

## Exhibit 1

### Citizen Participation Plan – COVID-19 Amendment 5-6-2020

#### A. Background

The U.S. Department of Housing and Urban Development (“HUD”) regulations governing the Community Development Block Grant (“CDBG”) Program require that the City, as an entitlement metropolitan city, provide citizens with an adequate opportunity to participate in an advisory role in planning, implementing and assessing the program. Section 104(a) of the Housing and Community Development Act of 1974, as amended, require that a Citizen Participation Plan be developed, providing for participation of residents in low and moderate income neighborhoods as defined by the local jurisdiction.

On March 15, 1989, the City Commission approved the local Citizen Participation Plan pursuant to Resolution No.89-51. In accordance with federal regulations, this plan was to remain in effect until all activities funded thereunder are completed, or until it is superceded by a new plan.

On February 6, 1995, new regulations were set forth by HUD for the consolidated submission of HUD Community Planning and Development Programs, including the planning and application, and the reporting aspects of the CDBG, HOME Investment Partnerships (HOME), Emergency Shelter Grants (ESG), and Housing Opportunities for Persons with AIDS (HOPWA) programs. Regulatory requirements set forth in 24 CFR 91.105(a) specify that the jurisdiction's previously adopted Citizen Participation Plan be amended to comply with these new provisions.

As of on July 18, 2012, the City Commission passed and adopted Resolution No. 2012-246 which adopted the One Year Action Plan for federal fiscal year 2012-2013 and amended the Citizen Participation Plan to comply with new plan submittal requirements.

As of the formal adoption of a City of Hollywood Five-Year Consolidated Plan by the City of Hollywood City Commission this Citizen Participation Plan will supercede all previous citizen participation plans.

Pursuant to the authority provided under the Coronavirus Aid, Relief and Economic Security (“CARES”) Act, the United States Department of Housing and Urban Development has provided “Waivers of Community Planning and Development (CPD) Grant Program and Consolidated Plan Requirements to Prevent the Spread of COVID-19 and Mitigate Economic Impacts Caused by COVID-19” which is attached as Exhibit 2.

In order to expedite program funding to the public, the City will act in accordance with the waiver requirements set forth in 24 CFR 91.105(c)(2) and (k), 24 CFR 91.115(c)(2) and (i) and 24 CFR 91.401 through the end of the Federal 2020 program year. If needed, the City will continue to act in accordance with the applicable waivers in development of the FY 2021 Annual Action Plan.

## **B. Structure of Community Development Advisory Board**

The Community Development Advisory Board (CDAB) is to act as the major point of community contact and community participation.

The Community Development Advisory Board (CDAB) is to consist of up to ~~fifteen~~ eleven (11) members appointed by the City Commission. Priority is to be given to the selection of persons residing in areas of the jurisdiction that, according to the most recent data provided by the United States Census Bureau, have concentrations greater than fifty-one percent (51%) of low and moderate income persons, as defined by HUD, residing therein. The CDAB is to be responsible for overseeing the City's citizen participation requirements set forth at 24 CFR 91.105 for HUD's Community Planning and Development programs. These responsibilities include the review of, and recommendations concerning, proposed activities under these programs, reflecting the views and general consensus of the areas of the city they represent. The CDAB is to serve in an advisory capacity to the City Commission with regard to all phases of these programs.

## **C. Standards and Scope of Participation**

The following standards are to be met in the City's citizen participation process in order to effectively develop opportunities and encourage the participation of the partners and persons served by program funds included in the Consolidated Plan.

## **D. Citizen Participation**

The City is to actively solicit the active participation of its housing and community development program recipients, and the population served by each in developing the needs assessment, establishing program priorities, and developing the strategies to implement the Consolidated Plan, including any substantial amendments to the Consolidated Plan, and in reporting on performance of funded activities.

## **E. Accessibility to the Public**

The City is to assure that citizens, public agencies and other interested parties are provided with the appropriate information on programs and activities covered by the Consolidated Plan, substantial amendments, and reporting on performance. Copies of the proposed and adopted Consolidated Plan, along with any supporting documentation, are to be provided to the public in a timely manner, in a form accessible to persons with disabilities, upon request, and at reasonable costs to encourage public comment and input.

Prior to submission of its adopted Consolidated Plan to HUD, the City is to make available to citizens, units of local governments, public and private agencies, and other interested parties information that is required for the development of the Consolidated Plan. Such information, at a minimum, includes the amount of assistance in covered programs the jurisdiction expects to receive, the range of activities that can be undertaken in the covered programs, an estimate of the amount of assistance that will benefit persons of very-low and low-income, and plans to minimize displacement of persons and assistance available to those persons who may be displaced.

The proposed Consolidated Plan, or substantial amendment to the Consolidated Plan, is to be published for comment in a local newspaper of general circulation. This public notice is to contain a summary of the plan, or substantial amendment to the plan, including a description of its contents and purpose, along with a listing of places where the plan is available for public inspection. All interested persons, agencies and organizations are to be provided a minimum of ~~thirty~~ five days to comment on the proposed Consolidated Plan, or substantial amendment, once the document has been noticed as available for review. This review period is to be provided prior to the submission of the adopted Consolidated Plan or substantial amendment to HUD.

Public notice of the availability of the annual performance report on activities funded under the Consolidated Plan is to be published in a local newspaper of general circulation. This public notice is to provide all interested persons, agencies and organizations a minimum of ~~fifteen~~ five days to comment on the performance report prior to its submission to HUD.

All records and use of funds in the programs administered by the City under the Consolidated Plan are to be made available for public inspection during normal working hours. Requests for extensive data or records access are to be scheduled at a reasonable time. Copies of records are to be provided at a reasonable cost of duplication, as set by law or City policy. All such records of the jurisdiction's use of assistance under the Consolidated Plan are to be maintained by the jurisdiction for a period of five years.

## **F. Public Notice**

Notices of actions subject to the citizen participation requirements are to be published in a local newspaper of general circulation. Such notice of a public hearing is to be published at least ~~fifteen~~ five days in advance of the hearing and is to contain the date, time and location and/or virtual process of the hearing, and sufficient information about the subject to permit informed comment from the public. This notice is to further specify the procedure for receiving written comments, including the deadline for receipt.

~~In addition, direct mail notice is to be provided to all persons, agencies or organizations expressing interest in programs included in the Consolidated Plan, including CDBG and HOME.~~

## **G. Public Hearings**

### *Development of Consolidated Plan*

A minimum of one public hearing to solicit public comment is to be conducted during the development of the Consolidated Plan. The purpose of this hearing is to identify the jurisdiction's priority housing and community development needs and the strategies to address those needs prior to publication of the proposed Consolidated Plan for further public comment.

A separate public hearing is to be held before the City Commission after expiration of the comment period on the proposed Consolidated Plan. The purpose of this hearing is to consider public comment and the content of the Consolidated Plan prior to granting approval for its submission to HUD.

### *Amending Consolidated Plan*

A minimum of one public hearing is to be held before the City Commission after expiration of the comment period on any proposed substantial amendments to the Consolidation Plan. The purpose of this hearing is to consider public comment on the substantial amendment before it is implemented.

### *Substantial Amendment Criteria*

The following changes in the City's planned or actual activities represent actions that shall constitute a substantial amendment:

1. Any modification to the method of distribution of funding in any of the programs covered by the Consolidated Plan that alter the intended objectives or goals of the program as originally represented; and
2. Any change to the strategies, priority needs, and objectives in the adopted Consolidated Plan; and

3. Any change in the use of Community Development Block Grant (CDBG) Funds from one eligible activity to another greater than ten percent (10%) of the annual program allocation.

### *Performance Reports*

A minimum of one public hearing to solicit public comment on the annual performance report on activities funded under the Consolidated Plan is to be conducted prior to submission of the report to HUD.

## **H. Accessibility to Public Meetings**

All public meetings involving the Consolidated Plan, substantial amendments to the Consolidated Plan, shall be conducted by virtual means and the annual performance report on activities funded under the Consolidated Plan are to held by virtual means or at times and locations convenient to potential and actual beneficiaries of these programs, and with accommodations for the needs of persons with disabilities, physical impairments, and/or language barriers. These meetings include public hearings and CDAB meetings conducted for these purposes. Notice in all announcements of these meetings is to state that adequate provision is to be made for any person requiring special accommodations for these reasons. Such notice is to provide a contact person and telephone number, and any advance notification requirements for special accommodations to be made

## **I. Technical Assistance**

The City is to provide technical assistance to individuals and groups representative of low- and moderate-income persons requesting assistance in developing proposals for funding assistance or carrying out activities funded under the programs covered by the Consolidated Plan. This is to include ~~conducting workshops, seminars and other~~ technical assistance as reasonably required to provide information on the eligible use of funds, the application or method of fund distribution, and an explanation of the rules and regulations governing the programs.

## **J. Comments and Complaints**

In developing the final Consolidated Plan, any substantial amendments, and annual performance reports, the City is to consider all comments and views received related to these documents, including verbal comments expressed at public hearings and all written comments received during the review period involved. A summary of all comments is to be included as an appendix to the Consolidated Plan, substantial amendment or performance report, indicating the City's response and any changes to these documents that resulted from the comments.

The City is to provide a timely, substantive written response to every written citizen complaint the Consolidated Plan, substantial amendment, and annual performance report. This written response is to be made to the complainant within fifteen working days. A file of all citizen complaints is to be maintained by the jurisdiction and made available to the public upon request.

#### **K. Amending the Citizen Participation Plan**

In order to ensure that the Citizen Participation Plan is responsive to the changing needs of its citizens, the City is to make the Citizen Participation Plan available to the public review and comment during the hearings on the proposed Consolidated Plan. Should substantive change be required as a result of the comments received, the City shall make the amended Citizen Participation Plan available to all interested parties as part of the public notice of availability of the final Consolidated Plan, subject to all subsequent Consolidated Plan development and adoption activities.