

**CITY OF DELRAY BEACH  
CITIZEN PARTICIPATION PLAN**

**INTRODUCTION:****Applicability and Adoption**

The following Citizen Participation Plan has been developed in compliance with 24 CFR Part 91, et al., for citizens to participate in the development of the consolidated plan, the annual action plan, and any substantial amendments to the Consolidated Plan and the Action Plan, and performance reports. The City encourages participation by citizens of low- and moderate-income neighborhoods, particularly those living within the City limits; in areas where CDBG funds are proposed to be used, through consultation with the Public Housing Authority, the participation of residents of public and assisted housing developments and residents of Section 8 subsidized housing; minorities and non-English speaking persons; and persons with disabilities.

**Development of the Consolidated Plan**

1. Prior to adoption of the Consolidated Plan, the City of Delray Beach will make available to citizens, public agencies, and other interested parties' information that includes the amount of assistance the City 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 persons of low- and moderate-income.
2. To assure the public adequate time and opportunity to comment on the contents of the Consolidated Plan, the City shall publish a summary of the proposed Consolidated Plan in the local newspaper at least 7 days before the meeting date and shall make copies available for public inspection at City Hall and City webpage. The summary of the Consolidated Plan shall describe the contents and purpose of the plan and shall include a list of the locations where copies of the plan may be fully examined. Upon request, copies of the plan shall be made available to groups and citizens at no charge.
3. One public hearing shall be held during the development of the Consolidated Plan.
4. A citizen's comment period of not less than 30 days shall be established to receive comments from citizens on the consolidated plan.
5. The City shall consider any comments or views of citizens received in writing, or orally at the 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 thereof, shall be attached to the final Consolidated Plan.

## **Amendments to the Consolidated Plan**

Delray Beach distinguishes between two (2) types of amendments to the Consolidated Plan and Action Plan – Substantial Amendments and Minor Amendments. A Substantial Amendment is required when a new activity or goal/priority is being added, and when an existing activity or goal/priority is being deleted. All other changes are considered to be Minor amendments, including but not limited to:

- Activity funding is increased or decreased
- The scope of the activity is changed
- The location of the activity is changed
- The beneficiaries of the activity are changed
- The implementing entity for the activity is changed.

## **Public Notices and Public Comments**

Amendments do not require approval by the City Commission, however, the Department Director may decide to present a proposed change to the Commission for approval before an amendment is processed.

- The City shall publish in a local newspaper details of the Substantial Amendment and provide the public with adequate time to comment on the amendment. The public shall be provided with not less than 15 days to provide comments prior to implementation of the amendment.
- All Minor Amendments are advertised in a local newspaper of general circulation, then followed by a seven (7) day comment period.

The City shall consider any comments or views of citizens received in writing, or orally at public hearings, if any, in preparing the substantial/minor amendment to the Consolidated Plan. A summary of these comments or views and a summary of any comments or views not accepted and the reason, therefore, shall be attached to the substantial amendment of the Consolidated Plan.

## **Environmental Assessments**

The Citizen Participation Plan provides citizens with reasonable notice and an opportunity to comment on Environmental Assessments, when required by 24 CFR 58.36. A Finding of No Significant Impact (FONSI) is published in a newspaper of general circulation and posted on the City website. Concurrently, a Notice of Intent to Request the Release of Funds (NOIRROF) from HUD is published with the FONSI. Citizens are allowed fifteen (15) days to submit written comments prior to submission of the FONSI/ NOIRROF to HUD.

## **Performance Reports**

The City shall provide the public with reasonable opportunity to comment on performance reports by publishing in the local newspaper the availability of performance reports. Prior to submitting the Consolidated Annual Performance and Evaluation Report (CAPER), the City allows the public with not less than 15 days to comment on the reports prior to submission to HUD. The City shall consider any comments or views of citizens received in writing, or orally at public hearings in

preparing the performance report. A summary of these comments or views shall be attached to the performance reports.

### **Public Meetings**

1. The City shall provide for two public meetings per year to obtain citizens' views and comments. One public hearing (Needs Assessment Meeting) shall be held at an appropriate time of the program year so that citizens may review program performance and another meeting shall be held prior to publication of the Consolidated Plan in order to provide opportunity for citizens to comment on housing and community development needs, including priority non housing community development needs.
2. At least two weeks advance notice of each public meeting shall be provided to the public. These notices shall be published in the local newspaper.
3. Public meetings shall be held at times and locations convenient to potential and actual beneficiaries, and with accommodation for persons with disabilities. These public meetings shall be held during the day/evening hours at City Hall and/or public facilities located within the City limits.
4. Because of the substantial number of Haitian-Creole-speaking and Spanish-speaking residents within the City, the City shall provide Haitian-Creole and Spanish versions of all flyers announcing the public hearing. Interpreters shall be provided upon request through the use of Haitian-Creole and Spanish-speaking staff of the Department of Neighborhood and Community Services.

Reasonable and timely access to local meetings shall be provided to the public.

### **Availability to the Public**

In accordance with the Americans with Disabilities Act, the adopted Consolidated Plan, substantial amendments and performance reports may be obtained in an alternate format. To obtain an alternative format of either document, contact the Neighborhood and Community Services, Neighborhood Services Division, 100 NW 1<sup>st</sup> Avenue, Delray Beach, Florida 33444 or telephone the Department at (561) 243-7280. These provisions will be made available with a three (3) working day notice in advance, on the part of the participant in need.

### **Access to Records**

Florida Statute Chapter 119 ("Public Records Law") provides for broad access to public records. The City shall provide citizens, public agencies, and other interested parties with reasonable and timely access to information and records relating to the Consolidated Plan and the use of funds under programs covered by 24 CFR § 91.105 during the preceding five years.

### **Technical Assistance**

The City shall provide technical assistance to groups' representative of persons of low- and moderate-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 of Delray Beach. The assistance need not include the provision of funds to the group.

### **Comments and Complaints**

All comments received in writing or orally at public meetings in preparation of the Consolidated Plan, the Action Plan, amendments to the Plans, and performance reports, will be summarized and attached to each document, respectively, and will include a summary of any comments not accepted and the reasons therefore.

Complaints relating to the City's Consolidated Plan, Amendments and Performance Reports should be submitted in writing to:

City of Delray Beach  
Director of Neighborhood and Community Services  
100 NW 1<sup>st</sup> Avenue  
Delray Beach, FL 33444  
Phone: (561) 243-7240

The Department shall respond to all written complaints within 15 working days where practical.