

# City of Lauderhill

## Citizen Participation Plan

### INTRODUCTION

The City of Lauderhill is required by law to have a detailed Citizen Participation Plan, which contains the City's policies and procedures for public involvement in the 2011-2016 Consolidated Plan process and the use of CDBG and HOME money. The Citizen Participation Plan must be available to the public.

#### Encouraging Public participation

The law requires that our Citizen Participation Plan both provides for and encourages public participation, emphasizing involvement by low and moderate-income people – especially those living in low and moderate-income neighborhoods. Also, the U.S. Department of Housing and Urban Development (HUD) expects that City of Lauderhill to take whatever actions are appropriate to encourage participation of minorities, people who do not speak English, and people with disabilities.

#### The Role of Low Income People

The law declares that the primary purpose of the programs covered by this Citizen Participation Plan is to improve communities by providing: decent housing, a suitable living environment, and growing economic opportunities – all, principally for low and moderate-income people.

Because the amount of federal CDBG, HOME, ESG, and HOPWA money the City of Lauderhill gets each year is mostly based upon the severity of both poverty and substandard housing conditions in Lauderhill, it is necessary that public participation genuinely involve low income residents who experience these conditions. Genuine involvement by low income people must take place at all stages of the process, including: identifying needs; setting priorities among these needs, deciding how much money should be allocated to each high-priority need, and suggesting the types of programs to meet high-priority needs; as well as, overseeing the way in which programs are carried out.

#### Various Stages of the Consolidated Plan Process

The policies and procedures in this Citizen Participation Plan relate to several stages of action mentioned in law or regulation. In general, these stages or events include:

1. Identification of housing and community development needs.
2. Preparation of a draft use of funds for the upcoming year called the proposed Annual Action Plan. Sometimes there might also be the development of a proposed new Five-Year Strategic Plan.
3. Formal approval by elected officials of a final Annual Action Plan or Five-Year Strategic Plan.
4. On occasion during the year, it might be necessary to change the use of the money already budgeted in an Annual Action Plan, or to change the priorities established in the Five-Year Strategic Plan. In that case a formal substantial Amendment will be proposed, considered, and acted upon.
5. After a "program year" is completed a Consolidated Annual Performance Report must be drafted for public review and comment, and then sent to HUD.

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## The Program Year

The “program year” chosen by Lauderhill is October 1 through September 30.

## **PUBLIC NOTICE**

### Items Covered by the Public Notice

There shall be advance public notice once a federally required document is available, such as the Proposed Annual Action Plan or Five-Year Consolidated, any proposed Substantial Amendment to the Action Plan or Consolidated Plan, and the Annual Performance Report.

In addition, there shall be advance public notice of all public hearings and all public meetings such as Community Advisory Committee meetings or City Council Subcommittee meeting relation to the funds or planning process covered by this Citizen Participation.

### “Adequate” Public Notice

Adequate advance is “timely”; it is given with enough lead time for the public to take firm action. Such notice of a public hearing is to be published at least fifteen (15) days in advance of the hearing however the City of Lauderhill will publish notices at least thirty (30) days in advance. The content of notices will give residents a clear understanding of the event being announced.

### Forms of Public Notice

1. Public notices will be published in the Sun-Sentinel newspaper as display advertisements in a non-legal section of the newspaper.
2. Notice will also be given through letters to neighborhood organizations, public housing residents groups, religious organizations in lower income neighborhoods, and agencies providing services to lower income people.

## **PUBLIC ACCESS TO INFORMATION**

As required by law, the City of Lauderhill 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 five years.

Also, as required by law, the City of Lauderhill will provide the public with reasonable and timely access to local meeting relating to the proposed or actual use of funds (such as Community Advisory Committee meetings, Planning Commission meetings, City Council subcommittee meetings, etc.)

### Standard Documents

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Standard documents include: the proposed and final Annual Action Plans, the proposed and final Substantial Amendment to an Annual Action Plan or the Five-Year Strategic Plan, Annual Performance Reports, and the Citizens Participation Plan.

## Availability of Standard Documents

These materials will be available in a form accessible to persons with disabilities, when requested.

## **PLACES WHERE STANDARD DOCUMENTS ARE AVAILABLE**

Standard documents will be available in the City Clerks office at City Hall:

City of Lauderhill  
5581 West Oakland Park, Boulevard  
Lauderhill, FL 33313

## **PUBLIC HEARINGS**

Public hearings are required by law in order to obtain the public's views, and to provide the public with the City's responses to public questions and proposals.

The law requires public hearings at all stages of the process, including at least a hearing about community needs, a public hearing to review proposed uses of funds, and a public hearing to assess how funds were spent during the previous program year.

## Access to Public Hearings

Public hearings will be held only after there has been adequate notice as described in the public notice part of the Citizen Participation Plan, including a display advertisement in the non-legal section of the newspaper thirty (30) days prior to the public hearing.

Public hearings will be held at 7:00 PM, a time convenient to most people who might benefit from use of funds.

Public hearings will be held at places accessible by bus and otherwise convenient and not intimidating to most people who might benefit from the use of funds. All public hearings will be held at City Hall.

## Public Hearings and Populations with Unique Needs

All public hearings will be held at locations accessible to people with disabilities, and provisions will be made for people with disabilities when request are made at least five working days prior to a hearing. Any individual who believes she/he has a disability which requires a reasonable accommodation in order to participate fully and effectively in the meeting should contact the City Clerk's office at 954-730-3010 at least seventy-two (72) hours prior to the meeting. The accommodations also include provisions for non speaking residents in the event a significant number of non-English speaking residents can be reasonably expected to participate.

## **THE STAGES IN THE PROCESS**

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## A. IDENTIFYING NEEDS

Because the housing and community development needs of low and moderate income people are so great and so diverse, priorities must be set in order to decide which needs should get more attention and more resources than other needs; this is the basic reason the Consolidated Plan exists.

The laws and regulations require a public hearing each year to obtain residents' opinions about needs, and what priority those needs have.

## B. THE "PROPOSED" ANNUAL ACTION PLAN / FIVE YEAR CONSOLIDATED PLAN

The law providing the funds covered by this Citizens Participation Plan calls for improved accountability of jurisdictions to the public. In that spirit and in compliance with the terms of the law, the City of Lauderhill will use the following procedures.

At the beginning of this stage, the City of Lauderhill will provide the public with an estimate of the amount of CDBG, HOME, ESG and HOPWA it expects to receive in the upcoming year, along with a description of the range of types of activities that can be funded with these resources. In addition, the public will be given an estimate of the amount of these funds, which will be used in ways that will benefit low and moderate- income people.

The plans of the City of Lauderhill is to minimize the extent to which low and moderate income people will have to leave their homes as a result of the use of federal dollars (called displacement). The City does not plan to use federal dollars to fund any activities, which will cause displacement.

### Technical Assistance

City staff will work with organizations and individuals representative of low and moderate-income people who are interested in submitting a proposal to obtain funding for an activity. All potential applicants for funding are encouraged to contact City staff for technical assistance before completing a proposal form.

### Availability of a Proposed Annual Action Plan

The City of Lauderhill will notify the public that a Proposed Annual Action Plan is available.

The date the Proposed Annual Action Plan is available to the public will also be at least 30 days prior to the date a Final Annual Action Plan is approved by Mayor and City Council so that low and moderate income people will have reasonable opportunity to examine it and to submit comments.

Copies of the Proposed Annual Action Plan will be made available to the public free and without delay. In addition, copies will be available at the locations specified above in the section, "Public Access to Information."

So that low and moderate income people can determine the degree that they might be affected, the Proposed Annual Action Plan will be complete, containing; all HUD required sections, the

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HUD required Priorities Table; and a written description of all proposed uses of CDBG, HOE, ESG, and HOPWA. At a minimum, this description shall include the type of activity, its location, and the amount of federal money to be allocated to it.

## Public Hearing and Further Action

A public hearing about the Proposed Annual Action Plan will be conducted. In preparing a Final Annual Action Plan, careful consideration will be given to all comments and views expressed by the public, whether given as verbal testimony at the public hearing or submitted in writing during the review and comment period. The Final Annual Action Plan will have a section that presents all comments; in addition, explanations why any comments were not accepted.

### **C. THE “FINAL” ANNUAL ACTION PLAN / FIVE YEAR CONSOLIDATED PLAN**

Copies of the Final Annual Action Plan and summary of it will be made available to the public free and within two days of a request. In addition, copies will be made available at the location specified above in the section, “Public Access to Information”.

### **D. THE ANNUAL PERFORMANCE REPORT / FIVE YEAR CONSOLIDATED PLAN**

The Final Annual Action Plan will be amended anytime there is: a change in one of the Priorities presented on the HUD-required Priority Table; a change in the use of money to an activity not mentioned in the Final Annual Action; or a change in the purpose, location scope or beneficiaries of an activity. The public will be notified whenever there is an amendment in excess of \$100,000.

## “Substantial” Amendments

The following will be considered “substantial” amendments:

- A change in the use of CDBG money from one activity to another.
- The elimination of an activity originally described in the Annual Action Plan.
- The addition of an activity not originally described in the Annual Action Plan.
- A change in the purpose of an activity, such as a change in the type of activity or its ultimate objective; for example, a change in a construction project from housing to commercial in access.
- A change in the location of an activity.

## Public Notice and Public Hearing for Substantial Amendments

There must be reasonable notice of a proposed Substantial Amendment so that residents will have an opportunity to review and comment. Notice will be made according to the procedures described earlier in this Citizens Participation Plan, with the addition of the following procedures specifically for Substantial Amendments:

1. A detailed written description of the proposed Substantial Amendment will be made available to the public.

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2. The public will have 30 days to review the proposed Substantial Amendment.
3. In preparing a Final Substantial Amendment, careful consideration will be given to all comments and views expressed by the public, whether given as verbal testimony or submitted in writing during the review and comment period. The Final Substantial Amendment will have a section that presents all comments; in addition, explanations why any comments were not accepted.

## E. THE ANNUAL PERFORMANCE REPORT

Every year, the City of Lauderdale must send into HUD an Annual Performance Report within 90 days of the close of the program year. In general, the Annual Performance Report must describe how funds were actually used and the extent to which these funds were used for activities that benefited low and moderate-income people.

### Public Notice and Public Hearing for annual Performance Report

There must be reasonable notice that an Annual Performance Report is available so that residents will have an opportunity to review it and comment on it. Notice will be made according to the procedures described earlier in this Citizen Participation Plan:

1. A complete copy of the annual Performance Report will be made available to the public.
2. There will be a public hearing regarding the Annual Performance report.
3. In preparing an annual Performance report for submission to HUD, careful consideration will be given to all comments and views expressed by the public, whether given as verbal testimony at the public hearing or submitted in writing. The Annual Performance Report sent to HUD will have a section that presents all comments; in addition, explanations why any comments were not accepted.

### Contents of the Annual Performance Report

The Annual Performance Report presented to the public will contain at least as much detail as was required by HUD for Grantee Performance Reports. The Annual Performance Report will have an accounting for each activity in any Action Plan, until an activity is officially "closed-out" with HUD by jurisdiction. For each activity the details will include, but are not limited to:

1. Activity number from the Action Plan
2. Name of Activity plus HUD "Activity Title" with regulation reference
3. A description of the activity that is in enough detail for the public to have a clear understanding of the nature of the activity
4. The name of the activity
5. The location of the activity
6. The description of economic development
7. "Float Loan Funded" activities and "Section 108 Loan Guaranteed" activities should be clearly identified as such
8. The date the activity was initially funded
9. The "national objective" the activity claims to meet
10. The status of an activity, such as whether it is completed, underway, or cancelled.

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11. The accomplishments for the activity should be a description of what was actually done, including numerical measures when appropriate.

### **COMPLAINT PROCEDURES**

The following procedure will be followed for complaints or grievances the City received in conducting grant programs covered under its Consolidated Submission to HUD, including the CDBG program:

1. Complaints or grievances may be filed by local citizens, property or business owners, or their representatives on the basis of their belief that the Consolidated plan design or implementation, including that of the CDBG program, is inappropriate based upon such factors as environmental considerations or civil rights.
2. Complaints shall be issued in writing to the chief elected official within thirty (30) days of the perceived problem and delivered or mailed to the official address of the City.
3. The City shall investigate the complaint/grievance and respond in writing within fifteen (15) days although conclusion of the matter may take more than fifteen (15) days.
4. The investigation may be performed by local officials, consultants, or others as determined appropriate by the City.
5. If the party filing the complaint or grievance is not satisfied with the response, they may appeal to HUD.
6. Nothing in this policy shall prohibit a complaint from filing a complaint with HUD or any other regulatory agency or court. Housing discrimination complaints may be filed directly by calling the discrimination hotline.