



City of Margate

Citizen Participation Plan

December 2019

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I. Statement of Purpose:

This Citizen Participation Plan (CPP) of the City of Margate seeks to provide for and encourage the participation of citizens in the development of the Consolidated Plan, any substantial amendments to the Consolidated Plan, Annual Action Plan (AAP) and the associated Annual Performance Report (CAPER). The Plan also provides for the participation of citizens in the development of applications for the City's Community Development Block Grant (CDBG) and HOME Investment Partnerships Program (HOME) yearly allocations. The City especially aims to encourage participation by low and moderate income persons, the homeless, persons with disabilities, persons living with AIDs, and representative organizations of these groups. This Citizen Participation Plan has been designed to meet the requirements for citizen participation and consultation as set forth in Subpart B of 24 CFR Part 91, "Consolidated Submissions for Community Planning and Development Programs."

II. Effective Date: This CPP will become effective by Resolution of the City Commission on December 11, 2019, and upon approval by HUD.

III. Development of the Consolidated Plan

Encouraging Public Participation

The City of Margate provides this CPP for the purposes of providing for and encouraging public participation, emphasizing the involvement of low- and moderate-income people, especially those living in designated revitalization areas or slum and blighted areas, and neighborhoods identified as low- and-moderate income.

Upon approval of the Proposed Consolidated Plan by the City Manager, the City of Margate shall:

- A. Make available to citizens, agencies, and other interested parties information that includes the amount of funding Margate expects to receive from the Community Development Block Grant (CDBG), the date it is expected, and the activities the City plans to undertake with the funding.
- B. Publish the proposed Consolidated Plan in a manner that affords citizens and other interested parties a reasonable opportunity to examine its contents and submit comments. This published information will include a summary of the description of the contents and purposes of the Consolidated Plan and a physical location where a copy can viewed by the public. This
- C. Make available free of charge to interested citizens, copies of the proposed Consolidated Plan.
- D. Hold at least two (2) public hearings annually on the proposed Consolidated Plans (5 Year and Annual). The first will occur during Predevelopment phase of the Plans' development, and the second during a regularly scheduled City Commission meeting. The City of Margate will receive comments on the

proposed Consolidated Plan from citizens and interested parties for a period of not less than thirty (30) days. 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 Margate website only.

- E. Consider any and all comments received in writing or verbally at the public hearing when preparing the final Consolidated Plan. A summary of these comments will be attached to the Consolidated Plan when it is submitted to HUD.
- F. The City of Margate will make every reasonable effort to encourage the participation of minorities, non-English speaking persons, limited English proficiency persons, and persons with disabilities [24 CFR 91.105(a)(2)(i)].
- G. Any non-English speaking resident who wishes to participate may contact the City prior to the hearings so that adequate arrangements can be made. Such requests should be made at least five (5) working days prior to the hearing date to permit the City to make arrangements. [24 CFR 91.105(a)(4)]
- H. In accordance with the Americans with Disabilities Act and F.S. 286.26, persons needing a special accommodation to participate in any proceeding should contact City Clerk's Office at 954-972-6454 for assistance.

IV. Substantial Amendments to the Consolidated Plan:

In accordance with 24 CFR Subpart f, Section 91.505 (a), (b), and (c) of the Community Development Block Grant regulations, when considering Substantial Amendments to the Consolidated Plan, the City of Margate shall:

- A. Amend the Consolidated Plan if any one of the following actions are proposed:
 - 1. A change in the City's allocation priorities or change in the method of distribution of funding received.
 - 2. The City will amend its Consolidated/Action Plan to carry out an activity not previously described or to substantially change the purpose, scope, location, or beneficiaries of an activity. Substantial Amendments to the Consolidated Plan, Action Plan activity details include the following:
 - The measurable objective for an activity is revised by 100% or more.
 - The addition or deletion of one of the priority needs eligible activities listed in the Consolidated Plan's Sections such as, including:
 - AP-15 – Expected Resources
 - AP-20 - Annual Goals and Objectives
 - AP-35 - Projects
 - AP-38 – Project Summary
 - An increase or decrease in the budgeted amount for individual Action Plan projects of fifty percent (50%) or more.

- Introduction of a project (budget line item) not listed in the current annual Action Plan.

V. Performance Reports Associated with the Consolidated Plan (CAPER):

When preparing Performance Reports associated the Consolidated Plan, the City shall:

- A. Provide citizens and all interested parties with reasonable notice and an opportunity to comment on performance reports associated with the Consolidated Plan. Reasonable notice must include a summary of the accomplishments and their effect on the households of low to moderate income. The summary must be published in a newspaper of general circulation and provide for an opportunity to comment in writing for a period of no less than fifteen (15) days before the performance report is submitted to HUD. The published summary shall indicate that written comments must be submitted to the City by a specified date.

VI. Availability of the Consolidated Plan and Associated Documents to the Public:

The City of Margate shall make available to the public free of charge and upon request the final Consolidated Plan as adopted, any Substantial Amendments, and any related Performance Reports. A copy of the final Consolidated Plan will available for review in the Grants Section, City Manager's Office located in City Hall. Upon request, the City will also make available the final Consolidated Plan as adopted, any Substantial Amendments, and any related performance reports in a form accessible to persons with disabilities.

These documents will be available in "hard" copy at the Margate City Hall. Notices will be placed inside City Hall in areas that are regularly viewed by citizens who come to City.

The Consolidated Plan, Action Plan, CAPER and any Substantial Amendment documents will also be available on the City Website <http://margatefl.com/> for review. Citizens will be encouraged to submit their comments to the Grants Manager. Comments will be included in the submission to HUD. All items that are on the City Website have the option to "auto" translate into several languages including Spanish, French and Haitian Creole.

VII. Access to Records Associated with the Consolidated Plan:

The City will provide reasonable and timely access to information relating to the Consolidated Plan and the City's use of assistance under the Community Development Block Grant programs during the proceeding five (5) years.

VIII. Analysis of Impediments to Fair Housing (AI)

Plan Development

The City will follow the process and procedures described below in the development of its Analysis of Impediments to Fair Housing.

A. HUD-approved Data for Public Review

The City will make available to the general public the HUD-approved data and other supplemental information that the City plans to incorporate into its AI. The City will make this data available no later than 60 days after the initiation of the AI document. The data will be made available online and accessible at www.margatefl.com. This may include a link to HUD's website where the data can be readily accessed. The data will also be made available during the stakeholder consultation and citizen outreach initiatives conducted during the preparation of the AI.

B. Stakeholder Consultation and Citizen Outreach

In the development of the AI, the City will consult with other public and private agencies including, but not limited to, the following:

- Broward County Housing Authority
- Other assisted housing providers
- Social service providers including those focusing on services to minorities, families with children, the elderly, persons with disabilities, persons with HIV/AIDS and their families, homeless persons, and other protected classes
- Community-based and regionally-based organizations that represent protected class members and organizations that enforce fair housing laws
- Regional government agencies involved in metropolitan-wide planning and transportation responsibilities
- Broadband internet service providers and organizations engaged in narrowing the digital divide
- Agencies whose primary responsibilities include the management of flood prone areas, public land or water resources, and emergency management agencies
- A variety of mechanisms may be utilized to solicit input from these entities. These include telephone or in-person interviews, mail surveys, internet-based feedback and surveys, focus groups, and/or consultation workshops.

C. Public Hearing/Public Meeting

To obtain the views of the general public on AI-related data and affirmatively furthering fair housing in the City's housing and community development programs, the City will schedule two opportunities for comment.

The first public meeting shall be held before the draft AI is published for comment, and will solicit input on fair housing issues in the City.

The second opportunity will be a public hearing conducted during or after the 30-day public comment period during which the City will address identified factors contributing to fair housing issues, and proposed fair housing goals and priorities for affirmatively furthering fair housing.

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 Margate website only.

D. Public Display and Comment Period

The draft AI will be placed on display for a period of no less than 30 days to encourage public review and comment. The public notice shall include a brief summary of the content and purpose of the draft AI, the dates of the public display and comment period, the locations where copies of the draft document can be examined, how comments will be accepted, when the document will be considered for action by the City Commission, and the anticipated submission date to HUD. Copies of the draft AI will be made available for public review at the following location:

Grants Manager's Office
5790 Margate Blvd, 3rd Floor
Margate, FL 33063

In addition, the City will make available a reasonable number of free copies of the proposed document to residents and groups that request them.

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 Margate website only.

E. Comments Received on the Draft Analysis of Impediments to Fair Housing
Written comments will be accepted by Grants Manager, Contracts/Grants Office or a designee, during the 30-day public display and comment period. The City will consider any comments or views of City residents received in writing, or orally at the public hearings, in preparing the final AI. A summary of these comments or views, and a summary of any comments or views not accepted and the reasons why, will be attached to the final AI for submission to City Commission and to HUD.

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 Margate website only.

F. City Commission Action

Following the public hearing, the AI will be presented to the City Commission for consideration and formal action.

G. Submission to HUD

The AI will be submitted to HUD before the start of the next Five Year Consolidated Plan so as to incorporate goals and objectives into that document.

Plan Access

The HUD-accepted AI will be kept on file at:

Grants Manager's Office
5790 Margate Blvd, 3rd Floor
Margate, FL 33063

AND/OR

<https://www.margatefl.com/>

Hard copies can be made available to those requesting the AI by contacting Grant Manager or designee.

IX. Citizens' Participation Plan (CPP) Amendments

The City may, from time to time, modify the provisions outlined herein through amendment to this Citizens' Participation Plan. It shall be the policy of the City to periodically review and discuss the effectiveness of this Citizens' Participation Plan in allowing citizen participation in the community development process, and in helping to meet the community development needs and goals identified by the citizens of the City. To this end, the draft Amended CPP will be made available for public review for a 15-day period prior to City Commission's consideration and adoption and the effectiveness of the Plan may be discussed at public hearings held in conjunction with the community development program as discussed herein, and potential amendments to the Plan will be reviewed at this time. Amendments to the Plan will be made as necessary. All amendments shall be approved by resolution of the City Commission and shall be incorporated into this Plan. Copies of the draft Amended CPP will made available at the following locations:

Grants Manager's Office
5790 Margate Blvd, 3rd Floor
Margate, FL 33063

AND

<https://www.margatefl.com/>

Comments Received on Draft Amended CPP

Written comments will be accepted by Grants Manager or designee, during the 15-day public review period.

The City will conduct a public hearing to review and accept public comments on the draft Amended CPP prior to its approval and submittal to HUD. This public hearing may be held concurrently with the public hearing held in conjunction with the Consolidated Plan.

City Commission's Action

Following the public hearing, the Plan will be presented to City Commission for consideration and formal action.

Submission to HUD

A copy of the Amended CPP, including a summary of all written comments and those received during the public hearing as well as the City's responses and proof of compliance with the minimum 15-day public review and comment period requirement, will be submitted to HUD. A summary of any comments or views not accepted and the reasons therefore will be supplied to HUD.

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 Margate website only.

X. Complaints Associated with the Consolidated Plan and Related Documents: The City will provide a timely, substantive written response within 15 (fifteen) working days to every written citizen complaint related to the Consolidated Plan, Substantial Amendments and associated Performance Reports.

XI. Displacement Policy
The City of Margate's CDBG program has been carefully designed to minimize displacement resulting from assisted activities. In the event such displacement occurs, it will result from the identification of dilapidated dwelling units which are unfit for human habitation during the program qualification process. In these cases, persons displaced will be assisted according to the provisions of the Uniform Relocation and Real Property Acquisition Policies Act of 1970 (Uniform Act), as amended, and the City's local relocation policy.

XII. Non-English Speaking Residents
In the case of public hearings where a significant number of non-English speaking residents can be reasonably expected to participate, the City will provide a translator.

All items that are on the City Website have the option to “auto” translate into several languages including Spanish, French and Haitian Creole.