citizens that request such assistance in developing proposals for CDBG funds and/or any other applicable federal or state programs.
- d. Provide for public hearings to obtain citizen comments and to respond to proposals and questions at all stages of the City's Community Development Programs including at least the development of needs, 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 adequate accommodations for the handicapped.
- e. Provide for timely written answers to written complaints within 15 working days where practical; at minimum initiate an investigation of problems within the 15- day period and provide written notification of these efforts within 30 working
- f. Provide for needs of non-English speaking residents and for their full participation in all aspects of the citizen participation process.

2. Citizens Affordable Housing Committee

The Affordable Housing Committee was created by the Daytona Beach City Commission for purposes of carrying out review and advisory of ongoing Community Development housing and other applicable programs:

a. Powers and Duties

Advise on recommendations and procedural guidelines.

- i. Act as the City's official advisory board to the City Commission for purposes of housing and other applicable programs.
- ii. Hold public meetings, as necessary, to act on housing and any other applicable program activity on behalf of the City.
- iii. Review and make recommendations, when requested by the City Commission, Community Development Department staff, or citizens, on applicable subject matters.

b. Composition

The Affordable Housing Committee shall consist of members that are electors of the City, or own property, or be engaged in a business or profession when nominated by the City Commissioner.

c. Terms

Terms of members of the Affordable Housing Committee shall be accordance with the Resolution adopted by the City Commission.

d. Meetings

The Affordable Housing Committee shall schedule meetings as necessary to carry out its duties.

All meetings shall be public and appropriate notice shall be given. A public record shall be kept of the board's proceedings and actions. Exceptions to public meetings scheduling and/or dismissal may be made when responding to declared disasters and a health crisis. Public meetings will be adjusted and/or suspended accordingly to expedite procedures when responding to emergency matters or declared disasters and health crises.

3. Consolidated Plan Requirements

Encouragement of Citizen Participation through:

- a. Participation in the development of the Consolidated/Annual Action Plan, and any substantial amendments.
- b. Participation of low and moderate-income persons particularly those living in slum and blighted areas, areas where CDBG funds are proposed to be used, areas of minority concentration, and non-English speaking persons, as well as persons with disabilities.
- c. Participation of residents of public and assisted housing developments through consultation with the Daytona Beach Housing Authority and coordination of the Comprehensive Grant Program.

4. Citizen comment on the Citizen Participation Plan and amendments:

Reasonable opportunity shall be provided to citizens to comment on the Citizen Participation Plan and any amendments. The Plan shall be made public and, in a format, accessible to persons with disabilities, upon request.

Given the need to expedite actions to respond to disasters and health crisis, and balance the need to respond quickly to citizen welfare to prevent, prepare for, and respond to declared disasters and health crisis, the statutory requirement to provide reasonable notice and opportunity for citizens to comment on substantial amendments concerning the proposed uses of CDBG and HOME funds may be subject to suspension or waiver in whole or in part. Applicability: The statutory 30-day minimum for the required public comment period may be adjusted to expedite procedures, in accordance with HUD governing guidelines, on emergency matters that trigger the need for substantial amendments to the City's Annual Action Plan and/or Consolidated Plan.

5. Development of the Consolidated/Annual Action Plan:

- a. Prior to adoption of the Consolidated/Annual Action Plan information on the amount of assistance the jurisdiction expects to receive (including grant funds and program income) and the range of activities that may be undertaken, including the estimated amount that will benefit low-income persons will be made available to citizens, public agencies and other interested parties.
- b. The Consolidated/Annual Action Plan shall be made available to citizens. A draft summary shall be published in the Daytona Beach News Journal and/or other newspapers of mass circulation to low and moderate-income households. The publication shall include a summary (contents and purpose) of the Consolidated/Annual Action Plan. Additionally, a reasonable number of copies of the Plan will be provided to citizens and upon request.
- c. All citizen comments and views received shall be documented in preparing the final plan.

6. Amendments to the Consolidated/Annual Action Plans:

- a. The following decisions constitute criteria for Consolidated/Annual Action Plan Amendments:

- i. To make a substantial change in allocation priorities or a substantial change in the method of distribution of funds.

Substantial change shall be defined as greater than or equal to fifty percent of that amount approved in the Consolidated/Annual Action Plan, or Plan Amendment (Amendments exempted otherwise if HUD approved and/or issues suspensions or waivers of regulatory requirements regarding the allocation, strategies, categories or priorities in response to declared disasters and health crisis).

- ii. To carry out an activity, using funds for a program not included in the current Consolidated/Annual Action Plan, or an Amendment.

(Exempted otherwise if HUD approved and/or issues suspensions or waivers of regulatory requirements regarding the allocation, strategies, categories or priorities in response to declared disasters and health crisis).

- A 30-day comment period shall be provided to citizens after publication of a proposed Amendment in the Daytona Beach News Journal, and/or other newspaper of mass circulation to low and moderate-income households. (Comment period exempted when HUD approved and/or issues suspensions or waivers to reduce the comment period in response to declared disasters and health crisis and/or the public comment period must be adjusted to expedite procedures necessary for emergency matters).
- All citizen comments received shall be documented and attached to the Amendment.
- Reallocation of funds remaining after completion or cancellation of a project or activity shall not require an Amendment if the remaining funds are transferred to a project or activity in an approved Consolidated/Annual Action Plan, or Amendment.

7. Consolidated Plan Annual Performance and Evaluation Report:

- a. A 15-day comment period publication of a Notice of Availability of the Consolidated Annual Performance and Evaluation Report (CAPER) shall be provided to citizens prior to submission to HUD.
- b. All citizens' comments received shall be documented. A summary of the comments shall be included in the CAPER.

8. Public Hearings:

- a. A minimum of two public hearings will be held per year to obtain citizen comments and to respond to proposals and questions prior to the submittal of the Consolidated Plan. At least one public hearing shall be held prior to the submittal of the Annual Action Plan.
- b. Public notice will be provided for all public meetings/hearings by publishing a notice in the Daytona Beach News Journal and/or other newspaper of mass circulation to low and moderate-income households at least five days prior to the meeting date. (Exception or exempted when HUD approved and/or issues

suspensions or waivers to reduce/eliminate public hearings in response to declared disasters and health crisis to adjust to expedited procedures necessary regarding emergency matters).

- c. Public hearings shall be conducted at reasonable times for citizen participation and in accessible locations in low and moderate-income neighborhoods.
- d. Non-English speaking residents will be accommodated at the best level City abilities will allow for and as needed.

9. Availability to public and records accessibility:

All citizens, public agencies, or other interested parties will be provided with reasonable and timely access to information and records relating to the Consolidated/Annual Action Plans, Amendments, and Performance Reports. Reasonable accommodations will be made for persons with disabilities.

10. Technical Assistance:

Community Development staff is available to provide technical assistance to groups representative of low and moderate-income persons that request assistance in developing proposals for funding assistance under any of the programs covered by the Consolidated/Annual Action Plans.

11. Complaints:

All written complaints related to the Consolidated/Annual Action Plan, Amendments, and/or Performance Reports shall be answered in writing within 15 working days where practical; at minimum initiate an investigation of the problem within the 15 day period and written notification of the efforts in 30 working days.

12. Displacement:

No permanent displacement of persons as a result of CDBG or HOME funded activities is anticipated. In the event that permanent displacement does occur, notification will begin immediately with the appropriate information provided and assistance will be provided as set forth in 24 CFR 42 Uniform Relocation Assistance and Real Property Acquisition for Federal and Federally assisted Programs.