

**EXHIBIT 1**



**CITIZEN PARTICIPATION PLAN  
FOR THE CONSOLIDATED PLANNING PROCESS  
AND  
CITIZEN PARTICIPATION GUIDELINES  
FOR  
PUBLIC HOUSING AND  
COMMUNITY DEVELOPMENT DEPARTMENT**

***"Delivering Excellence Every Day"***

**Revised: September 9, 2020**

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## **CITIZEN PARTICIPATION PLAN FOR THE CONSOLIDATED PLANNING PROCESS**

### **Introduction**

The US Department of Housing and Urban Development (HUD) requires that the Five Year Consolidated Plan for each entitlement agency adopt a Citizen's Participation Plan. This Citizen Participation Plan has been adopted by Miami-Dade County and is in conformance with the provisions of Federal Regulations.

The Citizen's Participation Plan outlines the methods used in the development, from a public input process, of the Five Year Consolidated Plan, Annual Action Plans, the Consolidated Annual Performance and Evaluation Report (CAPER) and Substantial Amendments inclusive of strategies employed by Miami-Dade County that provides for maximum citizen participation in the development of these plans.

### Overview of Department Of Public Housing and Community Development

The Department of Public Housing and Community Development (PHCD) administers Federal and State funding that supports the development of low-and moderate-income neighborhoods in Miami-Dade County. The four priority needs are affordable housing, economic development, a sustainable living environment and emergency shelter for the homeless. The main sources of funding utilized to meet these needs are the Community Development Block Grant (CDBG), HOME Investment Partnerships (HOME) and Emergency Solutions Grant (ESG) funds. These programs are established to help low- and moderate-income persons. The U.S. Department of Housing and Urban Development (HUD) regulates and governs the CDBG, HOME and ESG programs. The regulations specify that an entitlement area (an area which receives a direct allocation from U.S. HUD to address high priority needs in low to moderate income communities) must adopt a citizen participation plan, which establishes policies and procedures for citizen participation. The following are the entitlement areas of Miami-Dade County: City of Miami, City of Miami Gardens, City of Miami Beach, City of North Miami, City of Hialeah, City of Homestead, and Miami-Dade County.

It is the intent of the County to provide for the citizen participation to gather the most meaningful, thorough and effective input from its citizens in the development of the Consolidated Plan. Citizen participation is broad due to the types of areas the county covers, which includes urban, rural, and agricultural. At the same time, the process makes sure that the low- and moderate-income, disabled, elderly and other special populations are involved in the input process. The diversity of this County is illustrated by the wealthy enclaves to agricultural communities in South Miami-Dade, including a population that includes speakers of English, Spanish and Haitian Creole as a primary language.

The citizen participation/input process consists of a summary of steps which provide for the citizens participation in the development of the Five Year Consolidated Plan, the Annual Action Plan, the CAPER for Miami-Dade County, and substantial amendments to the Consolidated Plan or Annual Action Plan. Details of each of these steps follow in sections of this Citizen Participation Plan.

Citizen participation requirements shall not be construed to restrict the responsibility or authority of the County for the development and execution of its entitlement program activities. The Board of County Commissioners or Mayor of Miami-Dade County remain the sole approving authorities for the Plan and any amendments.

### Applicability and Adoption of the Citizen Participation Plan

Pursuant to 24 CFR Part 91, Consolidated Submissions for Community Planning and Development Programs, the jurisdiction is required to certify that it has developed and is acting in compliance with a Citizen Participation Plan that sets forth the jurisdiction's policies and procedures for citizen participation. The plan must include the following topic areas:

1. **CITIZEN PARTICIPATION:** Provide for and encourage citizen participation, with particular emphasis on participation by persons of low- and moderate-incomes of particular importance are those residents living in slum and blighted areas and where Federal funds are proposed to be used. Encourage the participation of all residents, including minorities, non-English speaking persons and persons with disabilities;
2. **CITIZEN COMMENTS:** Provide citizens with a broad opportunities to examine the proposed Consolidated Plan, Annual Action Plans, and Consolidated Annual Performance and Evaluation Reports (CAPER) and Substantial Amendments. Provide a mechanism to submit written and oral comments and to provide for the consideration of these comments. Provide for a system of responding to citizen complaints;
3. **SUBSTANTIAL AMENDMENTS:** Provide for specification of criteria that Miami-Dade County will use to determine what constitutes a substantial change in the Miami-Dade County's planned or actual activities. This process will include a procedure for notification of the public and receipt of comments;
4. **PUBLIC HEARINGS:** Provide public hearings to obtain citizen views on housing and community development needs, at times and locations that are convenient to potential and actual beneficiaries. Allow for citizens to respond to proposals relative to the selection of funded activities. Respond to questions at all stages of the community development program, including the development of needs, the review of proposed activities and the review of past program performance;
5. **REASONABLE AND TIMELY ACCESS:** Provide citizens with a broader opportunity and timely access to local meetings, information and records related to Miami-Dade County's proposed and actual use of funds at times and locations convenient to potential or actual beneficiaries including:
  - Annual Action Plans
  - Consolidated Annual Performance and Evaluation Reports (CAPERs)
  - Five Year Consolidated Plan
  - Substantial Amendments to the plans

Accommodations for persons with disabilities will be made upon notification to the County within a reasonable time frame. The needs of non-English speaking residents will be met when they can reasonably be expected to participate, by either providing meeting notices in a translated format, or providing staff representatives that can speak Spanish and Haitian Creole.

6. **INFORMATION PROVIDED:** Provide information to citizens, public agencies and other interested parties that include the amount of Federal Assistance available to Miami-Dade County and the range of activities that may be undertaken. The

information will include the estimated amount of funds that will benefit persons of low and moderate-incomes and plans to minimize displacement (even if no displacement is expected to occur);

7. **TECHNICAL ASSISTANCE:** Provide technical assistance to group representatives of persons of low- and moderate-incomes that request such assistance;
8. **PUBLIC HOUSING AUTHORITIES:** Provide for consultation between Miami-Dade County and any public housing authorities in order to encourage participation by residents of public and assisted housing developments in the process and implementation of the Consolidated Plan. Provide information to these agencies about Consolidated Plan activities, so this information can be used in the planning process;
9. **NON-ENGLISH SPEAKING RESIDENT NEEDS:** Identify how the needs of non-English speaking residents will be met in the case of public hearings where a significant number of non-English speaking residents are reasonably expected to attend;
10. **PERSONS WITH DISABILITIES:** Public Hearings and meetings will be held in places which are accessible to persons with disabilities and where needed, accommodations will be made to ensure accessibility.
11. **COMPLAINT RESOLUTION:** Provide for timely written answers to written complaints, as applicable.

This Citizen Participation Plan is divided into five sections with each one addressing a separate report or document required by HUD. Each section will address the goals, requirements, and procedures for each of the documents. The five sections are:

- A. Citizen Participation Plan
- B. Five Year Consolidated Plan
- C. Annual Action Plan
- D. Comprehensive Annual Performance and Evaluation Report
- E. Substantial Amendments

**PUBLIC HOUSING AND COMMUNITY DEVELOPMENT DEPARTMENT CITIZEN PARTICIPATION PLAN FOR THE DEVELOPMENT OF CONSOLIDATED PLANS/ ANNUAL ACTION PLANS, CAPERS AND SUBSTANTIAL AMENDMENTS**

**A - Citizen Participation Plan**

**Citizen Participation Plan Update:**

Under the auspices of the Miami-Dade County Board of County Commissioners, the Public Housing and Community Development Department the Citizen Participation Plan (CPP) will be updated as part of the Consolidated Plan every five (5) years and as needed.

Update Process:

1. Submit revisions to the Citizen Participation Plan to the public for their comments.
2. Submit the revised Citizen Participation Plan to the Miami-Dade County Board of County Commissioners separate or in conjunction with submitting the approved plan as part of the Five Year Consolidated Plan to U.S. HUD.

**Citizen Comment on the Citizen Participation Plan and Amendments:**

Citizen comments at all public meetings/hearings will be solicited.

1. A summary of citizen comments received in writing, or orally at public meetings, will accompany all submissions to HUD. Advertising and conducting public hearings will be the responsibility of the Public Housing and Community Development Department.
2. Where a significant number of non-English speaking residents are reasonably expected to attend, a method of communication will be provided for non-English speaking residents. In addition, accommodations for persons with disabilities shall be made upon forty-eight (48) weekday hour, in addition, notification to the Miami-Dade County Public Housing and Community Development Department.
3. When possible, citizen surveys can be included at appropriate public meetings and with agencies involved with providing services. Bi-lingual surveys (or tri-lingual if necessary) will be available where it is anticipated that a significant number of non-English speaking residents will attend.
4. Written comments should be addressed to:

Miami-Dade County  
Public Housing and Community Development  
Director's Office  
701 NW 1<sup>st</sup> Court, 16th Floor  
Miami, Florida 33136  
(786) 469-4100

5. The County will consider any comments or views submitted in writing or orally at the public hearings. The County will compile, read, and consider written

responses or comments from citizens. The County will respond to comments or views when appropriate and where practical.

**B - Five Year Consolidated Plan**

**Consolidated Plan Preparation and Update:** To obtain input from public and private agencies, as well as State and/or local health and welfare agencies that assist in housing, health, economic development, social services and child care agencies for low to moderate-income residents Miami-Dade County will:

1. Consult with parties listed in 24 CFR 91.100, which includes among others, interested area social/health service/housing providers throughout the County who assist with housing, health, economic development, social services, and childcare agencies for low -to moderate-income residents.
2. Conduct two (2) neighborhood meetings/workshops for the purpose of citizen input on community needs. The meetings will be held in areas/locations that are accessible to low and moderate-income residents and beneficiaries of the funds. These meetings will be noticed on the County Website and through various other means such as e-mail lists, through established neighborhood groups, flyers at local facilities and through Commissioners' Offices, if possible. The first meeting/workshop will be held at the beginning of the development of the Consolidated Plan, with a purpose to gather input from the community. The second community meeting/workshop will be held prior to the completion of the Consolidated Plan draft, to report results found as of that date, to convey the input from the first public meeting and any other pertinent information. The meeting may be virtual and accessible by electronic devices.
3. A summary of citizen comments received in writing, or orally at public meetings, will accompany all submissions to HUD. The advertising and conducting of public hearings will be the responsibility of the Public Housing and Community Development Department.
4. Comments regarding the plan can be directed in writing, by phone or email and will be addressed to:

Miami-Dade County  
Public Housing and Community Development  
Director's Office  
701 NW 1<sup>st</sup> Court, 16th Floor  
Miami, Florida 33136  
(786) 469-4100

5. Advertisement of these two neighborhood public meetings or workshops to solicit input for the preparation of the Consolidated Plan will be in a newspaper of general circulation prior to the scheduled meeting/workshop. The advertisement will include:
  - the purpose of the meeting/workshop;
  - date;
  - time; and
  - location.

6. Regarding the Draft of the Consolidated Plan, copies shall be available for public review and comment at sites of public access such as government buildings, libraries, etc., but will always be available on the County's website.
7. As soon as feasible, after the start of the public participation process, the HUD-provided data and any other supplemental information that the County plans to incorporate into its Assessment of Fair Housing (AFH) shall be made available to residents, public agencies and interested parties.
8. There will be two public meetings to obtain citizens' views and to respond to proposals and questions. Meetings may be held in different regions of the county including but not limited to before the Miami-Dade Board of County Commissioners (BCC) or a committee of the Board. Meetings may also be held virtually when viewed to be in the best interest of the County due to an emergency declared by the President, Governor or County Mayor.
9. A public notice summarizing the action to be taken at each public hearing will be placed in a newspaper of general circulation, and newspapers representing significant minorities and non-English speaking persons 15 calendar days prior to the hearing. In cases of emergency declarations, the County may provide a shorter advance notice period, should federal or state agencies provide guidance as such. In the case of emergency declarations without federal or state guidance, a minimum 48-hour advance notice will be provided.
10. The hearings described in Section 8 above will address housing and community development needs, development of proposed activities described in section above and review of program performance. The hearings will be held in a public facility that is easily accessible to the public, including persons with disabilities. The place, date and time of the hearings will be determined by PHCD or the County Mayor in consultation with the Chairperson of the Board of County Commissioners, (BCC), Chairperson of the committee designated for the Department or applicable committee/or individual as determined by the BCC Chairperson.
11. At the time of submission of the Consolidated Plan to the County Commission agenda coordinator, a public announcement summarizing the Consolidated Plan and the availability of copies for public viewing, will be placed in a newspaper of general circulation, and in newspapers representing significant minorities and non-English speaking persons. An electronic copy of the Consolidated Plan will be available to the public. Also, a hard copy will be available upon request at the Public Housing and Community Development Department during regular business hours. This public announcement will allow for a 30-day comment period as per U.S. HUD regulations for citizens to respond to the proposed plan before it is adopted by the Board of County Commissioners or a reduced comment period as may be authorized by HUD.
12. The public hearing may be held at any time during the public comment period by the BCC or appropriate committee. A summary of the comments or views, and a summary of any comments or views not accepted and the reasons therefor, shall be attached to the final consolidated plan.
13. The public hearings/meetings will be held at sites that are accessible to low- and moderate-income persons, persons with disabilities, the elderly and other



special populations. These public hearings will be for the presentation of the Draft Consolidated Plan and the last public hearing will be for the adoption of the Plan and will obtain citizens views and responds to proposals and questions.

14. Where a significant number of non-English speaking residents are likely to attend, a method of communication will be provided for non-English speaking residents and accommodations will be provided for persons with disabilities, upon forty-eight (48) weekday hour's notification to the Miami-Dade County Housing and Community Development Department.
15. Response to inquiries, comments and complaints that are received may be answered by the Public Housing and Community Development Department within fifteen (15) working days when appropriate and where practical.

### **C - Substantial Amendments to the Five Year Consolidated Plan**

#### Criteria for Amendment(s) to Five Year Consolidated Plan

**Amendment to Five Year Consolidated Plan:** The County may from time to time find it necessary to amend its Consolidated Plan. The following will define what constitutes and does not constitute a substantial amendment to the Consolidated Plan.

#### Definitions

A substantial amendment is any change in purpose, scope and/or beneficiaries of an activity, which actually and/or materially affects one or more of the preceding in the manner stated below:

- An activity changes from one CDBG-eligible activity to another.
- The scope of activity is increased by 50% or more.
- The change in the cost of an activity is increased by \$250,000 or more (reduced costs are all considered non-substantial); or
- An activity's services are redirected by more than a 7-mile radius from the site.

Amendments to the Plan that do not meet any of the above stated four (4) threshold criteria shall be deemed non-substantial and may be approved administratively by the Department and shall not require approval by the Board of County Commissioners.

At the time of submission of Substantial Amendments to the Consolidated Plan to the County Commission agenda coordinator, a public announcement summarizing the amendments will be placed in a newspaper of general circulation, and newspapers representing significant minorities and non-English speaking persons. The announcement will be placed at least fifteen days prior to the Hearing, or a number of days as may be allowed due to a declared emergency. Copies of the amendments will be made available at the Public Housing and Community Development Department office located at 701 NW 1 Court, 14th Floor (Community Development Division), Miami, Florida 33136, during regular business hours. Notice of the hearing should also be published on the Departments' website and the County Calendar. This process will allow for a comment period for citizens to respond to the proposed amendments per U.S. HUD regulations, before they are adopted by the Board of County Commissioners or approved by the County Mayor or County Mayor's designee through delegated authority. A public hearing may be held at any time during the public comment period. If a substantial amendment is made pursuant to delegated authority to the County Mayor or County Mayor's designee, the public hearing may be held before PHCD staff rather

than before the Board of County Commissioners. A summary of the comments or views, and a summary of any comments or views not accepted and the reasons therefor, shall be attached to the final consolidated plan submitted to HUD.

**D - Annual Action Plan (AAP)**

**Annual Action Plan Preparation:** To obtain input from public and private agencies as well as State and/or local health and child welfare agencies that assist in housing, health, social services, to low- to moderate-income residents of Miami-Dade County, the following steps will be taken:

1. Conduct a public hearing at a venue accessible by the community or before the Board of County Commissioners (BCC) or appropriate BCC committee for the purpose of gaining citizen input on the Annual Action Plan. This hearing may be held virtually if necessary.
2. The advertising and conducting of public hearings will be the responsibility of the Public Housing and Community Development Department.
3. A summary of citizen comments received in writing, or orally at public meetings, will accompany all submissions to HUD.
4. Advertise all public meetings and workshops to solicit input for the preparation of the agenda item in a newspaper of general circulation at least fifteen (15) days or less as allowed by HUD prior to the scheduled meeting/hearing or an amount of time that may be allowed by HUD. The advertisement will include:
  - the purpose of the hearing;
  - date;
  - time; and
  - location.
5. Provide a draft of the Annual Action Plan for public review and comment at sites of public access such as government buildings, libraries, etc., as well as on the County's website not less than thirty (30) days or the number of days as allowed by HUD prior to the plan's submission.
6. The public hearings/meetings will be held at sites that are accessible to low- and moderate-income persons, persons with disabilities, the elderly and other special populations.
7. Where a significant number of non-English speaking residents are likely to attend, a method of communication will be provided for non-English speaking residents and accommodations will be provided for persons with disabilities, upon forty-eight (48) weekday hour's notification to the Miami-Dade County Public Housing and Community Development Department.
8. Response to inquiries, comments and complaints that are received may be answered by Public Housing and Community Development Department within fifteen (15) working days, where practicable.

## **Criteria for Amendment(s) to Annual Action Plan**

### **Amendment to Annual Action Plan (AAP):**

The County may from time to time find it necessary to amend its AAP. The following will define what constitutes and does not constitute a substantial amendment to the AAP:

#### Definitions:

A substantial change in a planned or actual activity will require an amendment to the plan. A substantial change is any change in purpose, scope and/or beneficiaries of an activity, which actually and/or materially affects one or more of the preceding in the manner stated below:

- An activity changes from one CDBG-eligible activity to another.
- The scope of activity is increased by 50%.
- The change in the cost of an activity is increased by \$250,000 (reduced costs are not considered substantial) or more; or
- An activity's services are redirected by more than a 7-mile radius from the site, outside of the previously agreed upon activity service area.

Amendments to the Plan that do not meet any of these four (4) above listed threshold criteria shall be deemed non-substantial and may be approved administratively by the Department and shall not require approval by the Board of County Commissioners.

At the time of submission of Substantial Amendments to the Annual Action Plan to the County Commission agenda coordinator, a public announcement summarizing the amendments will be placed in a newspaper of general circulation, and newspapers representing significant minorities and non-English speaking persons. Copies of the amendments will be available at the Public Housing and Community Development Department during regular business hours.

A public notice summarizing the amendment(s) will be placed in a newspaper of general circulation and newspapers representing significant minorities and other non-English speaking persons at least fifteen days prior to the Hearing. This fifteen (15) day period will allow the public a period of time for comments. Copies of the amendment will be available at the Department's office located at 701 NW 1 Court, 16th Floor, Miami, Florida 33136, during regular business hours. Notice of the hearing should also be published on the Department's website and the County Calendar. This process will allow for a comment period for citizens to respond to the proposed amendments per U.S. HUD regulations, before they are adopted by the Board of County Commissioners in a public hearing. A public hearing may be held at any time during the public comment period. If a substantial amendment is made pursuant to delegated authority to the County Mayor or County Mayor's designee, the public hearing may be held before PHCD staff rather than before the BCC or BCC Committee. A summary of the comments or views, and a summary of any comments or views not accepted and the reasons therefor, shall be attached to the final consolidated plan.

### **Availability to the Public**

To provide the public an opportunity to share their views and to respond to the Annual Action Plan:

The Miami-Dade County Public Housing and Community Development Department (PHCD) will post the Annual Action Plan on the Miami-Dade County/Public Housing and Community Development website: (<http://www.miamidade.gov/housing>).

### **Access to Records**

To provide an opportunity for citizens to receive information, submit comments and/or submit concerns on the proposed Annual Action Plan the following strategies will be implemented:

1. Advertise a summary of the Annual Action Plan, or a substantial amendment in a newspaper of general circulation, soliciting comments for a period of thirty (30) days or a reduced number of days as may be allowed by HUD. The summary will describe the contents and purpose of the Annual Action Plan and will include locations where the entire plan may be examined.
2. Copies of the documents will also be placed on the County website.
3. Comments on the documents can be forwarded to:  
Miami-Dade County  
Public Housing and Community Development Department  
Director's Office  
701 NW 1 Court, 16th Floor  
Miami, Florida 33136  
Phone: (786) 469-4100
4. If not satisfied at the local level, complaints may be forwarded to HUD.

### **E – Procedure for Administrative Actions**

The County may find it necessary to perform administrative actions, where permitted by HUD and authorized by the Board of County Commissioners, with CDBG, HOME, ESG, and CARES Act funding, to meet HUD expenditure timeliness requirements. The following items are examples of administrative actions:

- the recapture and reallocation of funding from activities subject to expenditure deadlines to activities that are performing well and meeting a national objective; or
- the recapture of funding from a specific Commission District or area of the county and reallocation of said funding to serve a Countywide need.

These administrative actions will be taken only when delegated such authority by the BCC. The County Mayor or County Mayor's designee will follow the citizen participation process set forth in this CPP, including the accepting of written comments and holding a public hearing at a location readily accessible to the public by mass transportation and with a virtual hearing, when permitted due to emergency conditions.

Under emergency conditions, the County Mayor or County Mayor's designee may follow the Expedited Citizen Participation Process set forth below in section G of this CPP.

Prior to any administrative recapture and reallocation action by the County Mayor or County Mayor's designee, a public notice summarizing the proposed action(s) will be placed in a newspaper of general circulation, and newspapers representing significant minorities and non-English speaking persons at least fifteen days prior to the Hearing. This fifteen (15) day period, or less as allowed by HUD, prior to the scheduled meeting/hearing will allow the public a period of time for comments. Copies of the proposed recaptures and reallocations will be available at the Department's office located at 701 NW 1 Court, 16th Floor, Miami, Florida 33136, during regular business hours. Notice of the hearing should also be published on the

Department's website and the County Calendar. This process will allow for a comment period for citizens to respond to the proposed recaptures and reallocations per HUD regulations. A summary of the comments or views, and a summary of any comments or views not accepted and the reasons therefor, shall be attached to the final substantial amendment submitted to HUD.

### **Availability to the Public**

To provide the public an opportunity to share their views and to respond to proposed administrative recaptures and reallocations:

The Miami-Dade County Public Housing and Community Development Department (PHCD) shall post the proposed recaptures and reallocations on its website: (<http://www.miamidade.gov/housing>).

### **Access to Records**

To provide an opportunity for citizens to receive information, submit comments and/or submit concerns on proposed recaptures and reallocations, the following strategies will be implemented:

1. Advertise a summary of the proposed recaptures and reallocations in a newspaper of general circulation, soliciting comments for a period of thirty (30) days or a reduced number of days as may be allowed by HUD. The summary will describe the contents of the proposed recaptures and reallocations and will include locations where the document/exhibit may be examined.
2. Copies of the documents should also be placed on the County website.
3. Comments on the documents can be forwarded to;  
Miami-Dade County  
Public Housing and Community Development Department  
Director's Office  
701 NW 1 Court, 16th Floor  
Miami, Florida 33136  
Phone: (786) 469-4100
4. If not satisfied at the local level, complaints may be forwarded to HUD.

### **F - Comprehensive Annual Performance And Evaluation Report (CAPER)**

To provide an opportunity for citizens to receive information and/or submit comments regarding the draft Comprehensive Annual Performance Report (CAPER) before submission to U.S. HUD the following strategies will be implemented:

1. Notification will be given of the availability for review of the Comprehensive Annual Performance Report in a newspaper of general circulation and newspapers representing significant minorities and Non-English speaking persons. The notification will describe the contents of the Comprehensive Annual Performance Report and will include locations where the Comprehensive Annual Performance Report may be examined.

2. Miami-Dade County will post the Consolidated Annual Performance and Evaluation Report on the Miami-Dade County website.
3. Citizens will be given a period of fifteen (15) days in order to submit views and comments to the Comprehensive Annual Performance Report prior to the report's submission to HUD.
4. Comments may be submitted to the Department regarding the Comprehensive Annual Performance and Evaluation Report at a public meeting that is held annually in the first quarter of the succeeding year following the publication of the performance report or by phone, e-mail or fax.

### **Availability to the Public**

To provide the public an opportunity to share their views and to respond to the draft Consolidated Annual Performance and Evaluation Report:

Copies will be made available at the offices of the Public Housing and Community Development Department during regular business hours.

### **Access to Records**

To provide an opportunity for citizens to receive information, submit comments and/or submit concerns on the CAPER the following strategies will be implemented:

1. Advertise that the CAPER or a summary of the CAPER is available for period of 15 days for public comment. This advertisement will be in a newspaper of general circulation. The advertisement will describe the contents and purpose of the CAPER and will include locations where the document may be examined.
2. Copies of the documents will also be placed on the County website.
3. When possible, the County will make available electronic copies of the documents to citizens and groups that request it.
4. Comments on the documents can be forwarded to:

Miami-Dade County  
Public Housing and Community Development  
Director's Office  
701 NW 1<sup>st</sup> Court, 16th Floor  
Miami, Florida 33136  
(786) 469-4100

### **Availability to the Public**

To provide the public an opportunity to share their views and to respond to the Consolidated Annual Performance and Evaluation Report as submitted to HUD, the following strategies will be implemented:

Miami-Dade County will post the Consolidated Annual Performance and Evaluation Report, as submitted to HUD on the Miami-Dade County website.

### **Technical Assistance**

Upon request, technical assistance will be provided to groups representing low-and moderate-income persons, including persons with disabilities or other special needs. These low-and moderate income groups or persons must complete applications or proposals for funding assistance under any of the programs covered by the Consolidated Plan, as well as preparation of a budget for any proposed activity.

### **Complaints**

The Public Housing and Community Development Department will act timely and objectively in responding to all written complaints utilizing the following strategies:

1. The Public Housing and Community Development Department will respond to citizen complaints within fifteen business (15) days. The PHCD Director's response will be substantive.
2. Citizens may, at any time during the complaint resolution process, contact the U.S. Department of Housing and Urban Development (HUD) directly at the following address:

U.S. Department of Housing and Urban Development  
Office of Community Planning and Development  
909 SE First Avenue, Room 500  
Miami, Florida 33131-3028

### **G – EXPEDITED CITIZEN PARTICIPATION PROCESS**

Notwithstanding any other provision set forth in this CPP, in order to administer funding allocated to the County pursuant to the Coronavirus Aid, Relief and Economic Security Act (CARES Act) (Public Law 116-136), and in other circumstances where an expedited citizen participation process is permitted by the United States Congress and/or U.S. HUD, the County may utilize the following expedited citizen participation process to draft, propose, or amend consolidated plans and annual action plans. The County will follow citizen participation guidance by Congress or U.S. HUD, but absent such guidance will provide no less than five (5) days' notice and no less than five (5) days' reasonable opportunity to comment. The five-day comment period may run concurrently for comments on an action plan amendment and amended citizen participation plans. In-person public hearings will not be required. The County may meet public hearing requirements with virtual public hearings if: 1) national/local health authorities recommend social distancing and limiting public gatherings for public health reasons; and 2) virtual hearings provide reasonable notification and access for citizens in accordance with the County's certifications, timely responses from local officials to all citizen questions and issues, and public access to all questions and responses.