



CITY OF KISSIMMEE

Citizen Participation Plan 2020-2025

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Development Services Department
101 Church Street
Kissimmee, FL 34741

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City of Kissimmee Five Year Consolidated Plan Citizen Participation Plan

In conformance with the provisions of 24 CFR (Code of Federal Regulations) 91, "Consolidated Submissions for Community Planning and Development Programs" and more specifically with the provisions of 24 CFR 91.105, the City of Kissimmee has adopted the following Citizen Participation Plan.

The City of Kissimmee Citizen Participation Plan sets forth the City of Kissimmee's policies and procedures for citizen participation. It provides and encourage citizens to participate in the development of the Consolidated Plan, any substantial amendment to the Consolidated Plan, the Consolidated Annual Performance and Evaluation Report (CAPER), and the Assessment of Fair Housing (AFH) and any revisions to the AFH. The purpose of the Citizen Participation Plan is to encourage public participation in the planning process, as well as to meet the requirements of the U.S. Department of Housing and Urban Development. Any persons who require assistance in reading or understanding this Plan or any other documents described herein due to disability or difficulty with the language will be provided sufficient assistance to enable them to understand its purpose and provisions.

The following subjects are addressed in the Plan:

1. Plans and Documents
2. Availability of Documents
3. Comment Periods
4. Consultations and Participation in Public Meetings
5. Public Hearings
6. Written Comments
7. Criteria for Substantial Amendments
8. Expedited Procedures in response to COVID-19
9. Availability of Program Records
10. Plans to Minimize Displacement
11. Technical Assistance
12. Minorities and Non-English Speaking Persons
13. Complaint Review Process

Plans and Documents

The following list includes the key planning and reporting documents for the community Development Block Grant (CDBG) federal grant:

- Citizen Participation Plan – The Citizen Participation Plan sets forth the policies and procedures for citizen participation throughout the consolidated planning process.
- Consolidated Housing and Community Development Plan (Consolidated Plan) – The Consolidated Plan guides the use of federal funds for a five-year period. It describes the amount of assistance, priorities, range of activities, and estimated amount that will benefit low- and moderate-income people.
- Annual Action Plan (Action Plan) – The Action Plan outlines the specific programs and activities to be undertaken for the program year and the amount of funds that will be awarded to those projects.
- Consolidated Annual Performance and Evaluation Report (CAPER) – The CAPER reports on the activities and projects undertaken and completed in the previous year.
- Assessment of Fair Housing (AFH) – The AFH analyzes fair housing issues, contributing factors, and goals.

Availability of Documents

The City of Kissimmee Citizen Participation Plan, Consolidated Plan, Annual Action Plan and any amendments thereto and Consolidated Annual Performance and Evaluation Reports (CAPER), are available for public review at any time. Copies of the Plan may be obtained through the City of Kissimmee Development Services Office, 101 Church Street Kissimmee, FL 34741 during normal business hours which are Monday through Friday from 8AM-5PM or on the city website. The Assessment of Fair Housing will also be available once it is completed by the City.

At the time each document is initially proposed, the public will be informed of its availability through a summary notice in English and Spanish in a newspaper of general circulation (Osceola Gazette/Orlando Sentinel) and/or on the city website. When scheduling permits, the notice shall be included in public service announcements, or on the City's public access TV channel. A reasonable number of free copies will be available. This process will be repeated at any point where either plan is updated or this process is required by federal or state law.

Comment Periods

To encourage citizen participation, the City of Kissimmee will undertake the following activities each year:

- Hold at least two public hearings/meetings during the program year to gather citizen comments on the needs, strategies, actions, projects, and outcome performance.
- Offer a comment period, not less than thirty (30) calendar days, on the draft versions of the City of Kissimmee Citizen Participation Plan. Citizens may comment in writing prior to the public hearing or at the public hearing.
- Offer a comment period, not less than thirty (30) calendar days, on the draft versions of the City of Kissimmee Five Year Consolidated Plan and Annual Action Plan. Citizens may comment in writing prior to the public hearing or at the public hearing.
- Offer a comment period, not less than fifteen (15) calendar days for Substantial Amendments to either the Consolidated Plan or the Annual Action Plan. Citizens may comment in writing prior to the public hearing or at the public hearing.
- Offer a comment period, not less than fifteen (15) calendar days on the draft version of the CAPER. Citizens may comment in writing prior to the public hearing or at the public hearing.
- Offer a comment period, not less than fifteen (15) days on the Assessment of Fair Housing.
- Distribute draft copies of the City of Kissimmee Five Year Consolidated Plan, Annual Action Plan, any Substantial Amendments thereto, CAPER, and Assessment of Fair Housing (when it becomes available) for citizen review. Publish copies of the Consolidated Plan, Annual Action, Substantial Amendments and CAPER on the city website. Copies also will be available at the City of Kissimmee Development Services Office, 101 Church Street Kissimmee, FL 34741.
- Provide special accommodations to residents upon request.

Consultations and Participation in Public Meetings

The City will work with residents to foster citizen involvement. It will encourage participation of local and regional institutions, Continuums of Care, and other organizations (including businesses, developers, nonprofit organizations, philanthropic organizations, and community-based and faith-based organizations) in the process of developing and implementing the Assessment of Fair Housing and the Consolidated Plan. Low income residents of assisted housing developments will also be invited to participate.

The City shall also encourage the participation of public and private organizations. Consultations should include 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, and emergency management agencies in the process of developing the Consolidated Plan.

From time to time, community meetings may be held to promote awareness. Subrecipients are encouraged to attend public meetings, if warranted. Comments from individuals or groups received in writing or at the public meeting will be considered and included in the plans. All public meetings concerning the CDBG programs will be held either at the City of Kissimmee Commission Chambers or at a community center in a low-moderate income neighborhood so that meetings will be convenient to citizens, particularly those who are potential or actual beneficiaries. Meetings will be held between 5:30PM and 8:00 PM on weekdays. Meeting locations will be accessible to the handicapped, in accordance with section 504 of the Rehabilitation Act of 1973 and the regulations at 24 CFR part 8; and the Americans with Disabilities Act and the regulations at 28 CFR parts 35 and 36, as applicable.

The City of Kissimmee shall explore alternative public involvement techniques and quantitative ways to measure efforts that encourage citizen participation in a shared vision for change in communities and neighborhoods, and the review of program performance such as the use of focus groups and the Internet.

Public Hearings

There shall be at least two public hearings per year to obtain citizens' views. Any comments or views of citizens received in writing or orally at the public hearings will be considered in preparing the final Consolidated Plan. Together, the hearings must address resident views on housing and community development needs, development of proposed activities and review of program performance.

One public hearing will be held before the proposed Consolidated Plan/Annual Action Plan is published for public comment and the second public hearing shall be held to obtain public comment on the Consolidated Annual Performance and Evaluation Report (CAPER).

Public Hearing #1: During the development of the Consolidated Plan/Annual Action Plan (as applicable):

The public hearing will be held before the Consolidated Plan/Annual Action Plan is due to the U.S. Department of Housing and Urban Development on August 15th. It will contain a discussion of the following items:

- The amount of assistance the City expects to receive in the coming year for the CDBG program and the Osceola HOME Consortium, including program income.
- The range of activities that may be undertaken, including the estimated amount that will benefit low- and moderate-income persons.
- The priority needs in the Five-Year Consolidated Plan.
- The strategies in the consolidated Plan designed to address the priority needs.
- A discussion of the programs or activities that are proposed to be funded.
- Proposed strategies for affirmatively furthering fair housing.

Public Hearing #2: Before the adoption of the Consolidated Annual Performance Report (CAPER):

The public hearing will be held before the Consolidated Plan/Annual Action Plan is due to the U.S. Department of Housing and Urban Development by December 31st. It will contain a discussion of the following items:

- The amount of assistance the City received for the CDBG program and the Osceola HOME Consortium (including program income) during the previous program year.
- The priority needs in the Consolidated Plan.
- The five-year strategies in the consolidated Plan designed to address those needs.
- The progress made carrying out the activities and projects in the previous year's Annual Action Plan.

The public hearing will be held during the City of Kissimmee City Commission meeting at 101 Church Street, Kissimmee, FL 34741. All notices of public hearings will be published in a newspaper of general circulation (Osceola Gazette/Orlando Sentinel) or and on the city's website at least 30 days prior. When scheduling permits, the notice shall be included in public service announcements, or on the City's public access TV channel. Subrecipients are encouraged to attend public hearings, if warranted.

All public meetings will be held in handicapped accessible buildings. Written material will be available for persons with hearing disabilities and a staff person will be available to read to anyone who is sight-impaired. If these or any additional accommodations are needed for persons with disabilities or persons with hearing impairments, contact should be made a minimum of 72 hours prior to the meeting at (407) 518-2309 to make arrangements. The City may utilize a Sign Language Interpreting Service to help the hearing impaired.

Public Hearing #3: Before the Assessment of Fair Housing is published for comment.

It will contain a discussion of:

- Patterns of integration and segregation.
- Racially or ethnically concentrated areas of poverty.
- Disparities in access to opportunity; and, Disproportionate housing needs.

When it is time to develop the Assessment of Fair Housing, the City of Kissimmee will obtain views of the community on AFH-related data and affirmatively furthering fair housing in the City's housing and community development programs.

At least one public hearing will be held before the proposed Assessment of Fair Housing is published for comment. The public will be informed of its availability and the public hearing through a summary notice in English and Spanish on a newspaper of general circulation (Osceola Gazette/Orlando Sentinel) and/or in the city website. When scheduling permits, the notice shall be included in public service announcements, or on

the City's public access TV channel. This process will be repeated at any point where either plan is updated or this process is required by federal or state law.

Adequate advance notice of the hearing of at least two weeks and sufficient information about the subject of the hearing will be given to citizens. The public hearings will be held during the City of Kissimmee City Commission meeting at 101 Church Street, Kissimmee, FL 34741. When scheduling permits, the notice shall be included in public service announcements, or on the City's public access TV channel. All public hearings will be held during the City of Kissimmee City Commission meeting at 101 Church Street, Kissimmee, FL 34741. Accommodations will be made upon request a minimum of 72 hours prior to the hearing for persons with disabilities.

The needs of Non-English speaking residents attending the public hearing will also be met by providing interpreters, upon request.

Written Comments

Written comments concerning the City's Citizen Participation Plan, Assessment of Fair Housing and any revisions, Consolidated Plan, Annual Action Plan, any amendments thereto, and the Consolidated Annual Performance and Evaluation Report (CAPER) will be responded to in writing within fifteen (15) working days. A summary of those comments or views not accepted and the reasons therefore, shall be retained on file in the City of Kissimmee Development Services Office and will be appended to the respective document. Written comments should be made to the City of Kissimmee Development Services Office, 101 N. Church Street, Kissimmee, FL 34741.

Criteria for Substantial Amendments

The City will use the following criteria for determining what changes in the City's planned or actual activities constitute a substantial change to the Consolidated Plan. An amendment to its approved plan will occur whenever it makes one of the following decisions:

1. To make a change in its allocation priorities or a change in the method of distribution of funds;
2. To carry out an activity using funds from any program covered by the Consolidated Plan (including program income), not previously described in the Action Plan;
3. To substantially change the purpose, scope, location, or beneficiaries of an activity. The following criteria are to be used for determining whether a program change would constitute a substantial amendment:
 - a) Purpose – Whenever a change in the primary function of an activity requires that it be classified under a different eligible activity. (Note: This does not include a project that is generally unchanged, but is reclassified due to a reinterpretation of HUD regulations or definitions).

- b) Scope – If the service area, budget, or beneficiaries is changed so that 50% or more of the intended beneficiaries are no longer able to benefit from the activity. This does not include a budgetary change in a Direct Benefit or other activity where a service or other benefit is available as long as funds are available.
- c) Location – If the location of an activity is changed so that 50% or more of the intended beneficiaries are no longer able to benefit from the project.
- d) Beneficiaries – If the activity’s location or eligible recipients are changed so that 50% or more of the intended beneficiaries are no longer able to benefit from the activity. This does not include a budgetary change in a Direct Benefit or other activity where a service or other benefit is available as long as funds are available.
- e) If the proposed change affects more than 50% of the budget allocation for the activity.

Substantial amendments require a public comment period and citizen participation requirements. Citizens will be provided with a reasonable notice and an opportunity to comment on substantial amendments. The City will advertise on a newspaper of general circulation (Osceola Gazette/Orlando Sentinel) and on the city website and will provide a 30-day comment period before the amendment is implemented. A summary of any comments, including the reasons for those not accepted, will be appended to the amendment.

Expedited Procedures in Response to COVID-19

The City of Kissimmee established expedited procedures to draft, propose, or amend plans when planning and allocating funds made available by the U.S. Department of Housing and Community Development in response to the Coronavirus Aid, Relief, and Economic Security Act (CARES Act), Public Law 116-136, which was signed on March 27, 2020. These same procedures may be used in future allocations if allowed by the Department of Housing and Urban Development.

Expedited procedures include:

- Notice in a local newspaper, city’s website and/or social media and reasonable opportunity to comment by e-mail of no less than 5 days.
- Program documents will be posted on the City of Kissimmee web site, www.kissimmee.org.
- In-person public hearings would not be required. If needed, the City of Kissimmee intends to meet public hearing requirements with virtual public hearings. If any accommodations are needed for persons with disabilities, the following contact should be made a minimum of 72 hours prior to the meeting at (407) 518-2309 at least 48 hours prior to meeting.

Availability of Program Records

Citizens of City of Kissimmee will be provided with reasonable access to records concerning any activity undertaken with CDBG Program funds during the preceding five years. Any such request for access to records should be made in writing to City of Kissimmee Development Services Office 101 Church Street Kissimmee, FL 34741. The telephone number is 407-518-2156. City of Kissimmee may charge reasonable fees for the duplication and provision of materials. Confidential information normally protected under state and federal freedom of information laws will not be available for public review.

Interested parties may access many of the program documents at the City of Kissimmee web site, www.kissimmee.org.

Plans to Minimize Displacement

The City does not have, nor does it anticipate funding any activities that will displace any residents or businesses. If displacement does occur, the residents or businesses displaced would be entitled to compensation and/or assistance under applicable federal laws. Should the need for displacement ever arise, the City will officially notify the residents or businesses expected to be displaced as soon as practicable following approval of the activity. The notice will include a description of the proposed action, a discussion of how they might be affected, and information concerning their rights and benefits.

Technical Assistance

Technical assistance will be provided to citizens, citizen groups, nonprofit organizations and agencies that need assistance in understanding the program and developing project proposals. Such assistance is available upon request from the Development Services Department. Bilingual assistance and information provided include HUD low-income population data (per area), applicable regulations, project request forms, maps and other public data as available. Anyone needing technical assistance should contact the Development Services Department at (407) 518-2156.

Non-English Speaking Persons

The City of Kissimmee will take reasonable steps to provide language assistance to ensure meaningful access to participation by non-English speaking and limited English proficient residents. The City will make arrangements to provide interpreters at public hearings, upon request. Also, reasonable accommodations at the public hearing such as sign language interpretation or alternate formats for printed material will be available for individuals with disabilities with a minimum of 7 days advance notice. Anyone needing assistance should contact the Development Services Department at (407) 518-2156.

Complaint Review Process

Persons who have a complaint pertaining to the City of Kissimmee's Citizen Participation Plan, Assessment of Fair Housing, Consolidated Plan, Annual Action Plan, any

amendments thereto, or the Consolidated Annual Performance Evaluation Report (CAPER), may submit their complaint in writing to the City of Kissimmee Development Services Department, 101 Church Street, Kissimmee, FL 34741.

The City of Kissimmee will provide a timely, substantive written response to every written resident complaint, within 15 working days, where practicable.