

RESOLUTION NO. 20-XX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PINELLAS PARK, PINELLAS COUNTY, FLORIDA AUTHORIZING SUBSTANTIAL AMENDMENTS TO THE CITY'S APPROVED COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) CITIZEN PARTICIPATION PLAN; REVISING GUIDELINES FOR PUBLIC COMMENT; PROVIDING FOR AN EFFECTIVE DATE.

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**WHEREAS,** the City of Pinellas Park (City) as an entitlement community, receives funds administered through the U.S. Department of Housing and Urban Development (HUD) for the benefit of low-to-moderate income residents; and

**WHEREAS,** in accordance with 24 CFR Part 91 City residents must be provided an opportunity to comment on Substantial Amendments to the Citizen Participation Plan; and

**WHEREAS,** the Mayor and City Council find that it is in the best interest of the residents of the City of Pinellas Park to amend the Plan, which a valid public purpose; and

**WHEREAS,** the public notices, hearings, and other pre-submission requirements as set forth in 24 CFR Part 91 have been accomplished by, including but not limited to, the following: a public notice was posted on May 20, 2020 making the Substantial Amendment available for five (5) days allowing the public viewing and comment opportunities, and a public hearing held on Thursday, June 11, 2020 to consider and to obtain views of citizens regarding the Substantial Amendments to the approved Citizen Participation Plan; and

**WHEREAS,** the Mayor and City Council desire to approve the amendments and authorize submission of the Substantial Amendments to HUD for review and acceptance; and

WHEREAS, the Mayor and City Council of Pinellas Park, Pinellas County, Florida has met this June 11, 2020 to authorize the submission of the Substantial Amendments to HUD.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF PINELLAS PARK, PINELLAS COUNTY, FLORIDA, AS FOLLOWS:

SECTION ONE: That the Mayor and City Council of the City of Pinellas Park hereby approve the Substantial Amendments to the Citizen Participation Plan revising the guidelines for public comment periods during declared emergencies.

SECTION TWO: That the Mayor, as the official representative of the City, is hereby authorized to submit the City's Substantial Amendment to HUD for review and approval.

SECTION THREE: That this Resolution shall be in full force and effect immediately after its passage and approval in the manner provided by law.

PUBLISHED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2020.  
FIRST READING THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2020.  
PUBLIC HEARING THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2020.  
ADOPTED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2020.

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Sandra L. Bradbury  
MAYOR

ATTEST:

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Diane M. Corna, MMC  
CITY CLERK



I. APPLICATION DATA

- A. **Case Number:** This item does not have a case number.
- B. **Location:** The Substantial Amendment to the Community Development Block Grant (CDBG) 2018-2022 Consolidated Plan and Program Year 2019 Action Plan encompass the entire City of Pinellas Park..
- C. **Request:** This is a public hearing item requesting City Council to approve Substantial Amendments to the 2018-2022 CDBG Consolidated and PY 2019 Action Plans.
- D. **Applicant:** City of Pinellas Park, Community Development Department.
- E. **Agent:** This is inapplicable.
- F. **Legal Ad Text:** A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PINELLAS PARK, PINELLAS COUNTY, FLORIDA AUTHORIZING SUBSTANTIAL AMENDMENTS TO THE CITY'S APPROVED 2018-2022 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) CONSOLIDATED PLAN AND 2019 ACTION PLAN; REVISING PROGRAM GOALS BASED ON COMMUNITY NEEDS; AMENDING THE ALLOCATION PRIORITIES FOR PROGRAM YEARS 2019, 2020, 2021, AND 2022; PROVIDING FOR AN EFFECTIVE DATE.
- G. **Public Hearings:**
1. **City Council Hearing Date:** 06/11/2020
  2. **Deadline to Send Public Hearing Notices:** 05/15/2020
  3. **Advertising Deadline:** (submitted) 05/15/2020 (published) 05/20/2020

II. BACKGROUND INFORMATION

In response to the Coronavirus Pandemic (COVID-19) the United States Department of Housing and Urban Development (HUD) has notified the City of Pinellas Park that it will receive an allocation of \$232,484 of Community Development Block Grant Program – Coronavirus Response funds (CDBG-CV) to be used to prevent, prepare for, and respond to COVID-19. This allocation was authorized by the Coronavirus Aid, Relief, and Economic Security Act (CARES Act), Public Law 116-136 on March 27, 2020, to respond to the growing effects of this historic public health crisis.

The City of Pinellas Park's federal Annual Action Plan details the funding strategy for the Community Development Block Grant (CDBG) each year. The Annual Action Plan implements a jurisdiction's multi-year Consolidated Plan and is developed through significant citizen participation, analysis, and planning. The process for amending the Consolidated Plan and/or Annual Action Plan is described in the City's Citizen Participation Plan, which details the efforts Pinellas Park will take to encourage the community to participate in plan development. It also describes the process for amending the Consolidated Plan and/or Annual Action Plan when necessary.

Allocating the CDBG-CV funds for activities that address the impacts of COVID-19 requires Pinellas Park to conduct the Substantial Amendment process for both the Consolidated and Annual Action Plans. While the extent of needed relief and assistance related to COVID-19 has not yet been determined in Pinellas Park as the crisis continues, the City is proposing the following amendments:

Consolidated Plan: Public Services will be added as a priority goal.

Annual Action Plan:

- CDBG-CV funds (\$188,389) will be utilized for activities necessary in the preparation for, the prevention of and in response to the COVID-19 crisis throughout Pinellas Park. Planned activities will benefit eligible families with housing needs, agencies providing public services, and agencies providing homeless and homeless prevention services, recovery and local planning needs.
- CDBG-CV funds (\$47,095) twenty (20) percent will be allocated for planning and administration activities related to implementing COVID-19 programs.

**SUMMARY**

**A. Findings:** Per HUD guidelines, a 5-day public comment period, for review of the proposed Substantial Amendments to the Consolidated and Annual Action Plans was published in the Tampa Bay Times on May 20, 2020. The 5-day public comment period was in effect from May 20 – May 25, 2020. All comments, if any, will be included as an appendix to the submitted Consolidated and Annual Action Plans.

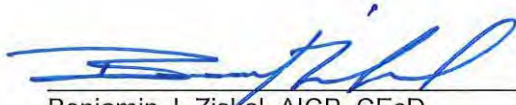
**B. Staff Recommendation:** Staff recommends City Council approve the Substantial Amendments to the 2018-2022 Consolidated Plan and Program Year 2019 Annual Action Plan.



Nick A. Colonna, AICP  
Planning & Development Services Director



Date



Benjamin J. Ziskal, AICP, CEcD  
Community Development Administrator



Date

**III. ACTION**

**CITY COUNCIL – MOVE TO:**

- A. APPROVE
- B. APPROVE WITH THE FOLLOWING CONDITIONS:
- C. DENY

**IV. ATTACHMENTS**

**Exhibit:** Amended Consolidated Plan/Annual Action Plan

**Exhibit:** Resolution 20-xx

**Exhibit:** Attorney letter

**Exhibit:** Public Notice



CITY of

*Pinellas Park*  
The Heart of Pinellas

## Citizen Participation Plan



US Department of Housing and Urban  
Development Entitlement Programs



Community Development Department  
6051 78th Avenue  
Pinellas Park, FL 33781

## Amendments to the City of Pinellas Park's Citizen Participation Plan

Original Document Date: July 26, 2018

Amended Date:

- ☐ Include virtual hearings as an allowed method for citizen participation;
- ☐ Update the types of declared disasters or emergency events to include terrorism and infectious diseases, such as the recent coronavirus (COVID-19) pandemic, that may necessitate expedited substantial amendments;
- ☐ Provide details on possible actions, including reprogramming of funding and types of possible activities that may be undertaken in response to the COVID-19 pandemic;
- ☐ Include provisions relative to Consolidated Plan citizen participation and Community Development Block Grant waivers made available under the Coronavirus Aid, Relief, and Economic Security (CARES) Act;
- ☐ Make minor edits that do not change current citizen participation policies.

Please be advised that if virtual hearings are used, real-time responses and accommodations for persons with disabilities and/or with limited English proficiency will be made available to the greatest extent possible.

# **CITIZEN PARTICIPATION PLAN**

**Adopted July 26<sup>th</sup>, 2018**

## **I. Introduction**

The U.S. Department of Housing and Urban Development (HUD) requires local government grantees to adopt a Citizen Participation Plan. This plan reflects the City of Pinellas Park's compliance in accordance with 24 CFR 91.105 which describes the standards for local governments' Citizen Participation Plans.

The City of Pinellas Park's Community Development Department conducts the planning and administration for the Community Development Block Grant (CDBG) Program.

The Citizen Participation Plan sets forth the City's policies and procedures for citizen participation with respect to the CDBG Program and the following Consolidated Plan documents:

- Citizen Participation Plan
- Five year Consolidated Plan
- Annual Action Plan
- Consolidated Annual Performance and Evaluation Report
- Substantial Amendments to the Consolidated Plan
- Development of the Analysis of Impediments to Fair Housing

## **II. Purpose and Goals**

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

- 1) Identification of housing, public services, and community development needs
- 2) Preparation of a proposed use of funds for the upcoming year called the Annual Action Plan
- 3) Formal approval/adoption by elected officials of a final Citizen Participation Plan, Consolidated Plan/Annual Action Plan, Consolidated Annual Performance and Evaluation Report (CAPER), and the Analysis of Impediments to Fair Housing
- 4) Occasionally, during the year, it might be necessary to change the use of the funds already allocated in an Annual Action Plan, or to change priorities/goals established in the Consolidated Plan. In such cases, a formal substantial amendment will be proposed, considered, and acted upon
- 5) Approval of substantial amendments by elected officials
- 6) CDBG program years begin on October 1<sup>st</sup> and continue through September 30<sup>th</sup>. After a "program year" is complete, a Consolidated Annual Performance Report must be drafted for public review and comment. The report, as well as any comments received, are forwarded to HUD for review

The City of Pinellas Park's "CDBG Program year" and the City's fiscal year are October 1<sup>st</sup> through September 30<sup>th</sup>.

### **III. Development of Citizen Participation Plan**

The citizen participation process is designed to ensure consistent and effective citizen participation in the planning, development and implementation of proposed CDBG programs and activities as noted in the introduction. The process includes actively seeking citizens of all backgrounds to participate and comment in the development of the CDBG Program. Particular emphasis will be placed on recruiting persons of predominately low- and moderate-income neighborhoods, those living in slum and blighted areas or where CDBG funds are proposed to be used; and by minorities, non-English speaking persons or persons with disabilities.

Participation is encouraged by local businesses, developers, Continuum of Care, local and regional institutions, philanthropic organizations, non-profit organizations, community-based and faith-based organizations, public and private organizations, broadband internet service providers, organizations engaged in narrowing the digital divide, agencies whose primary responsibilities include the management of flood prone areas, public land or water resources, emergency management agencies, and other interested parties.

Residents of public and assisted housing (including any resident advisory boards, resident councils, and resident management corporations), and other low-income residents of targeted revitalization areas in which public and assisted housing is located, are encouraged to participate in the development and implementation of the Citizen Participation Plan, the Consolidated Plan and the Impediments for Fair Housing Choice, as applicable.

### **IV. Citizen Comment on Citizen Participation Plan and Amendments**

Pursuant to 24 CFR 91.105 (a)(3), citizens will be provided a reasonable opportunity to comment on the Citizen Participation Plan. In order to encourage participation by low- and moderate-income persons, particularly those living in slum and blighted areas and in areas where CDBG funds are proposed to be used, and by residents of predominantly low- and moderate-income neighborhoods (see Definitions Section), Pinellas Park will provide public notice of the proposed Citizen Participation Plan and amendments prior to adoption and allow a 30-day period for public comment. During times of a national disaster or pandemic such as COVID-19, the comment period shall be no less than five (5) days. The proposed Citizen Participation Plan will be made available for review on the City's website, at the Barbara S. Ponce Public Library, 7790 52<sup>nd</sup> Street N., Pinellas Park, FL 33781, and at the City's Technical Services Building, 6051 78<sup>th</sup> Avenue, N., Pinellas Park, FL 33781.

The notice will provide sufficient information about the CPP and/or amendment to permit informed comment. The notice will be published in a newspaper of general circulation in legible print and in a section other than the legal section, on the City's website, government access channel, and on electronic information boards; and will include the location(s) for viewing the plan, indicate the dates of the comment period and provide a means for transmitting comments to the Community Development Department.

Upon request and within five (5) business days prior to public meetings and hearings, the citizen participation plan will be provided in a format to accommodate persons with disabilities (e.g. oral,



Braille, electronic, or large print copies for the visually impaired, and/or delivering copies to the homebound) and for minority populations and persons with limited English proficiency.

## **V. Assessment of Fair Housing**

On July 16, 2015 at 80 FR 42357, HUD published in the Federal Register its Affirmatively Furthering Fair Housing final rule. This rule provided that CDBG Program participants must conduct an Assessment of Fair Housing. Deadlines to submit the assessment to HUD were based on a jurisdiction's deadline for submitting its Consolidated Plan. On October 24, 2016, HUD published at 81 FR 205, which provided an extension of the deadline for submission of the Assessment of Fair Housing for Consolidated Plan participants.

Until such time as the Assessment of Fair Housing requirement is reinstated, The City of Pinellas Park will continue to comply with existing obligations to affirmatively further fair housing through an Analysis of Impediments to Fair Housing. ***FR-5173-N-15 is included with this Plan as Appendix A.***

Any HUD-provided data and other supplemental information that the City plans to incorporate in the development of the Consolidated Plan / Annual Action Plan and the Analysis of Impediments to Fair Housing will be made available to residents, public agencies, and other interested parties at the start of the public participation process (or as reasonably feasible). HUD-provided data may be made available by cross-referencing data on HUD's website.

The City of Pinellas Park will provide public housing agencies with information regarding the Consolidated Plan activities and the Analysis of Impediments to Fair Housing related to its development and surrounding communities.

## **VI. Development of the Consolidated Plan, Annual Action Plan, and Analysis of Impediments to Fair Housing**

In order to encourage participation in developing and implementing the Consolidated Plan, prior to adoption of the Consolidated Plan/Annual Action Plan, the following information will be made available to all citizens including residents of public and assisted housing, low-income residents of targeted revitalization areas, public agencies including public housing authorities, and other interested parties in the manner and at the specified.

**Public Hearing:** A public hearing will be held during the planning process and prior to the time the proposed Consolidated Plan is published for public comment. During times of a national declared disaster or pandemic such as COVID-19, in person public hearings will not be required. Virtual public hearings would be acceptable.

- 1) The purpose of the hearing will be to obtain the views of citizens on housing and community development needs, including priority non-housing community development needs, to review program performance for the preceding program year, and if requested, to provide technical assistance on the development of potential activities.
- 2) A public notice will be published in a newspaper of general circulation at least fifteen (15) working days prior to the public hearing. The notice will provide a reasonable explanation of the subject of the hearing, date, time and place and will provide contacts for accommodating persons with disabilities and non-English speaking residents. The notice will be published in

legible print and in a section of the paper other than the legal section. Additional notices may be provided through the government access channel, on the City's website and special notices to interested agencies, groups and persons.

- 3) In order to ensure that times and locations of public hearings are convenient to potential and actual beneficiaries, the public hearing will be held in the evening at a central location in the City with accommodation for persons with physical disabilities. Upon request, provisions will be made for the special needs of non-English speaking persons, as well as for the visually and hearing impaired. Evening meetings will begin no earlier than 6:00 p.m.

*Notice of Funding Availability:* Upon notification by HUD of the amount of funding to be received for the upcoming program year, the following information will be published in a newspaper of general circulation, in legible print and in a section of the paper other than the legal section:

- 1) Amount of assistance the City expects to receive and the range of activities that may be undertaken with the funds available. If applicable, requests for proposals from interested agencies will also be included with this notification
- 2) Additional notices may be provided through the government access channel, the City's website, and mailings and special notices to interested agencies, groups and persons

*Availability to the Public:* After the development of a proposed Consolidated Plan, including a preliminary recommendation of project, activities and programs for the upcoming fiscal year, the following will be published in a newspaper of general circulation, in legible print and in a section of the paper other than the legal section:

- 1) A summary of the proposed Consolidated Plan, the estimated amount of grant funds that will benefit persons of low- and moderate-income, a statement that the City's plan to minimize displacement of persons and to assist any persons displaced is available for viewing with the Consolidated Plan, and the provision of a public comment period
- 2) The summary will describe the contents and purpose of the Consolidated Plan and will include a list of the locations where copies of the entire proposed Plan may be examined
- 3) A reasonable number of free copies of the Plan and displacement information will be provided to citizens and groups that request it
- 4) A period of thirty (30) days after the published notice will be provided for comments
- 5) The public will be provided with reasonable access to record, subject to all local, state, and federal laws regarding privacy and obligations of confidentiality, during the public comment period.

Upon request, the proposed Consolidated Plan will be made available for public inspection through the Community Development Department, located at the Technical Services Building, 6051 78<sup>th</sup> Avenue N., Pinellas Park, FL 33781; Telephone: (727) 369-5614.

*Comments on the Plan:* All comments and views of the citizens received in writing, or orally at the public hearing or during the final proposed Consolidated Plan/Annual Action Plan comment period, will be considered in preparing the final Consolidated Plan/Annual Action plan before it is submitted to the City Council for adoption. A summary of all comments and views received and a summary of any comments or views not accepted and the reasons therefore, will be attached to the final Consolidated Plan.

## **VII. Public Notices**

Through public notices and prior to the Pinellas Park City Council adopting the Citizen Participation Plan and the Consolidated Plan, the City will make available to citizens, public agencies, and other interested parties information including:

- 1) The amount of assistance from CDBG funds the City expects to receive
- 2) The range of activities that may be undertaken
- 3) The estimated amount of funding that will benefit persons of low- and moderate-income
- 4) Dates, times, and locations of all public hearings and meetings and topics to be discussed
- 5) The City's plans to minimize displacement of persons and to assist any persons displaced, specifying the types and levels of assistance the City will make available (or require others to make available) to persons displaced, even if Pinellas Park expects no displacement to occur

Notices will also include a description of the contents and purpose of the Consolidated Plan/Annual Action Plan and the Analysis of Impediments to Fair Housing and the location(s) for viewing the information, indicate the dates of the comment period and provide a means for transmitting comments to the Community Development Department.

The City will publish a Notification of Funding Availability (NOFA) for the proposed Consolidated Plan/Annual Action Plan and the Analysis of Impediments to Fair Housing so affected residents will have sufficient opportunities to review and provide comment. The NOFA will include a summary of the proposed plan, a description of the contents and purpose of the Consolidated Plan/Annual Action Plan and the Analysis of Impediments to Fair Housing, and a list of the locations where copies of the entire proposed Consolidated Plan may be examined.

Notices will be published in a newspaper of general circulation in legible print and in a section other than the legal section, posted on the City's website, government access channel, and electronic bulletin boards a minimum of fifteen (15) working days prior to scheduled public hearings. During times of a national declared disaster or pandemic such as COVID-19, in person public hearings will not be required. Virtual public hearings would be acceptable.

Notices will be sent to organizations serving multi-cultural persons who are homeless, disabled, youth, elderly, advocates for low-income persons, and other special needs organizations and individuals requesting advanced notification.

Notices will include summaries of the proposed Consolidated Plan/Annual Action Plan, the Analysis of Impediments to Fair Housing, and the Consolidated Annual Performance Evaluation

Report, a listing of the locations and addresses where full copies of the proposed documents can be reviewed and contact information for special accommodation.

## **VIII. Public Hearings**

Pursuant to 24 CFR 91.105 Subpart B, the City of Pinellas Park will conduct two public hearings annually to afford residents, public agencies, and other interested parties an opportunity to examine the Plan's contents and submit comments.

The first hearing will take place during the development of and prior to adoption of the Citizen Participation Plan, the Consolidated Plan/Annual Action Plan and the Analysis of Impediments to Fair Housing to obtain public comment. The second hearing will take place during the development of the Consolidated Annual Performance Evaluation Report. Public Hearings will be held at times and locations convenient to Plan beneficiaries.

The City of Pinellas Park will provide reasonable and timely notice of all public hearings so that all interested parties may have a chance to attend. In order to ensure that times and locations of public hearings are convenient to potential and actual beneficiaries, public hearings will be held in the evening at a central location with accommodation for persons with physical disabilities. Upon request, provisions will be made for the special needs of non-English speaking persons, as well as for the visually and hearing impaired. Evening meetings will begin no earlier than 6:00 p.m.

Public hearings together, will address:

- Housing and community development needs
- Development of proposed activities
- Proposed strategies and action for affirmatively furthering fair housing
- Review of program performance

The City of Pinellas Park will notify the public of hearings at least fifteen (15) working days, if practicable, in advance by publishing advertisements in one or more local newspapers of general circulation in legible print and in a section other than the legal section, and by posting public notices on the City's website, government access channel, and on electronic information boards.

Occasionally, during the year, it might be necessary to change the use of the funds already allocated in an Annual Action Plan, or to change priorities established in the Consolidated Plan. In such case, additional meetings may be needed to propose, consider, or act upon a formal substantial amendment. Additionally, local public meetings may be held when beneficiaries will be impacted by an activity being implemented in said area.

## **IX. Substantial Amendments**

The following criteria constitute a substantial amendment to the Consolidated Plan:

- 1) The use of funds changes from one eligible activity to another (Movement of funds from contingency to eligible activities, or movement of residual funds to contingency, are not considered amendments)

2) A decision is made to make a change in the allocation priorities or a change in the method of distribution of funds

3) A decision is made to carry out an activity, using funds from any program covered by the Consolidated Plan including program income, not previously described in the Annual Action Plan

4) A decision is made not to carry out an activity described in the Annual Action Plan. This does not include activities which must be dropped due to circumstances beyond the control of Pinellas Park, e.g., a sub grantee elects not to do an activity; the activity fails because a property owner refuses to sell; etc. In this instance, no decision process is involved and it is not necessary to modify or amend the change through the citizen participation process. However, reallocation of funds to a new activity not previously described in the Annual Action Plan will be a substantial amendment

5) The purpose, scope, location or beneficiaries of an activity are substantially changed. An activity will be considered substantially changed when any one of the following criteria apply:

- a. The activity will no longer principally benefit the targeted population as identified in the Annual Action Plan e.g., senior citizens in certain areas, low- and moderate-income homeowners, homeless men, residents of x neighborhood instead of y neighborhood, pregnant teenagers
- b. The activity will no longer address the low- and moderate-income need identified in the Annual Action Plan, e.g., shelter for homeless, center for senior citizens, housing for low and moderate-income households, training as daycare providers, or the activity ceases to address the elimination of slums and blight as identified in the Annual Action Plan
- c. The activity location of an area-benefiting activity changes so that the completed activity will principally serve beneficiaries other than those originally intended
- d. The scope of the activity has increased to the point where its completion with program funds would result in the inability to carry out another approved activity, or would necessitate reducing the scope of another activity to a point where it would not accomplish its intended purpose

Prior to adoption, citizens, public agencies, and other interested parties will be provided reasonable opportunity to comment on substantial amendments. Pinellas Park will provide public notice of the proposed substantial amendments and allow a 30-day period for public comment. During times of a national disaster or pandemic, such as COVID-19, the comment period shall be no less than five (5) days. The City will consider any comments or views received in writing or orally during the comment period and at public hearing.

A summary of accepted comments will be included with the substantial amendment and presented to City Council at a public hearing. Once the substantial amendment has been approved by City Council, they will be submitted through HUD's information system. This action must take place prior to developing the next Annual Action Plan.

## **X. Local Emergencies**

In the case of a local emergency, such as a natural disaster or other large-scale emergency, funds may be allocated to eligible activities needed to assist in disaster relief without triggering a substantial amendment with approval from the City of Pinellas Park City Council. Pinellas Park's process for implementing substantial amendments is as follows:

- 1) Publish a notice in a newspaper of general circulation in legible print and in a section other than the legal section giving the proposed change the City is considering, and the availability of any materials on the change. The notice will provide sufficient information about the amendment to permit informed comment. A 30-day comment period will follow the notice of the proposed amendment. During times of a declared national, state or local emergencies, natural or man-made disasters, or pandemic such as COVID-19, the comment period shall be no less than five (5) days.
- 2) The City may make other notifications of the proposed substantial amendment as deemed appropriate
- 3) At the end of the 30-day comment period, the City will consider all comments received prior to preparing the final proposed substantial amendment. A summary of these comments or views, and a summary of any comment or views not accepted and the reasons therefore, shall be attached to the substantial amendment of the Consolidated Plan and transmitted to HUD. During times of a national disaster or pandemic such as COVID-19, the comment period shall be no less than five (5) days
- 4) The proposed change will be placed on the Pinellas Park City Council's agenda for consideration
- 5) When adopted, a description of the change will be distributed, including summaries as described in number 3 above, to affected agencies or entities and to all persons or agencies that sent written comments. Also, the City will send a news release to local media
- 6) A description of the changes will be sent to HUD, including the summaries described in number 3 above

Notice of the amendments will be posted on the City website at <http://www.pinellas-park.com/> which is accessible through any internet connection, including those at public libraries. The amendments will be signed by the City official representative authorized to take such action, and the City shall notify HUD that the amendment has been made.

## **XI. Performance Reports**

A second public hearing will be held during the program year in preparation of the Consolidated Annual Performance and Evaluation Report. The City of Pinellas Park will provide residents with reasonable notice and fifteen (15) days to comment on the report.

Pinellas Park will notify the public of the hearing a minimum of fifteen (15) working days, if practicable, in advance through publication in a newspaper of general circulation, on the City's

website <http://www.pinellas-park.com/>, government access channel, and on electronic information boards. The notice will provide sufficient information about the performance report to permit informed comment. The notice will be published in legible print and in a section of the paper other than the legal section.

The City will consider any comments or views received in writing or orally at public hearings, in preparing the Consolidated Annual Performance and Evaluation Report. A summary of accepted comments or views, and a summary of any comments or views not accepted and the reasons therefore, shall be attached to the final performance report.

## **XII. Availability of Information to the Public**

The adopted Citizen Participation Plan, Consolidated Plan, including substantial amendments to said plan, Annual Action Plan, including amendments, the Analysis of Impediments to Fair Housing Choice, and the Consolidated Annual Performance and Evaluation Report described above will be made available to the public at the following locations:

- City of Pinellas Park website [www.pinellas-park.com](http://www.pinellas-park.com/)
- Technical Services Building, 6051 78<sup>th</sup> Avenue N., Pinellas Park, FL 33781
- Barbara S. Ponce Public Library, 7770 52<sup>nd</sup> Street N., Pinellas Park, FL 33781

A reasonable number of free copies of the Citizen Participation Plan, Consolidated Plan/Annual Action Report, Analysis of Impediments to Fair Housing, and/or the Consolidated Annual Performance and Evaluation Report will be available to citizens and groups through the Community Development Department, located at 6051 78<sup>th</sup> Avenue N., Pinellas Park, FL 33781.

## **XIII. Access to Records**

All records and information relating to the Consolidated Plan and Analysis of Impediments to Fair Housing and the use of funds under that plan will be available for public inspection for a period of not less than five years. This information is available for viewing at the Community Development Department of the City of Pinellas Park at the address below during regular working hours, Monday through Friday excluding City holidays:

Pinellas Park Community Development Department  
Community Services  
6051 78<sup>th</sup> Avenue N., Pinellas Park, FL 33781  
Telephone: (727) 369-5614

Since older records may be in storage, a two-day waiting period may be necessary while the information is retrieved. In all cases, persons wishing to view records or documents must set up an appointment at least 24 hours in advance with the Community Development Department. A reasonable number of copies will be made available without charge to the person requesting documents. Additional copies are available for a nominal fee in accordance with State law.

#### **XIV. Provision for Non-English Speaking Residents and Persons with Disabilities**

Subject to the availability of non-English general circulation newspapers, public notices will be published fifteen (15) working days, if practicable, prior to a public hearing in local newspaper(s) read by non-English speaking populations. If the Community Development Department has determined that a significant number of non-English speaking residents are expected at a public hearing or meeting, an interpreter and/or other appropriate provisions will be made. Persons needing this assistance will be asked to submit a request for these services to the Community Development Department at least five (5) working days in advance of the meeting/hearing.

Upon request, the Citizen Participation Plan, Consolidated Plan, annual Action Plan, Consolidated annual Performance and Evaluation Report, the Analysis of Impediments to Fair Housing Choice and any substantial amendments to each document will be provided in a format to accommodate persons with disabilities (e.g., oral, Braille, electronic, or large print copies for the visually impaired; and/or delivering copies to the homebound).

The City of Pinellas Park will make reasonable accommodations for persons with disabilities. All public meetings and hearings will be held in locations accessible to all persons with disabilities. Upon request a sign language interpreter and/or other appropriate provisions will be made. In accordance with the Americans with Disabilities Act and Section 286.26, Florida Statutes, persons with disabilities needing special accommodation to participate in hearings or needing copies of the Citizen Participation Plan, Consolidated Plan/Annual Action Plan, Consolidated Annual Performance and Evaluation Report and the Analysis of Impediments to Fair Housing should contact the Community Development Department at least five (5) working days prior to the meeting at (727) 369-5614 or (727) 369-5848. If hearing impaired, telephone the Florida Relay Service at 1-800-955-8771 (TDD) or 1-800-955-8770 for assistance.

#### **XV. Anti-Displacement**

In cases where the actions of the City of Pinellas Park's use of federal CDBG grant dollars results in the displacement of residents, the City will implement its anti-displacement relocation plan and make all plans available for public comment. Such plans resulting in displacement of City residents shall include a plan for compensation of persons actually displaced as a result of the use of these funds, specifying the type and amount of compensation.

#### **XVI. Community Participation, Consultation and Coordination**

The *Assessment to Furthering Fair Housing* (AFFH) rule requires community participation, consultation and coordination. While high-quality data and rigorous analysis are a central part of the new tool and rule, there are also many facets of a community that simply are not captured in data, no matter how fine-grained. Consequently, HUD recognizes the value of community participation, local data and local knowledge for informing the development of a successful Assessment to Fair Housing.

Community participation can have many benefits, including cost-effectiveness, instilling ownership and supporting fair housing planning in the broader community and building trust and relationships throughout the community. HUD regulations use the terms "Community



Participation” when referring to the process for the Assessment to Fair Housing generally and “Citizen Participation” for the specific process required under the Consolidated Plan regulations.

## **XVII. Technical Assistance**

Group representatives of low- and moderate-income residents may request technical assistance to comment on the Citizen Participation Plan, Consolidated Plan/Annual Action Plan, Consolidated Annual Performance Evaluation Report, and/or the Analysis of Impediments to Fair Housing, or to develop funding proposals under any programs covered in the Consolidated Plan to strengthen community based development organizations within the objectives of the Consolidated Plan. The City will supply reasonable assistance in the form of staff presentations, informational handouts, research of a specific issue, or other short-term efforts. The assistance does not include the provision of funds to the requestor groups.

## **XVIII. Complaints**

Complaints may be submitted in writing, by telephone, via email or in person by contacting Pinellas Park’s Community Development Department at:

City of Pinellas Park  
Technical Services Building  
Community Development Department  
6051 78<sup>th</sup> Avenue N.  
Pinellas Park, Florida 33781  
Telephone: (727) 369 – 5614  
Email: [thillier@pinellas-park.com](mailto:thillier@pinellas-park.com)

Complaints from citizens regarding the Consolidated Plan/Annual Action Plan, amendments, Analysis of Impediments to Fair Housing revisions, as applicable, and the performance report received will be thoroughly researched/reviewed and a written reply within fifteen (15) working days from receipt of the complaint.

City staff will be available during regular business hours to assist persons in addressing concerns. All complaints shall be logged and addressed by the Community Development Department.

## **XIX. Use of the Plan**

The City of Pinellas Park will follow this Citizen Participation Plan in the development of the Analysis of Impediments to Fair Housing, any revisions to the Analysis of Impediments, Consolidated Plan/Annual Action Plan, and the performance report.

## **XX. Jurisdiction Responsibility**

The requirements for citizen participation do not restrict the responsibility or authority of the City of Pinellas Park for the development and execution of its Consolidated Plan or Analysis of Impediments to Fair Housing.

## **XXI. Changes to Citizen Participation Plan**

This Citizen Participation Plan can be changed only after the public has been notified of the intent to modify it, and only after the public has had a reasonable chance to review and comment on proposed substantive changes or during the regular consolidated planning process which provides for proper public noticing.

## **XXII. Disaster/Emergency Events that May Require Substantial Amendments**

It may be necessary to expedite substantial amendments to the Consolidated Plan in the event of a declared disaster or emergency. There are three types of disasters/emergency events that may necessitate an expedited substantial amendment including (1) Man-made disasters, (2) Natural disasters, and (3) Terrorism. Man-made disasters can include chemical spills, mass rioting, power outages, dam failure, plant explosions, etc. Natural disasters can include earthquakes, tsunamis, hurricanes, tornadoes, wild fires, flooding, and public health issues such as wide-spread disease such as the recent coronavirus disease 2019 (COVID-19). Terrorism events include bomb threats, biochemical attacks like the spread of anthrax, or cyber-attacks like hacking, phishing, and virus distribution, etc. These expedited substantial amendments may include funding new activities and or reprogramming of funds including cancelling activities to meet needs resulting from a declared disaster or emergency. Therefore, City of Pinellas Park may utilize CDBG funds to meet these needs with a five (5) day public comment period instead of a thirty (30) day public comment period which is otherwise required for substantial amendments. For CDBG funding under FY 2019-2020, FY 2020-2021 and the Coronavirus Aid Relief and Economic Security ACT or CARES ACT, the City of Pinellas Park may provide five (5) day notices for public comments as allowed under the HUD waiver.

**CDBG Public Hearing and Community Meeting Notices Summary**

<b>Type of Document</b>	<b>Public Community Meetings</b>	<b>Legal Notices</b>	<b>Other notices and information resources for public</b>	<b>Location of Plans for Public Review</b>
<b>Combined Five Year Consolidated Plan/Annual Action Plan</b>	At least four (4) community meetings and City of Pinellas Park City Council Hearing	Notice in newspaper at least thirty (30) days prior to Public Hearing – advertising Public Hearing and thirty (30) day Public Comment period. During times of a declared disaster or a pandemic, comment period should be no less than five (5) days	Notify residents of community meetings at least ten to fourteen (10-14) days prior to the meeting. Post flyers throughout the community and post to City website. During times of a declared disaster or pandemic, comment period should be no less than five (5) days.	Copies of the plan will be provided on the City website and in the Community Development Department.
<b>Substantial Consolidated Plan Amendments</b>	At least one (1) Public Hearing	Notice in newspaper at least thirty (30) days prior to Public Hearing and thirty (30) Public Comment Period. During times of a declared disaster or pandemic, comment period should be no less than five (5) days.	Public Hearing will be advertised on City Website.	Copies of the plan will be provided on the City Website and in the Community Development Department.
<b>Annual Action Plan</b>	At least two (2) community meetings, City of Pinellas Park Council Meeting	Notice in newspaper at least thirty (30) days prior to Public Hearing and thirty (30) day Public Comment Period. During times of a declared disaster or pandemic, comment period should be no less than 5 days.	Notify residents of community meetings at least ten to fourteen (10-14) days prior to the meeting. Post flyers throughout community and post to City Website. During times of a declared disaster or pandemic, comment period should be no less than five (5) days.	Copies of the plan will be provided on the City website and in the Community Development Department.
<b>Substantial Annual Action Plan Amendments</b>	One (1) Public Hearing	Notice in newspaper at least thirty (30) day Public Hearing and thirty (30) day Public Comment Period. During times of a declared disaster or pandemic, comment	Public Hearing will be advertised on City Website.	Copies of the plan will be provided on the City website, and in the Community Development Department.

		period should be no less than five (5) days.		
<b>Consolidated Annual Performance and Evaluation Report</b>	One (1) Public Hearing	Notice in newspaper at least fifteen (15) days prior to Public Hearing advertising Public Hearing and fifteen (15) day Public Comment Period.	Notify residents of community meetings at least ten to fourteen (10-14) days prior to the meeting. Post to City website.	Copies of the plan will be provided on the City website, and in the Community Development Department.

**All Notices are run in the Tampa Bay Times, which are local daily newspapers.**

**All Notices contain information on the locations to review plans.**

### **Definitions**

**Analysis of Impediments to Fair Housing:** An analysis to identify impediments to fair housing choices within the jurisdiction.

**Annual Action Plan:** This document identifies the City's CDBG annual funding award allocation as received through HUD's formula grants, and program and describes the specific projects and activities the jurisdiction will undertake during the year.

**Applicant/Grantee:** The government body which applies for funding under the formula grant and is responsible for complying with regulations governing the program. In Pinellas Park the applicant is the City Council. The applicant becomes the grantee when funding is received.

**Assessment of Fair Housing:** A document submitted to HUD every five years that, with community participation, identifies fair housing issues and contributing factors, and results in prioritizing the City's fair housing priorities and goals for affirmatively furthering fair housing.

**Consolidated Annual Performance Evaluation Report:** This document reports on the progress made in carrying out the Consolidated Plan and Annual Action Plan. The Community Planning Department prepares the report annually in accordance with **24 CFR Part 91**.

**Citizen Participation Plan:** The City's Citizen Participation Plan (CPP) sets forth the City policies and procedures for public participation for the use of CDBG programs. Through the CPP, the public is provided opportunities to participate in the development of the Consolidated Plan.

**Community Based Organization:** A public or private nonprofit organization of demonstrated effectiveness that is representative of a community or significant segments of a community; and which provides social, educational, or related services to individuals in the community.

**Community Development Block Grant:** A federally funded grant program established for the purpose of developing viable communities, including decent housing, a suitable living environment, and economic opportunity for persons of low- and moderate-income. The grant also provides funds for the elimination of slums and blight.

**Community Development Department:** The City's Department responsible for administration particularly of the CDBG programs, as well as any other HUD programs the City qualifies for in the future.

**Consolidated Plan:** A 5-year planning document submitted to HUD every five years that, with community participation, identifies the City's affordable housing and community development needs and priorities.

**Consolidated Planning Process:** The Consolidated Planning process is the means to meet the application requirements for the Community Development Block Grant. This process replaces prior planning and application requirements with a single document, and satisfies the submission requirements of the four formula programs for local jurisdictions.

**Emergency Shelter:** Any facility with overnight sleeping accommodations, the primary purpose of which is to provide temporary shelter for the homeless in general or for specific populations of the homeless.

**Formula Grant Funds:** As used in this document, this refers to federal formula grant programs under which Pinellas Park receives funding as an entitlement.

**Predominately Low-and Moderate-Income Neighborhood:**

**Special Groups:** Groups currently presumed by the U S Department of Housing & Urban Development to meet the low- and moderate-income criteria. They include abused children, elderly persons, battered spouses, homeless persons, severely disabled persons, illiterate persons, and persons living with AIDS. Other special groups may also be designated in the Consolidated Plan.

**Targeted Areas:** Specific areas, designated, i.e. "targeted," for substantial long term improvements to be produced within a reasonable length of time. A definite boundary is established for the area, and a schedule of improvements planned and identified. The targeted area will benefit from a program of capital improvements, housing rehabilitation and public facilities. Services may also be provided if appropriate to the needs of the area.

**U S Department of Housing & Urban Development (HUD):** The federal department which administers the CDBG program.

## **A. APPENDIX: Federal Administrative Regulation Notice**

### **FR-5173-N-15**

#### ***HUD issues Extension of Deadline for Submission of AFH for Consolidated Plan Participants (FR-5173-N-15)***

Effective immediately, HUD has extended the deadline for submission of an Assessment of Fair Housing (AFH) to all local government consolidated plan program participants until their next AFH submission deadline that falls after October 31, 2020. FHEO has prepared FAQs on the Notice and will be releasing additional information. A copy of the complete Notice is attached.

Consolidated plan program participants must continue to comply with existing, ongoing obligations to affirmatively further fair housing. Until a consolidated plan program participant is required to submit an AFH, it will continue to provide the AFFH Consolidated plan certification in accordance with the requirements that existed prior to August 17, 2015. See 24 CFR 5.160(a)(3). The requirements obligated a program participant to certify that it will affirmatively further fair housing, which means that it will conduct an analysis of impediments to fair housing choice within the jurisdiction, take appropriate actions to overcome the effects of any impediments identified through that analysis, and maintain records reflecting the analysis and actions.

***For the purposes of the rule, “community participation” means a solicitation of views and recommendations from members of the community and other interested parties, a consideration of views and recommendations received, and a process for incorporating such views and recommendations into decisions and outcomes. 24 C.F.R 5.152***

## **B. APPENDIX: Additional Proposed Actions:**

### **For the Development and Implementation of an Advisory Board for the purpose of providing strategic advice, planning and funding recommendations**

#### **Community Development Block Grant Advisory Board**

The City of Pinellas Park is creating the Community Development Block Grant (CDBG) Citizen Advisory Board in the spirit of the CDBG regulations, to provide increased accountability to the public, as well as encouragement for active participation.

#### **I. Purpose:**

The CDBG Citizen Advisory Board will contribute and facilitate public participation by helping with the identification of housing and community development needs; the establishment of priorities relating to those needs; proposed activities and projects to address urgent issues; and, suggestions for the amount of funding to be allocated to those activities.

#### **II. Composition**

The CDBG Citizen Advisory Board shall be composed of seven (7) members appointed by the City Council of Pinellas Park. Participation in the CDBG Citizen Advisory Board will be representative of the many facets of our community including the elderly, handicapped, religious organizations, low and moderate income families and minority members of our community.

The Community Services Manager or other appropriate City staff shall provide technical assistance to the Board. City staff and elected officials shall not be eligible for membership. Members shall not be in conflict of interest as outlined below.

#### **III. Conflict of Interest**

Compliance with Florida Statute 112.3143 (2018)

#### **IV. Officers**

To provide guidance and leadership, the CDBG Citizen Advisory Board shall elect the following officers:

1. **CHAIRPERSON:** Members of The CDBG Citizen Advisory Board shall select the Chairperson from among its members during the first (organizational) meeting of the Board and on the anniversary date of that selection, or another date if the anniversary date is not practicable or feasible. The Chairperson shall serve a term of one (1) year from the date of selection and may serve no more than two (2) consecutive terms as Chairperson provided, however, that the initial Chairperson shall serve through the initial term of office. The Chairperson shall be a voting member of the Board and shall vote on all items of business on which a vote is taken.

2. VICE-CHAIRPERSON: The CDBG Citizen Advisory Board shall select a Vice-Chairperson from among its members during the first (organizational) meeting of the Board and on the anniversary date of that election, or another date if the anniversary date is not practicable or feasible. The Vice-Chairperson shall serve a term of one (1) year from the date of election and may serve no more than two (2) consecutive terms as Vice-Chairperson provided, however, that the initial Vice-Chairperson shall serve through the initial term of office. The Vice-Chairperson shall be a voting member of the Board and shall vote on all items of business on which a vote is taken. The Vice-Chairperson shall assume all duties of the Chairperson in the absence of the Chairperson.

V. Term of Office

Members of the CDBG Citizen Advisory Board shall serve two (2) year terms of office with the initial terms commencing on the date of the first meeting of the Board. Members may choose to renew their position on the Board upon expiration of their term, subject to approval from the City Council. There shall be no term limits for members of the Board.

VI. Meetings

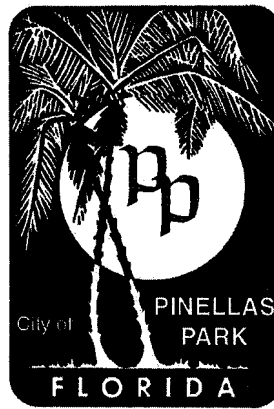
The CDBG Citizen Advisory Board shall meet as often as necessary in order to adequately accomplish its duties relative to oversee an annual community needs assessment and determine funding priorities; evaluate funding proposals and make funding recommendations to the City Council and the staff of the City; and to review performance and program revisions by funded agencies. All meetings shall be open to the public. Public notice of all meetings of the CDBG Citizen Advisory Board shall be posted by the City Clerk's office at least three (3) days prior to each meeting.



City of

# PINELLAS PARK

5141 78TH AVE. • P.O. BOX 1100  
PINELLAS PARK, FL 33780-1100



# FLORIDA

PHONE • (727) 369-0700  
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**Please Respond To:**

James W. Denhardt, City Attorney  
Lauren Christ Rubenstein, Assistant City Attorney  
Denhardt and Rubenstein, Attorneys at Law  
2700 First Avenue North  
St. Petersburg, Florida 33713  
(727) 327-3400 - Telephone  
(727) 323-0888 - Facsimile

May 14, 2020

Ms. Tammy Hillier  
Community Services Manager  
City of Pinellas Park  
P. O. Box 1100  
Pinellas Park, Florida 33780-1100

**RE: City Document #20-110**  
**City's Citizen Participation Plan Resolution**

Dear Ms. Hillier:

We have received and reviewed the above-referenced proposed Resolution pertaining to the amendments to the City's CDBG Citizen Participation Plan.

We would suggest that the phrase in the last line of the third Whereas paragraph on page 1 that states "thereby serving" be changed to say "which serves . . . ."

We would also suggest in the fourth Whereas paragraph on page 1, that the phrase in the third line which states "have been accomplished by including, but not limited to," be changed to "have been accomplished by, including but not limited to, the . . . ."

Additionally, we would suggest that the phrase in the second line of the last Whereas paragraph on page 2 that reads "does meet now this June 11, 2020," be amended for clarity to the phrase "has met this June 11, 2020 . . . ."




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Ms. Tammy Hillier  
May 14, 2020  
Page 2

With this amendment, we would otherwise approve of the proposed Resolution as to form and correctness.

Very truly yours,

A handwritten signature in black ink, appearing to read "James W. Denhardt", written over a large, stylized, handwritten "X" or "Z" mark.

James W. Denhardt  
City Attorney

cc: Doug Lewis, City Manager  
Diane M. Corna, MMC, City Clerk  
Patrick Murphy, Deputy City Manager  
Benjamin Ziskal, Community Development Administrator  
Nick Colonna, Planning & Development Services Director

JWD/dh

20-110.05142020.LTH.Citizen Part Plan Resolution.wpd