

PASCO COUNTY

COMMUNITY DEVELOPMENT DIVISION  
5640 Main Street, Suite 200  
New Port Richey, FL 34652

CONSOLIDATED COMMUNITY PLANNING  
AND DEVELOPMENT PROGRAMS

**2009 CITIZEN PARTICIPATION PLAN  
BOARD OF COUNTY COMMISSIONERS  
APPROVAL: March 24, 2009**

COMMUNITY DEVELOPMENT BLOCK GRANT  
HOME INVESTMENT PARTNERSHIPS PROGRAM  
EMERGENCY SHELTER GRANT  
SECTION 108 LOAN GUARANTEE PROGRAM  
NEIGHBORHOOD STABILIZATION PROGRAM

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**INTRODUCTION**

All participants in the Community Development Block Grant (CDBG), HOME Investment Partnerships (HOME), Emergency Shelter Grant (ESG), Section 108 Loan Guarantee Programs (CPD Programs), and the Neighborhood Stabilization Program (NSP) are required to have a Citizen Participation Plan (CPP) in place pursuant to 24 Code of Federal Regulations (CFR), Part 91, Subpart B. The CPP sets forth the policies, procedures, and implementation strategies that the County will employ to support the involvement of the citizens of Pasco County in the planning and development stages of the CPD Programs authorized by the U.S. Department of Housing and Urban Development (HUD). Citizens fulfill an essential role in outlining the needs of the community given their first-hand knowledge of the affordable housing, redevelopment, economic development and opportunity needs, as well as the human service needs of the homeless and those at risk of homelessness in our community. The success of the CPD programs will be maximized by partnering with those persons that receive the greatest benefits from these programs in determining the priority needs of our community, developing the goals and objectives to fulfilling those needs, and formulating the strategies to achieve these goals. The final decision-making authority of the CPD Programs rests with the Board of County Commissioners (BCC), for they are ultimately responsible to both the citizens of Pasco County and to the Federal government.

On July 27, 1993, the BCC approved the original CPP. On August 1, 1995, August 10, 1999, August 12, 2003, and August 8, 2006, with the participation of public, private, minority, and not-for-profit organizations, the BCC approved an update to CPP which incorporated the goals, policies, and implementation strategies that the County would undertake to encourage and ensure adequate citizen participation in the development of the Consolidated Plan, the one year Action Plan, any substantial amendments to the Consolidated Plan, and the required performance reports.

The CPP is being revised to provide for NSP funding and that an increase or decrease in funding exceeding 25 percent or more of the approved allocation for a NSP or ESG project or activity constitutes a substantial amendment to the scope of a project or activity and must follow the substantial amendment procedures set forth in the CPP.

**OBJECTIVE**

The CPP conveys the importance of a "community vision" and ensures that all citizens have the opportunity to shape our community vision. The following objectives will be employed to encourage maximum citizen participation:

1. Actively seek citizens of all income areas to participate and comment in the development of the CPD Programs.
2. Particular emphasis will be placed on recruiting persons of low- and moderate-income, persons that reside in areas of slum and blight, residents of neighborhoods that are currently designated as target areas, and residents located in areas in which CDBG, HOME, ESG, Section 108 Loan Guarantee and NSP funds are proposed to be used, and clients of human service agencies.
3. The County shall encourage the participation of local and regional institutions and other organizations (including businesses, developers, and community and faith-based organizations) in the process of developing and implementing the Consolidated Plan.
4. Public meetings will be held to obtain citizen comments, a public comment period will be allotted to allow citizens adequate time to provide comments, and responses to citizen inquiries will be provided in a timely manner.
5. Public notification will be provided to human service agencies to encourage the participation of minorities, non-English speaking persons, and persons with disabilities.
6. Public notification will be provided to the Public Housing Authority (PHA) to encourage the participation of residents of public and assisted housing developments.
7. Reasonable and timely access to records and information relating to the CPD Programs and the use of assistance under the programs covered by CPP will be provided.
8. Technical assistance to eligible groups requesting funding assistance will be provided.
9. Procedures for handling complaints have been developed.

**DEVELOPMENT OF THE CITIZEN PARTICIPATION PLAN**

Pursuant to the requirements of 24 Code of Federal Regulations (CFR) Part 91, Subpart B, in development of CPP, and in substantially amending CPP, the following criteria shall be followed when amending the CPP:

1. One public hearing will be held prior to, or in conjunction with, the BCC approving a substantial amendment to the CPP. The nature of the substantial amendment will be taken into consideration when determining the time and location of the public hearing.
2. The Community Development Division (CDD) will advertise the proposed substantial amendment in a newspaper of general circulation within the County. The advertisement will describe the purpose of the amendment and where additional information may be examined. Public advertisement of the hearing will appear in the newspaper a minimum of 30 days prior to the hearing, published in legible print, and not in the legal section, to afford citizens a 30-day comment period.

**THE CONSOLIDATED PLAN PROCESS**

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

1. Identification of housing and community development needs.
2. Preparation of a proposed use of funds for the upcoming year called the Annual Action Plan. Sometimes, there might also be the development of a proposed new five-year strategic plan, the Consolidated Plan.
3. Formal approval by elected officials of a final five-year Consolidated Plan and/or Annual Action Plan.
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 established in the five-year Consolidated Plan. In that case, a formal Substantial Amendment will be proposed, considered, and acted upon.

5. After a "program year" is complete, a Consolidated Annual Performance and Evaluation Report (CAPER) must be drafted for public review and comment. The CAPER as well as any comments received is then forwarded to HUD for review.

The "program year" chosen by Pasco County is October 1 through September 30.

## **PUBLIC NOTICES**

### Items Covered by the Public Notice Requirement

1. Advanced public notice will be given whenever a Federally required document is available, such as the proposed Consolidated Plan and/or Annual Action Plan, any proposed Substantial Amendment to the Action Plan or Consolidated Plan, the CAPER, and any application for guaranteed loan funds.
2. Advanced public notice will be given for all public hearings relating to the funds or planning process covered by the CPP.

### "Adequate" Public Notice

Enough lead-time will be given for the public to take informed action. The amount of lead-time can vary depending on the event. Specific amounts of time are outlined later in the CPP for different events. 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 a newspaper of general circulation within the County. The advertisements will be published in legible print, and not in the legal section. The advertisement will describe the nature of the proposal, list the location(s) where information may be examined, and provide for a public-comment period.
2. Notice may also be given through announcements to neighborhood organizations and agencies providing services to lower-income people.
3. Notice will be sent to any person or organization requesting to be on a mailing list.

**PUBLIC HEARINGS**

1. Sufficient information will be published about the subject of the hearing to permit informed comment.
2. Pasco County will consider any comments or views of citizens received in writing or orally at the public hearings. A summary of these comments or views, a summary of any comments or views not accepted, and the reasons therefor shall be made available.
3. The County's public hearings will be held in a location, which can be accessed by all citizens. The usual locations are the Community Development offices in New Port Richey, the West Pasco Government Center in New Port Richey, the Pasco County Historic Courthouse in Dade City, and the Land O' Lakes Elderly Nutrition Site. These locations are well known to County citizens and are handicapped accessible. Times of hearings may vary from day to evening, affording more citizens the opportunity to attend.
4. The needs of non-English speaking citizens will be met in the case of public hearings where a significant number of non-English speaking citizens can be reasonably expected to participate. A County employee who is bilingual in Spanish and English will attend to translate for staff and the citizens.

**MEETINGS**

1. Pasco County will provide citizens with reasonable and timely access to local meetings. A minimum 15-day notice will be afforded to citizens before the actual meeting is held.
2. If the CDD determines that a significant number of non-English speaking citizens or hearing or visually impaired citizens are expected at a public hearing or meeting, an interpreter and/or signer will be provided.

**PUBLIC ACCESS TO INFORMATION**

As required by law, Pasco County will provide the public with reasonable and timely access to information and records relating to the data or content of the Consolidated Plan and actual use of guaranteed loan funds as well as the proposed, actual, and past use of funds covered by this CPP. 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.

1. The Consolidated Plan as adopted, annual action plans, substantial amendments, the CAPER, and CPP will be made available to the public by the CDD.
2. If requested, information and materials will be made available in a form accessible to persons with disabilities.
3. All information relative to the community planning and development programs will be available at the Pasco County Community Development Division, 5640 Main Street, Suite 200, New Port Richey, Florida 34652.

**ACCESS TO RECORDS**

Pasco County will 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 assistance under the programs covered by this CPP during the preceding five years.

**TECHNICAL ASSISTANCE**

The CDD will provide technical assistance to group's 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. The level and type of assistance will be determined as needed on a case-by-case basis. Technical assistance does not guarantee the provision of funds to any group.

**DEVELOPMENT OF THE CONSOLIDATED PLAN**

Pursuant to the requirements of 24 CFR Part 91, Consolidated Submissions for CPD Programs, the Consolidated Plan serves as Pasco County's planning document, application for Federal funds, strategic plan in carrying out HUD programs, and action plan that provides the basis for assessing performance. Prior to the BCC adopting the Consolidated Plan, the CDD will make available to citizens, public agencies, adjacent local governments, the State of Florida, and

other interested parties information that includes the amount of assistance Pasco County expects to receive from grant funds and program income. The information will also include the range of activities that may be undertaken and the estimated amount that will benefit persons of low- and moderate-income including activities to be undertaken with Section 108 guaranteed loan funds. The following participation policies are established for the development of the Consolidated Plan.

#### Consultation Requirements

1. During preparation of the Consolidated Plan, Pasco County will consult with other public and private agencies that provide assisted housing, health services, and social and fair housing services, including those focusing on services to children, elderly persons, persons with disabilities, persons with HIV/AIDS and their families, and homeless persons.
2. When preparing the portion of the Consolidated Plan relating to the homeless strategy, Pasco County shall consult with public and private agencies that provide assisted housing, health services, and social services to determine what resources are available to address the needs of any persons that are chronically homeless.
3. When preparing the portion of the Consolidated Plan concerned with lead-based paint hazards, Pasco County will consult with State or local health and child-welfare agencies and examine existing data related to lead-based paint hazards and poisonings, including health department data on the addresses of housing units in which children have been identified as lead poisoned.
4. When preparing the description of priority nonhousing community development needs, Pasco County will notify adjacent units of general local government, to the extent practicable, and provide a copy to the Florida State Clearinghouse, Department of Community Affairs, 2555 Shumard Oak Boulevard, Tallahassee, Florida 32399-2100.
5. Pasco County will consult with adjacent units of local government, particularly for problems and solutions that go beyond the County's jurisdiction.
6. Pasco County will consult with the Public Housing Authority (PHA) concerning consideration of public housing needs and planned programs and activities. This

consultation will help provide a better basis for the certification by the authorized official that the PHA Plan is consistent with the Consolidated Plan and the County's description of the manner in which it will address the needs of public housing and, where necessary, the manner in which it will provide financial or other assistance to a troubled PHA to improve its operations and remove such designation. It will also help ensure that activities with regard to local drug elimination, neighborhood improvement programs, and resident programs and services, funded under the PHA's program and those funded under a program covered by the Consolidated Plan, are fully coordinated to achieve comprehensive community development goals. If the PHA is required to implement remedies under a Section 504 Voluntary Compliance Agreement to provide accessible units for persons with disabilities, the County will consult with the PHA and identify actions it may take, if any, to assist the PHA in implementing the required remedies. CDBG funds may be used for eligible activities, or other funds may be used to implement remedies required under a Section 504 Voluntary Compliance Agreement.

#### Public Hearings/Notification

1. Two public hearings will be held during the development of the Consolidated Plan. In order to establish a unified vision for future community development actions, the first hearing will occur prior to publishing a summary of the proposed Consolidated Plan. Public advertisement of the first public hearing will appear in the newspaper a minimum of 15 days prior to the hearing. The second hearing will occur after the draft Consolidated Plan is written and the summary is published for comment. The summary will describe the contents and purpose of the Consolidated Plan and list the locations where copies of the Consolidated Plan may be examined. Advertisement of the second public hearing will appear in the newspaper a minimum of 30 days prior to the hearing and prior to submission to HUD in order to allow for a 30-day public-comment period.
2. Public hearings will be held in a location, which can be accessed by all citizens.
3. Advertisements will be published in legible print and not in the legal section. Copies will be available at the Community Development Division and on the County's website at [www.pascocountyfl.net](http://www.pascocountyfl.net). The CDD, upon request, will make free copies available.

Citizen-Comment Requirements

1. In preparing the final Consolidated Plan, Pasco County will consider any comments or views of citizens received in writing or orally at the public hearings. A summary of these comments or views, a summary of any comments or views not accepted, and the reasons therefor shall be incorporated into the Consolidated Plan.
2. Pasco County will provide a minimum 30-day public-comment period when publishing a summary of the Consolidated Plan.

**ANNUAL ACTION PLAN**

Pursuant to the requirements of 24 CFR Part 91, Consolidated Submissions for CPD Programs, the Annual Action Plan, provides the public with an estimate of the amount of CDBG, HOME, and ESG funds it expects to receive in the upcoming year. The plan also provides a description of the range of types of activities that are to be funded with these resources and how these funds will be used in ways that will benefit low- and moderate-income people.

Public Hearings/Notification

1. Public hearings will be held in a location, which can be accessed by all citizens.
2. During the development of the Annual Action Plan two public hearings will be held. Public advertisement of the first public hearing will appear in the newspaper a minimum of 15 days prior to the hearing. The first hearing will occur at the kickoff meeting announcing the availability of funds and explaining the process to those interested in applying for funding.
4. Notice of the second public hearing will be advertised along with the summary of the proposed Annual Action Plan. The summary will describe an estimate of the amount of CDBG, HOME, and ESG funds the County expects to receive in the upcoming year; provide a description of the range of types of activities that are to be funded with these resources; and explain how these funds will be used in ways that will benefit low- and moderate-income people. The summary will list the locations where copies of the Annual Action Plan may be examined. This notice will appear in a newspaper a minimum of 30 days prior to the second hearing and prior to submission to HUD in order to allow for a 30-day public-comment period.

5. Advertisements will be published in legible print and not in the legal section. Copies will be forwarded to adjacent units of general local government and the County libraries. The CDD, upon request, will make free copies available.

#### Citizen-Comment Requirements

1. In preparing the final Annual Action Plan, Pasco County will consider any comments or views of citizens received in writing or orally at the public hearings. A summary of these comments or views, a summary of any comments or views not accepted, and the reasons therefor shall be incorporated into the Annual Action Plan.
2. Pasco County will provide a minimum 30-day public-comment period when publishing a summary of the Annual Action Plan.

#### **SUBSTANTIAL AMENDMENTS**

Pursuant to the requirements of 24 CFR 91.505, CPP will use the following criteria for determining what changes in Pasco County's planned or actual CDBG, ESG, Section 108 Loan Guarantee or NSP activities constitute a substantial amendment to the Consolidated Plan:

- a. The addition of an activity not previously described in the Action Plan, the 108 Loan Application or the NSP Plan.
- b. Purpose—A change in the primary objective of an approved activity that result in the reclassification of the basic eligibility category. (Note: This does not include a project reclassified due to a reinterpretation of HUD definitions.)
- c. Scope—An increase or decrease in funding exceeding \$1,000,000 for CDBG projects or activities and 25 percent of the approved allocation for an NSP or ESG project or activity which is the result of events or actions other than those pertaining to the procurement standards of 24 CFR 85.36. (This does not include a budgetary change in a Direct Benefit or other project where a service or other benefit is available as long as funds are available.)
- d. Location—A change to the geographic area which is outside of and not contiguous to the previously designated target area or described location for the activity.

- e. Beneficiaries—A change in the primary objective of an approved activity that results in a reclassification of the National Objective category or subcategory.

For the HOME Investment Partnerships Program, the following criteria shall determine which amendments constitute a substantial amendment to the Consolidated Plan:

- f. Scope—If the service changes from a homeownership program to a rental program, or vice versa, that shall be considered a substantial change.

#### Public Hearing/Notification

1. One public hearing will be held prior to, or in conjunction with, the BCC approving a substantial amendment. The nature of the substantial amendment will be taken into consideration when determining the time and location of the public hearing.
2. The CDD will advertise the proposed substantial amendment in a newspaper of general circulation within the County. The advertisement will provide sufficient information about the amendment to permit informed comment. Public advertisement of the hearing will appear in the newspaper a minimum of 30 days prior to the hearing, published in legible print, and not in the legal section.

#### Citizen-Comment Requirements

1. Pasco County will provide at least 30 days to receive comments on the substantial amendment before the amendment is implemented.
2. Pasco County will consider any comments or views of citizens received in writing or orally at the public hearing. A summary of these comments or views, a summary of any comments or views not accepted, and the reasons therefor shall be attached to the substantial amendment.

#### **PERFORMANCE REPORTS**

1. A notice will be placed in a newspaper of general circulation a minimum of 15 days prior to submission to HUD. The notice will state that comments must be received by the CDD within 15 days of the date of advertisement and the location where the performance report will be made available for examination.

2. Pasco County will consider any comments or views of citizens received during the public-comment period. A summary of these comments or views shall be attached to the performance report.

#### **ANTIDISPLACEMENT AND RELOCATION ASSISTANCE PLAN**

It is the intention of Pasco County to cause no permanent relocation of any persons. In the event that a project requires relocation of persons, Pasco County has an Antidisplacement and Relocation Assistance Plan in place to address relocation needs. This plan was adopted in 1986 and amended in 1999.

#### **COMPLAINTS**

Pasco County will provide a substantive, written response to every written, citizen complaint within 15 working days of receipt.

#### **SUMMARY**

1. Pasco County will follow its CPP.
2. The requirement for citizen participation does not restrict the responsibility or authority of Pasco County for the development and execution of its Consolidated Plan.

# PASCO TIMES

An Edition of the St. Petersburg Times

Published Daily

Port Richey, Pasco County, Florida

## STATE OF FLORIDA COUNTY OF PASCO:

Before the undersigned authority personally appeared Jessica Attard who on oath says that she a daily newspaper published at Port Richey, in Pasco County, Florida: that the attached copy of advertisement, being a Legal Notice in the matter of RE: Pasco County Community Development Division Public Hearing Notice

\_\_\_\_\_ in the \_\_\_\_\_ Court was published in said newspaper in the issues of December 8, 2008

Affiant further says the said Pasco Times is a newspaper published at Port Richey, in said Pasco County, Florida, and that the said newspaper has heretofore been continuously published in said Pasco County, Florida, each day and has been entered as second class mail matter at the post office in Port Richey in said Pasco County, Florida, for a period of one year next preceding the first publication of the attached copy of advertisement; and affiant further says that she has neither paid nor promised any person, firm, or corporation any discount, rebate, commission or refund for the purpose of securing this advertisement for publication in the said newspaper.

Jessica Attard  
Signature of Affiant

Sworn to and subscribed before me this 8th day of December, 2008

Mary Ellen Heigton  
Signature of Notary Public

Personally known X or produced identification \_\_\_\_\_

Type of identification produced \_\_\_\_\_

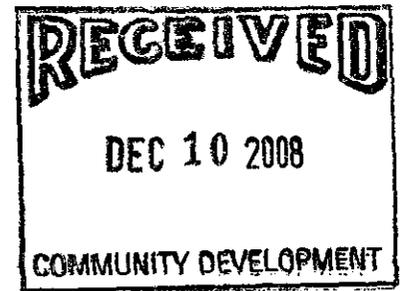
**PASCO COUNTY COMMUNITY DEVELOPMENT DIVISION PUBLIC HEARING NOTICE CITIZEN PARTICIPATION PLAN UPDATE**

The Pasco County Community Development Division is amending its Citizen Participation Plan (Plan) to include provisions for the Neighborhood Stabilization Program (NSP) regarding the criteria for determining what changes in Pasco County's planned or actual Community Development Block Grant, Emergency Shelter Grant, Section 108 Loan Guarantee, or NSP activities constitute a substantial amendment to the Consolidated Plan.

A public hearing will be held on January 12, 2009, to receive public comment on the proposed amendments to the approved Plan. The public hearing will be at 4:00 PM at the Community Development Division, 10000 Port Richey Road, Port Richey, Florida 34653. The Commissioner of the HUD after receiving comments on the amendments to the Consolidated Plan, will publish the final Plan on or before December 12, 2009, and on the Pasco County website at [www.pascofl.com/portal/](http://www.pascofl.com/portal/).

Persons with disabilities who need special accommodations to participate in these proceedings should contact the Community Development Division at 352-343-3434 at least 10 business days before the date of the hearing.

12/08/08 902189-01



**2009 Citizens Participation Plan Amendment  
Public Hearing  
1/12/08 at 4:00 pm  
Pasco County Community Development  
5640 Main Street, Suite 300  
New Port Richey, FL 34652**

George Romagnoli, Community Development Manager, opened the public hearing at 4:00 pm. He explained that the purpose of the public hearing was to allow for public comment about the changes to Pasco County's current Citizen Participation Plan. The changes include adding the Neighborhood Stabilization Program (NSP) and that an increase or decrease in funding exceeding 25 percent or more of the approved allocation for a NSP or Emergency Shelter Grant (ESG) project or activity constitutes a substantial amendment to the scope of a project or activity.

No public comments were received on the changes to the Citizen Participation Plan.

Mr. Romagnoli answered questions from the three persons in attendance in regard to the Neighborhood Stabilization Program, but these questions were not relevant to the Citizen Participation Plan.

