

Meeting Date
September 20, 2016



AGENDA	
Section	Public Hearing
Item No.	IV A.

**AGENDA REPORT
BREVARD COUNTY BOARD OF COUNTY COMMISSIONERS**

SUBJECT:	HEARING; RE: SUBSTANTIAL AMENDMENT TO 2011-2016 CONSOLIDATED PLAN, 2015-2016 ANNUAL ACTION PLAN AND CITIZEN PARTICIPATION PLAN
DEPT/OFFICE:	Community Services Group / Housing & Human Services

Requested Action:

It is requested that the Board of County Commissioners conduct a Public Hearing, as required by the U.S. Department of Housing and Urban Development (HUD), for the purpose of receiving public comments on a Substantial Amendment to the HOME Investment Partnerships Program (HOME) funding allocation in the 2011-2016 Consolidated Plan, 2015-2016 Annual Action Plan and updated Citizen Participation Plan; and upon closure of the Public Hearing, approve the aforementioned plan amendments for submission to HUD.

Summary Explanation & Background:

The Housing and Human Services Department (Department) seeks to update the existing 2011-2016 Consolidated Plan and 2015-2016 Annual Action Plan (Plans) to allow for the new construction of owner occupied developments. Our current Plans exclude these types of development, which hampers our ability to enter into partnership with members of the Brevard County HOME Consortium in order to leverage limited funding.

The addition of new construction owner occupied housing is defined by HUD as the creation of new dwelling units. This change will allow the Department to use owned property (e.g. the Brevard County land bank) for the development of affordable housing.

The update to the Citizen Participation Plan is proposed in order to be compliant with the new regulations and procedures from HUD for the Assessment of Fair Housing. 24 Code of Federal Regulations (CFR) Part 91.105 requires that the Citizen Participation Plan include the development and revision (if necessary) to the Assessment of Fair Housing. This Assessment of Fair Housing will replace the Analysis of Impediments to Fair Housing.

Public notice was given on July 28, 2016, in the Florida TODAY, outlining the recommended changes and notifying residents of this Public Hearing as well as the thirty (30) day public comment period for both the Substantial Amendment and updated Citizen Participation Plan. The public comment period was August 12, 2016 through September 12, 2016. All public comments received will be considered and attached to the applicable Plan.

Fiscal Impact: FY 15/16 – There will be no impact to the General Fund
FY 16/17 – There will be no impact to the General Fund

Contact name: Linda Graham, Community Development and Resource Supervisor, 321-633-2007

Clerk to the Board Instructions: None

Exhibits Attached: (1) Substantial Amendment Summaries with modified pages; (2) copy of advertisement; (3) Proposed/Clean Copy of Citizen Participation Plan

Contract /Agreement (If attached): Reviewed by County Attorney		Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>	PR	<input type="checkbox"/>
County Manager	Assistant County Manager	Department Director / Extension					
Stockton Whitten	Venetta Valdengo	Ian Golden, Director (X52007)					



Tammy Rowe, Clerk to the Board, 400 South Street • P.O. Box 999, Titusville, Florida 32781-0999

Telephone: (321) 637-2001
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Tammy.Rowe@brevardclerk.us

September 21, 2016

MEMORANDUM

TO: Ian Golden, Housing and Human Services Director Attn: Linda Graham

RE: Item IV.A., Public Hearing to Receive Public Comments on Substantial Amendment to the HOME Investment Partnerships Program (HOME) Funding Allocation in the 2011-2016 Consolidated Plan, 2015-2016 Annual Action Plan, and Updated Citizen Participation Plan

The Board of County Commissioners, in regular session on September 20, 2016, conducted a public hearing, as required by the U.S. Department of Housing and Urban Development (HUD), for the purpose of receiving public comments on a Substantial Amendment to the HOME Investment Partnerships Program (HOME) funding allocation in the 2011-2016 Consolidated Plan, 2015-2016 Annual Action Plan, and updated Citizen Participation Plan; and upon closure of the public hearing, approved the aforementioned plan amendments for submission to HUD.

Your continued cooperation is greatly appreciated.

Sincerely,

BOARD OF COUNTY COMMISSIONERS
SCOTT ELLIS, CLERK

✓ Tammy Rowe, Deputy Clerk



BOARD OF COUNTY COMMISSIONERS

Housing and Human Services
2725 Judge Fran Jamieson Way
Building B, Suite 106
Viera, Florida 32940

BREVARD COUNTY HOME INVESTMENT PARTNERSHIP PROGRAM

SUBSTANTIAL AMENDMENT 2011-2016 CONSOLIDATED PLAN AND 2015-2016 ANNUAL ACTION PLAN

A. Overview

Brevard County Board of County Commissioners (County) along with the City of Cocoa, Community Services Department (Cocoa) propose to partner in the development of Phase 2 of the Regina Myra Subdivision, part of the Diamond Square Redevelopment Area initiative. The land was deeded to the City in 2014. The first phase of four (4) homes was recently completed and successfully sold to income eligible home buyers.

This second phase will consist of four (4) single family homes that will offer a minimum of three (3) bedrooms, two (2) bathrooms, and a one (1) car garage. The properties will be required to meet the Florida Building Code and the 1992 Model Energy Code for efficiency. Through a competitive bid process, the second phase of homes will be developed by an eligible Community Housing Development Organization (CHDO). The CHDO will be responsible for the construction and sale of the homes, as well as determination of home buyer eligibility.

The total project cost of the Regina Myra development is estimated at \$787,163. The first phase of development was the completion of partially constructed homes owned by the City of Cocoa. The four (4) remaining vacant lots, also owned by the City of Cocoa, will be used to construct new homes to income eligible home buyers. The total project cost is estimated at \$520,000 for Phase 2. The County proposes to use an estimated \$303,919 in CHDO and carryforward entitlement funds along with the City of Cocoa's equity and \$216,081 in program income and entitlement funds for the completion of Phase 2. The funds would be used for both construction of the homes and down payment assistance to eligible home buyers.

B. Substantial Amendment Summary Narrative (changes to applicable Plans are attached)

Changes in planned or actual HOME Consortium activities constitute a Substantial Amendment to the existing Consolidated Plan and/or the Annual Action Plan. Therefore, the addition of an owner occupied new construction strategy requires a substantial amendment to modify the 2011-2016 Consolidated Plan and 2015-2016 Annual Action Plan.

1. The following section of the 2011-2016 Consolidated Plan is to be amended as indicated:

Priority Need: Affordable Owner-Occupied Housing. Response to Question 1 – Priorities for the Direction of Efforts – page 48 (addition): Based on the conditions and needs identified, Brevard County proposes to increase the availability of owner occupied housing with production of new single family home developments for households with incomes at or below eighty percent (80%) of the Area Median Income.

2. The following sections of the 2015-2016 Annual Action Plan are to be amended as indicated:

Consortium Goals – page 14 (update):

One Year Goal- to assist home ownership opportunities for 13 households, through new construction or purchase assistance

Priority Need: Affordable Owner-Occupied Housing – page 39 (addition):

C. Owner Occupied New Construction: During the next year, the Consortium will promote the creation of homes and neighborhoods by providing opportunities to improve the quantity of housing for households with incomes at or below eighty percent (80%) of the area median income.

Proposed Accomplishments: The Consortium proposes to continue to work collaboratively with for-profit and non-profit developers to acquire, construct and develop new construction housing for purchase.

Sources of Funding: The County and the Consortium will utilize funds from HOME Investment Partnerships Program (HOME) and State Housing Initiatives Partnership Program (SHIP).

2015-2016 HOME Funded Affordable Housing Activities – page 42 (update):

MATRIX #	PROJECT NAME	FUNDING AMOUNT	PRIORITY NEED	OBJECTIVES	OUTCOMES	TYPE	ANNUAL NUMERIC GOAL
12,13	Purchase Assistance/ Owner Occupied New Construction	\$482,905	Housing	Improve access to affordable housing	Affordability/ Accessibility	Households	13

IX. Tables & Performance Matrix (update):

Performance Matrix updated and attached

C. Citizen Participation and Public Comment

Public comment is sought through a public hearing and a thirty (30) day public comment period from August 12, 2016 – September 12, 2016 advertised in the Florida Today newspaper on July 28, 2016. A public hearing is scheduled for September 20, 2016 in the Commission Room at the Government Center in Viera during the regularly scheduled Board of County Commissioners meeting. All public comments will be welcomed and given due consideration by County staff. A summary of any comments received and responses given by the County will be attached.

employed and has a high credit score. If the homeowner is unemployed or underemployed, it becomes more difficult to find affordable housing. With housing prices and interest rates at a fifteen-year low, there is a good opportunity to buy for some and creates a higher need for rental units for others who cannot buy at this time. These factors have led to placing a priority on rental subsidies and homeownership assistance.

SPECIFIC HOUSING OBJECTIVES (91.215 (b))

1. Describe the priorities and specific objectives the jurisdiction hopes to achieve over a specified time period.
2. Describe how Federal, State, and local public and private sector resources that are reasonably expected to be available will be used to address identified needs for the period covered by the strategic plan.

SPECIFIC HOUSING OBJECTIVES RESPONSES:

QUESTION 1 – THE PRIORITIES FOR THE DIRECTION OF EFFORTS

PRIORITY NEED: AFFORDABLE OWNER-OCCUPIED HOUSING

Homeowner Purchase Assistance: The Brevard County Consortium promotes and facilitates opportunities to increase the availability of owner occupied housing for households with incomes at or below eighty percent (80%) Area Median Income (AMI), with priority given to opportunities that assist households with incomes at or below fifty percent (50%) AMI.

Proposed Accomplishments: Brevard County Consortium proposes to take affirmative marketing steps to ensure that eligible persons of all racial, ethnic, and gender groups living county-wide have a reasonable opportunity and access to funding made available through the First Time Home Buyer Program.

This goal is accomplished through advertisement in local news media, Consortium member websites, and through local community organizations. The consortium also works collaboratively with eligible CHDO's and for-profit agencies to acquire infill lots, utilize NSP funding for home ownership, and construct or rehabilitate homes for ownership opportunities for eligible households.

Sources of Funding: The Consortium utilizes funds available from the HOME Investment Partnership Program (HOME) and Neighborhood Stabilization Program (NSP) Program. Priority is given to households with incomes at or below fifty percent (50%) of the area median income. If funding is restored to the program, the State Housing Initiative Partnership (SHIP) Program will be utilized.

Homeowner New Construction: Based on the conditions and needs identified, Brevard County proposes to increase the availability of owner occupied housing with the production of new single family developments for households with incomes at or below eighty percent (80%) of the area median income.

Proposed Accomplishments: The Consortium proposes to continue to work collaboratively with for-profit and non-profit developers to acquire, construct and develop new construction housing for purchase.

Sources of Funding: The County and the Consortium will utilize funds from HOME and SHIP.

Consortium Goals

The goals of the 2015-2016 Action Plan, utilizing HOME funds for Affordable Housing, are as follows:

- **One Year Goal:** to preserve, through owner-occupied rehabilitation, 2 units of existing housing stock.
- **One Year Goal:** to assist homeownership opportunities for 13 households, through new construction or purchase assistance.
- **One Year Goal:** to assist with rental opportunities/rehab for 11 households.
- **One Year Goal:** to assist with tenant rental assistance for 10 households.
- **One Year Goal:** to assist 10 people with a fair housing seminar and provide funding for testing.

Brevard County CDBG Goals

Goals of the 2015-2016 year Consolidated Plan and current outputs, utilizing CDBG funds are as follows:

- **One Year Goal:** Public Services – Improve services for 1,700 LMI Persons.
- **One Year Goal:** Public Facilities – Improve quality and increase CDBG Strategy Neighborhood public facilities – numerical goal 11,580.
- **One Year Goal:** Infrastructure – Improve quality and increase infrastructure within CDBG Neighborhood Strategy Areas – numerical goal 6,640.
- **One Year Goal:** Demolition – Prevention and elimination of slum and blight in CDBG Neighborhood Strategy Areas – numerical goal 3 safe structures to be removed, 4,000 affected residents.

General Questions

1. Describe the geographic areas of the jurisdiction (including areas of low-income families and/or racial/minority concentration) in which assistance will be directed during the next year. Where appropriate, the jurisdiction should estimate the percentage of funds the jurisdiction plans to dedicate to target areas.
2. Describe the basis for allocating investments geographically within the jurisdiction (or within the EMSA for HOPWA) (91.215(a)(1)) during the next year and the rationale for assigning the priorities.

Proposed Accomplishments: The Consortium proposes to continue funding housing rehabilitation, replacement, and Weatherization activities for eligible homeowners. Activities will be promoted through the local news media, Consortium member web sites, local community and faith-based organizations, and neighborhood community meetings and events.

Sources of Funding: The Consortium will utilize funds available from SHIP and HOME funding for housing rehabilitation/replacement activities and State Department of Economic Development funds for Weatherization activities.

C. Owner Occupied New Construction: During the next year, the Consortium will promote the creation of homes and neighborhoods by providing opportunities to improve the quantity of housing for households with incomes at or below eighty percent (80%) of the area median income.

Proposed Accomplishments: The Consortium proposes to continue to work collaboratively with for-profit and non-profit developers to acquire, construct and develop new construction housing for purchase.

Sources of Funding: The Consortium will utilize funds available from the HOME Program and SHIP Program for owner occupied new construction activities.

PRIORITY NEED: AFFORDABLE RENTAL HOUSING

The Consortium will work to continue to increase the supply of affordable rental housing, particularly for households earning fifty percent (50%) or less of the AMI, encourage our CHDOs and for-profit housing developers to improve the quality of existing rental housing, and encourage new rental housing opportunities, especially for persons and households who have special needs. Rental properties with more than 5 units will follow the established Affirmative Marketing Policy, including special outreach efforts and use of the equal opportunity logo or statement. Regular assessments of the affirmative marketing program will be provided to the Consortium.

A. Rental Occupancy Assistance: Provides funds to qualified households for one time rent and security deposits to assist with access to affordable rental housing, as funds will allow. Additionally, the Consortium will continue to support the development of additional rental units for low and moderate income residents throughout the County utilizing the Brevard County Affordable Housing Ordinance and the incentives within Tax Credits and Tax Free Bonds.

B. Tenant Based Rental Assistance (TBRA): The housing needs of low income renters are a high priority as they face more substandard housing conditions and higher cost burdens. This is reflected in local market conditions where housing costs exceed thirty percent (30%) of household income for extremely low, very low and low income renters. TBRA will be provided through the City of Melbourne for qualified households to assist with rental subsidy for up to 24 months.

**SUMMARY OF
2015-2016 HOME FUNDED AFFORDABLE HOUSING ACTIVITIES**

MATRIX #	PROJECT NAME	FUNDING AMOUNT	PRIORITY NEED	OBJECTIVES	OUTCOMES	TYPE	ANNUAL NUMERIC GOAL
12,13	Purchase Assistance/ Owner-Occupied New Construction	\$482,905	Housing	Improve access to affordable housing	Affordability/ Accessibility	Households	13
14A	Owner-Occupied Rehab	\$149,821	Housing	Improve the quality of owner housing	Sustainability	Households	4
12, 14G, 01	CHDO Set-Aside	\$263,550	Housing	Increase the availability of affordable owner and rental housing	Affordability/ Accessibility Sustainability	Housing Units Households	7
05J	Fair Housing	\$2,500	Fair Housing	Fair Housing Tests and Seminars	Accessibility	People	10
01	Acquisition/ Rehab of existing/new units (sell or rent)	\$180,462	Housing	Improve access to affordable housing	Affordability Accessibility	Households	14
05S	TBRA	\$17,840	Rental Housing	Improve access to affordable rental housing	Accessibility	Households	10
19A	HOME Program Administration	\$56,606	Planning and Administration	Improve the services for low/mod income persons	N/A	Other	N/A
TOTAL HOME FUNDED PROJECTS		\$7,153,684					60

Response #2: Describe other resources that may be available to address needs

The Consortium anticipates receiving additional funding during the period covered by this Action Plan to complement our HOME funds. The additional funding will assist with addressing identified affordable housing needs. Sources of additional funding include; State Housing Initiatives Partnership (SHIP) Program (including carry-forward funds, if applicable), CDBG funds, CDBG, HUD Supportive Housing Grant, and Program Income.

Brevard County serves as a pass through agency for the Hardest Hit Fund; a fund allocated to help pay the mortgages of qualified homeowners who are unemployed or underemployed through no fault of their own. Homeowners who qualify for financial assistance may receive up to 12 months of monthly mortgage payments and/or funds to pay past due mortgage payments to bring the mortgage current. These funds are paid directly to the loan servicer/lender. The County and the City of Cocoa will act as Advisors for the program to assist clients by determining their eligibility. Several

AFFORDABLE HOUSING

PRIORITY NEED: HOMEOWNERSHIP	11/12 1st Yr GOAL UNITS	11/12 1st Yr GOAL \$	11/12 1st Yr ACT UNITS	11/12 1st Yr ACT \$	12/13 2nd Yr GOAL UNITS	12/13 2nd Yr GOAL \$	12/13 2nd Yr ACT UNITS	12/13 2nd Yr ACT \$	13/14 3rd Yr GOAL UNITS	13/14 3rd Yr GOAL \$	13/14 3rd Yr ACT UNITS	13/14 3rd Yr ACT \$	14/15 4th Yr GOAL UNITS	14/15 4th Yr GOAL \$	14/15 4th Yr ACT UNITS	14/15 4th Yr ACT \$	15/16 5th Yr GOAL UNITS	15/16 5th Yr GOAL \$	15/16 5th Yr ACT UNITS	15/16 5th Yr ACT \$	TOTAL 5 Yr PLN UNITS	TOTAL 5 Yr PLN \$	TOTAL 5 Yr ACT UNITS	TOTAL 5 Yr ACT \$	% OF GOAL	FUNDING SOURCE	OUTCOME		
																												11/12 1st Yr ACT UNITS	11/12 1st Yr ACT \$
Production of New Owner Units																													
CHDO Sst Aside/HOME																													
Land Acquisition and Construction/SHIP																													
Titusville																													
Integration Village NSP 1 & 3																													
Cocoa																													
Mill/HOME																													
Maibourne																													
Owner Hsg Development/HOME/Mill/CHDO																													
Palm Bay																													
Owner Housing Development/CHDO/Mill																													
CHDO HOME																													
Total Consortium	1	\$46,113	5	\$352,249	4	\$631,896	7	\$1,987,288	5	\$993,730	1	\$12,157	4	\$631,896	0	\$0	9	\$328,346	0	\$0	11	\$2,234,831	1	\$72,157	9.1%				

AFFORDABLE HOUSING

PRIORITY NEED: RENTAL	11/12 1st Yr GOAL UNITS	11/12 1st Yr GOAL \$	11/12 1st Yr ACT UNITS	11/12 1st Yr ACT \$	12/13 2nd Yr GOAL UNITS	12/13 2nd Yr GOAL \$	12/13 2nd Yr ACT UNITS	12/13 2nd Yr ACT \$	13/14 3rd Yr GOAL UNITS	13/14 3rd Yr GOAL \$	13/14 3rd Yr ACT UNITS	13/14 3rd Yr ACT \$	14/15 4th Yr GOAL UNITS	14/15 4th Yr GOAL \$	14/15 4th Yr ACT UNITS	14/15 4th Yr ACT \$	15/16 5th Yr GOAL UNITS	15/16 5th Yr GOAL \$	15/16 5th Yr ACT UNITS	15/16 5th Yr ACT \$	TOTAL 5 Yr PLN UNITS	TOTAL 5 Yr PLN \$	TOTAL 5 Yr ACT UNITS	TOTAL 5 Yr ACT \$	% OF GOAL	FUNDING SOURCE	OUTCOME		
																												11/12 1st Yr ACT UNITS	11/12 1st Yr ACT \$
Rental Assistance																													
Brevard County																													
Rentals, Security, and Utilities Deposits/SHIP																													
Emergency Rental Assistance (ERA)																													
Homeless Prevention Rapid Rehousing-HPRP																													
Titusville																													
Cocoa																													
Maibourne																													
Tenant Assistance Program/SHIP																													
Tenant Based Rental Assitance/HOME																													
Palm Bay																													
Rental Occupancy Assisit. Program/HOME																													
Rental Occupancy Assistance Program/SHIP																													
Total Consortium	9	\$44,000	985	\$56,938	9	\$44,000	8	\$38,384	9	\$44,000	9	\$40,263	9	\$44,000	0	\$0	10	\$17,840	0	\$0	0	\$0	168	\$320,151	0.0%				

AFFORDABLE HOUSING

PRIORITY NEED: RENTAL	11/12 1st Yr GOAL UNITS	11/12 1st Yr GOAL \$	11/12 1st Yr ACT UNITS	11/12 1st Yr ACT \$	12/13 2nd Yr GOAL UNITS	12/13 2nd Yr GOAL \$	12/13 2nd Yr ACT UNITS	12/13 2nd Yr ACT \$	13/14 3rd Yr GOAL UNITS	13/14 3rd Yr GOAL \$	13/14 3rd Yr ACT UNITS	13/14 3rd Yr ACT \$	14/15 4th Yr GOAL UNITS	14/15 4th Yr GOAL \$	14/15 4th Yr ACT UNITS	14/15 4th Yr ACT \$	15/16 5th Yr GOAL UNITS	15/16 5th Yr GOAL \$	15/16 5th Yr ACT UNITS	15/16 5th Yr ACT \$	TOTAL 5 Yr PLN UNITS	TOTAL 5 Yr PLN \$	TOTAL 5 Yr ACT UNITS	TOTAL 5 Yr ACT \$	% OF GOAL	FUNDING SOURCE	OUTCOME		
																												11/12 1st Yr ACT UNITS	11/12 1st Yr ACT \$
Rehabilitation of Existing Rental Units																													
Brevard County																													
CHDO Sst Aside/HOME																													
Rentals/Special Needs/HOME																													
Rental Housing/SHIP																													
Tropical Storm FAV																													
Titusville																													
CHDO Sst Aside/HOME																													
Acquisition/Rehabilitation Lease-NSP 3																													
Total Consortium	2	\$251,433	1	\$50,859	1	\$103,830	1	\$50,859	1	\$103,830	1	\$50,859	1	\$103,830	0	\$0	2	\$251,433	0	\$0	0	\$0	0	\$0	0.2				

HOME PERFORMANCE MEASUREMENT SYSTEM

PRIORITY NEED: RENTAL	11/12 1st Yr GOAL UNITS	11/12 1st Yr GOAL \$	11/12 1st Yr ACT UNITS	11/12 1st Yr ACT \$	12/13 2nd Yr GOAL UNITS	12/13 2nd Yr GOAL \$	12/13 2nd Yr ACT UNITS	12/13 2nd Yr ACT \$	13/14 3rd Yr GOAL UNITS	13/14 3rd Yr GOAL \$	13/14 3rd Yr ACT UNITS	13/14 3rd Yr ACT \$	14/15 4th Yr GOAL UNITS	14/15 4th Yr GOAL \$	14/15 4th Yr ACT UNITS	14/15 4th Yr ACT \$	15/16 5th Yr GOAL UNITS	15/16 5th Yr GOAL \$	15/16 5th Yr ACT UNITS	15/16 5th Yr ACT \$	TOTAL 5 Yr PLN UNITS	TOTAL 5 Yr PLN \$	TOTAL 5 Yr ACT UNITS	TOTAL 5 Yr ACT \$	% OF GOAL	FUNDING SOURCE	OUTCOME		
																												11/12 1st Yr ACT UNITS	11/12 1st Yr ACT \$
Rehabilitation of Existing Rental Units																													
Brevard County																													
CHDO Sst Aside/HOME																													
Rentals/Special Needs/HOME																													
Rental Housing/SHIP																													
Tropical Storm FAV																													
Titusville																													
CHDO Sst Aside/HOME																													
Acquisition/Rehabilitation Lease-NSP 3																													
Total Consortium	2	\$251,433	1	\$50,859	1	\$103,830	1	\$50,859	1	\$103,830	1	\$50,859	1	\$103,830	0	\$0	2	\$251,433	0	\$0	0	\$0	0	\$0	0.2				



Ruby MgSbrino
BREVARD COUNTY HOUSING & HUMAN
2725 JUDGE FRAN JAMIESON WAY
STE B-106
MELBOURNE FL 32940

ADP1461361

NOTICE OF PUBLIC HEARING

7/25/16

BREVARD HOME CONSORTIUM SUBSTANTIAL AMENDMENT AND
CITIZEN PARTICIPATION PLAN UPDATE

Housing and Human Services Department, as lead agency for the Brevard HOME Consortium, is soliciting public review and comment to a Substantial Amendment of the 2011-2016 Consolidated Plan, 2015-2016 Annual Action Plan, and update to the Citizen Participation Plan. These amendments are required by the U.S. Department of Housing and Urban Development (HUD) as the Housing and Human Services Department is seeking to provide assistance in the amount of approximately \$303,919 for a new construction owner occupied development.

If awarded, the funds would be used for the construction of four (4) homes located in the Diamond Square Redevelopment Area of Cocoa, in partnership with the City of Cocoa. The homes will each be designed to have a minimum of three (3) bedrooms, two (2) bathrooms and a two (2) car garage.

The Citizen Participation Plan update is proposed to include the new Assessment of Fair Housing regulations and procedures as required by HUD.

The Substantial Amendment and Citizen Participation Plan update will be available for public review and comment August 12, 2016 through September 12, 2016 at Housing and Human Services Department offices located at 2725 Judge Fran Jamieson Way, Building B-106, Viera from 8:00 a.m. until 5:00 p.m. and also online at: <http://www.brevardcounty.us/HumanServices/Reports/Plans>. Agencies, groups and individuals are encouraged to share their ideas and comments with staff and the general public.

A public hearing will be held at 9:00 a.m. September 20, 2016 during the regularly scheduled Board of County Commissioners meeting located at 2725 Judge Fran Jamieson Way, Building C, Viera. In accordance with the Americans with Disabilities Act and Section 206.26, Florida Statutes, persons needing special accommodations or an interpreter to participate in the proceedings should notify Brian Breslin in the Housing and Human Services Department no later than 48 hours prior to the meeting at (321) 633-2076.

STATE OF FLORIDA COUNTY OF BREVARD:

Before the undersigned authority personally appeared **Kim Curro**, who on oath says that he or she is a Legal Advertising Representative of the **FLORIDA TODAY**, a daily newspaper published in Brevard County, Florida that the attached copy of advertisement, being a Legal Ad in the matter of

Legal Notices

as published in **FLORIDA TODAY** in the issue(s) of:

07/28/16

Affiant further says that the said **FLORIDA TODAY** is a newspaper in said Brevard County, Florida and that the said newspaper has heretofore been continuously published in said Brevard County, Florida each day and has been entered as periodicals matter at the post office in **MELBOURNE** in said Brevard County, Florida, for a period of one year next preceding the first publication of the attached copy of advertisement; and affiant further says that he or she has never paid nor promised any person, firm or coporation any discount, rebate, commission or refund for the purpose of securing this advertisement for publication in the said newspaper.

Sworn to and Subscribed before me this 28th of July 2016, by Kim Curro who is personally known to me


Ruby Royer
Notary Public for the State of Florida
My Commission expires January 30, 2018

Publication Cost: \$180.16
Ad No: 0001461361
Customer No: BRE-6BR212



RUBY ROYER
NOTARY PUBLIC
STATE OF FLORIDA
Comm# FF088043
Expires 1/30/2018

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HOUSING/HUMAN SERV

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CITIZEN PARTICIPATION PLAN

I. Introduction

The Brevard HOME Consortium is a recipient of HOME Investment Partnerships Program funds from the U.S. Department of Housing and Urban Development (HUD). The HOME Consortium is comprised of Brevard County and the Cities of Titusville, Cocoa, Melbourne, and Palm Bay. Brevard County serves as the lead jurisdiction of the HOME Consortium. The Brevard County Housing and Human Services Department is responsible for the planning, preparation, day to day activities, and submission of the Consolidated Plan, Action Plan, Substantial Amendments, Performance Reports (affecting the HOME Investment Partnerships Program grant), and the Brevard County Community Development Block Grant. Consistent with the duties and responsibilities of the grant, not more than ten percent (10%) of the annual HOME Investment Partnerships Program funds (including program income) is used for administration. Based upon identified needs and goals, Brevard County Housing and Human Services Department determines the annual allocation of funding after receiving input from the public, advisory bodies, and staff. Pursuant to 24 CFR Part 91, these funding allocations concur with the needs and goals established in the Brevard HOME Consortium's Consolidated Plan. Furthermore, these requirements do not restrict the responsibility or authority of the HOME Consortium to develop or execute the Consolidated Plan.

All participants in federally funded programs are required to have a Citizen Participation Plan (CPP), pursuant to 24 Code of Federal Regulations (CFR) Part 91, Subpart B. This CPP sets forth the policies, procedures and implementation strategies to provide for and encourage effective citizen input. Planning, implementation, and assessment of the Consolidated Plan, Assessment of Fair Housing, Substantial Amendments, Annual Action Plan, Consolidated Performance and Evaluation Reports, Section 108 Loan Program will each solicit public input. The CPP encourages participation by all residents, especially persons of low to moderate income who are residents of areas which are eligible for funding, such as those who live in the Community Development Neighborhood Strategy Areas. Citizens directly or indirectly impacted by the Section 108 Loan Guarantee Program, minority, and non-English speaking groups are also encouraged to participate, in accordance with 24 CFR Part 570. Residents of assisted housing developments are also solicited.

Each member city of the Brevard HOME Consortium (Consortium) is responsible for the development of their own individual CPP for Community Development Block Grant (CDBG) funds and any other HUD programs.

II. Definitions

- A. Assessment of Fair Housing: HUD requires the Consortium utilize a tool to conduct an assessment of fair housing in a structured planning process. The Assessment of Fair Housing is designed to help the Consortium analyze challenges to fair housing choices and establish goals and priorities to address the fair housing barriers in their community.
- B. Annual Action Plan: An Action Plan is prepared for each of the five Consolidated Plan years, and specifies the anticipated amount of funding to be received. It serves as an annual application for funding, and describes the activities/projects that will address the needs and priorities identified in the Consolidated Plan.
- C. Consolidated Plan: The Consolidated Plan is a five year strategic plan, prepared as required by 24 CFR Part 91. It is the planning document used by the HOME Consortium to describe the needs and goals of various programs. The Consolidated Plan allows the Consortium to apply for funding under the HOME program. Additionally, it allows the individual members of the Consortium to apply for CDBG and other Housing and Community Development Program funding.

- D. Consolidated Annual Performance and Evaluation Report (CAPER): The CAPER annually provides details of the Consortium's performance and progress made towards the five-year goals established in the Consolidated Plan. It is submitted within 90 days of the end of the Consortium's entitlement year, or by December 30, and is the basis for an evaluation of annual accomplishments.
- E. Section 108 Loan Guarantee Program: The Section 108 Program (Section 108) is the loan guarantee component of the Community Development Block Grant (CDBG) Program. It is designed to provide communities with a source of financing for economic development, housing rehabilitation, public facilities and improvements, and large-scale physical development projects. The Section 108 Loan Guarantee Program allows local governments to transform a small portion of their CDBG entitlement funds into a federally guaranteed loan large enough to pursue physical and economic revitalization projects. This enables the renewal of entire neighborhoods. Such public investment is often needed to inspire private economic activity, provide the initial resources, or simply the confidence that private firms and individuals need to invest in distressed areas.
- F. Substantial Amendment: a Substantial Amendment is defined as a change in the allocation priorities or the method of distributing funds; carrying out a new activity using funds covered under a Consolidated Plan; or a change to the purpose, scope, location or beneficiary of an activity. Reasonable notice of a proposed Substantial Amendment will be provided so that residents will have an opportunity to review and provide comments to proposed changes.

III. Applicability and Adoption of the Citizen Participation Plan

Pursuant to 24 CFR Part 91.105 the Consortium has developed, adopted, and is committed to the implementation of the CPP. The procedures outlined herein are designed to encourage all residents to participate in process and program development.

IV. Encouragement of Citizen Participation

The views of all citizens will be solicited, especially low to moderate income persons; those living in slum and blighted areas; and in areas where federal funds are proposed to be used, any substantial amendment, performance report or loan application. Additionally minorities, non-English speaking residents, persons with disabilities, and other interested parties will be solicited. The following strategies will be implemented:

1. Public and private agencies that provide assisted housing, health services, social, and fair housing services will be solicited. An example of these agencies or providers may include residents of public and assisted housing developments, local and regional institutions, the Continuum of Care, nonprofit organizations, community centers/groups in Neighborhood Strategy Areas, and faith-based organizations.
2. Contact with public and private agencies may be made in person, or sent by e-mail or regular mail. Additionally, citizen participation may be solicited via the Brevard County Housing and Human Services Department (County) website. Consortium member websites may be utilized to post plans, reports, etc. for public comment.

V. Citizen Comments

Where a significant number of non-English speaking residents can be reasonably expected to participate, a method of communication will be provided. Accommodations will be provided for persons with disabilities, upon forty-eight (48) hour's notification to the County. The comment period will be thirty (30) days for development of the Consolidated Plan, Assessment of Fair Housing (including any revisions), Substantial

Amendment, Annual Action Plan, and Section 108 Loan Application. The CAPER will have a fifteen (15) day comment period.

Written comments will be accepted during each 30 day public comment period. The County will consider any comments or views of residents received in writing or orally at a public hearing. A summary of these comments or views and a summary of any comments or views not accepted and the reasons why, will be attached to the applicable plan or report for submission to HUD.

Written comments regarding the Consortium or Brevard County CDBG Program should be addressed to the County. Contacts for each of the Consortium members are referenced below:

Brevard County
Housing and Human Services Department
2725 Judge Fran Jamieson Way
Building B, Suite 106
Viera, Florida 32940
(321) 633-2076
(321) 633-2170 Fax

City of Titusville
Neighborhood Services Department
725 South DeLeon Avenue
Titusville, Florida 32780
(321) 567-3783
(321) 383-5614 Fax

City of Cocoa
Housing and Neighborhood Services Division
65 Stone Street
Cocoa, Florida 32922
(321) 433- 8511
(321) 433-8543 Fax

City of Melbourne
Housing and Improvement Division
695 E. University Boulevard
Melbourne, Florida 32901
(321) 674-5734
(321) 674-5738 Fax

City of Palm Bay
Housing & Neighborhood Development Services
120 Malabar Road SE
Palm Bay, Florida 32907
(321) 952-3429
(321) 733-3087 Fax

VI. Development of the Consolidated Plan

During the development of the Consolidated Plan, the Consortium will make available to citizens, public agencies and other interested parties the following information at Brevard County offices and at public hearing(s):

- the amount of anticipated assistance, including program income;
- the range of activities that may be undertaken (including estimated amount that will benefit persons of low and moderate income); and
- anticipated potential displacement, and efforts to minimize or assist displaced persons, as described in the Brevard County Anti-Displacement and Relocation Assistance Plan.

The Consortium will publish the proposed Consolidated Plan in a manner that affords citizens, public agencies and other interested parties a reasonable opportunity to review and submit comments. The following process will be used:

1. Advertise a summary of the public hearing in a newspaper of general circulation at least fifteen (15) days prior to the scheduled hearing which shall indicate the purpose, date, time and location of the hearing. The summary shall include purpose of the Consolidated Plan, contents, and list of locations where the entire plan can be examined at no charge. Some physical locations would

include, but not be limited to the following public locations during the thirty (30) days comment period prior to the plan's submission:

- Titusville Public Library
- Central Brevard Public Library and Reference Center (Cocoa)
- Franklin T. DeGroot Public Library (Palm Bay)
- City of Titusville Neighborhood Services Department
- City of Cocoa Community Development Department
- City of Melbourne Housing and Neighborhood Improvement Department
- City of Palm Bay Housing and Neighborhood Development Services Division
- Brevard County Housing and Human Services Department and website

2. Any comments received in writing or orally at public hearings will be considered in preparation of the final Consolidated Plan. A summary of the comments will be attached to the final Consolidated Plan, in addition to an explanation for any comments not accepted.

VII. Development of the Assessment of Fair Housing

A. Plan Development

The Consortium will follow the process and procedures described below in the development of its Assessment of Fair Housing (AFH).

1. HUD-approved Data for Public Review: The Consortium will make available to the general public the HUD-approved data and other supplemental information that the County plans to incorporate into its AFH. The Consortium will make this data available no later than 60 days after the initiation of the AFH document. The data will be made available online and accessible at <http://www.brevardcounty.us/HumanServices>. This may include a link to HUD's website where the data can be readily accessed. The data will also be made available during the stakeholder consultation and citizen outreach initiatives conducted during the preparation of the AFH.
2. Stakeholder Consultation and Citizen Outreach: A variety of mechanisms may be utilized to solicit input. These include telephone or in-person interviews, mail surveys, internet-based feedback and surveys, focus groups, and/or consultation workshops. The Consortium will consult with other public and private agencies including, but not limited to, the following:
 - a. Local public housing authorities
 - b. Other assisted housing providers
 - c. Social service providers including those focusing on services to minorities, families with children, the elderly, persons with disabilities, persons with HIV/AIDS and their families, homeless persons, and other protected classes
 - d. Community-based and regionally-based organizations that represent protected class members and organizations that enforce fair housing laws
 - e. Regional government agencies involved in metropolitan-wide planning and transportation responsibilities
3. Advertise all public meetings/hearings in a newspaper of general circulation prior to the scheduled meeting/hearing which shall indicate the purpose, date, time and location of the meeting/hearing.
4. Some physical locations would include, but not be limited to the following public locations during the thirty (30) day comment period prior to the plan's submission:

- Titusville Public Library
- Central Brevard Public Library and Reference Center (Cocoa)
- Franklin T. DeGroot Public Library (Palm Bay)
- Brevard County Housing and Human Services Department
- City of Titusville Neighborhood Services Department
- City of Cocoa Community Development Department
- City of Melbourne Housing and Neighborhood Improvement Department
- City of Palm Bay Housing and Neighborhood Development Services Division

5. In addition, Housing and Human Services will make available a reasonable number of free copies of the proposed document to residents and groups that request them.
6. The Board of County Commissioner's approved AFH will be submitted to HUD no less than 270 calendar days before the start of the County's next Consolidated Plan cycle beginning in 2021. Thereafter, the AFH will be submitted to HUD no less than 295 calendar days before the start of the Consolidated Plan cycle beginning in 2026.

B. Revisions to the Assessment of Fair Housing

1. The Consortium will revise its AFH previously accepted by HUD under the following circumstances:
 - a. A material change occurs. A material change is a change in circumstances that affects the information on which the AFH is based to the extent that the analysis, the fair housing contributing factors or the priorities and goals of the AFH no longer reflect actual circumstances. For example, but not limited to:
 - i. Presidentially declared disasters, under Title IV of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5121 et seq.), that are of such a nature as to significantly impact the steps the Consortium may need to take to affirmatively further fair housing
 - ii. Significant demographic changes
 - iii. New significant contributing factors in the Consortium, and
 - iv. Civil rights findings, determinations, settlements (including voluntary compliance agreements), or court orders
 - b. Upon HUD's written notification specifying a material change that requires the revision.
2. The draft revised AFH will be placed on display for a period of no less than 30 days to encourage public review and comment. The public notice shall include a brief summary of the revisions, the dates of the public display and comment period, the locations where copies of the proposed revised plan can be examined, how comments will be accepted, when the document will be considered for action by the Board of County Commissioners, and the anticipated submission date to HUD. Copies of the draft Revised AFH will be made available for review at the above referenced locations noted in VII.A.4.
3. In addition, Housing and Human Services will make available a reasonable number of free copies of the proposed document to residents and groups that request them.
4. The Board of County Commissioners approved revised AFH will be submitted to HUD within 30 days following the end of the public comment period.

VIII. Development of Substantial Amendments

Prior to amending the Action Plan and/or the Consolidated Plan, reasonable notice and opportunity will be given to all citizens via a 30-day comment period. The Consortium member will publish the proposed substantial amendment in a newspaper of general circulation. One (1) public hearing shall be held prior to submission to HUD.

The following criteria for determining what changes in planned or actual HOME Consortium or Brevard County CDBG activities constitute a Substantial Amendment to the Consolidated Plan and/or the Action Plan:

1. Any change in the allocation priority or change in the method of distribution of funds.
2. The use of funds to carry out an eligible activity from any program covered by the Plan (including program income), not previously described in the Action Plan.
3. A change in the purpose, scope, location or beneficiaries of an activity. A change in the use of funds from one eligible activity to another.
4. A change in the project location which is outside of, and not contiguous to, previously designated target area; or described location for the activity.
5. The percentage of federal CDBG funds expended for the benefit of low to moderate income persons falls below its required 70% as a result of any proposed increase/decrease in expenditures for any one project or activity.

Any comments received in writing or orally will be considered in preparation of the final Substantial Amendment. A summary of the comments will be attached to the final Substantial Amendment, in addition to an explanation for any comments not accepted.

IX. Development of Performance Plans, Reports and Applications: Action Plan, CAPER and Section 108 Loan Application

Reasonable notice and an opportunity to participate in development of plans, reports and application will be provided through a public comment period. Any comments received in writing or orally will be considered and a summary of the comments will be attached to the applicable plan, report or application, along with an explanation for any comments not accepted.

A. The Consortium will solicit public comment on the Action Plan in the following manner:

1. Advertise public hearings (or workshops) in a newspaper of general circulation. The advertisements will appear at least fifteen (15) days prior to the scheduled hearing. The advertisement shall indicate the purpose, date, time, and location of the hearing. At least one (1) public hearing shall be held before and after the 30 day comment period.
2. Provide a draft of the Action Plan for public review and comment for a period of not less than thirty (30) days prior to the Plan's submission at the County office and website.
3. The Consortium will solicit public comment on the CAPER in the following manner:

Advertise in a newspaper of general circulation a draft of the CAPER for public review and comment at the following public locations for not less than fifteen (15) days:

- Titusville Public Library
 - Central Brevard Public Library and Reference Center (Cocoa)
 - Franklin T. DeGroot Public Library (Palm Bay)
 - City of Titusville Neighborhood Services Department
 - City of Cocoa Community Development Department
 - City of Melbourne Housing and Neighborhood Improvement Department
 - City of Palm Bay Housing and Neighborhood Development Services Division
 - Brevard County Housing and Human Services Department
 - Brevard County Housing and Human Services Department website
4. At least one local meeting before submission of the application to obtain the views of citizens on community development and housing needs, and a minimum of two public hearings each at different stage of the application process. Advertise all public meetings/hearings in a newspaper of general circulation at least fifteen (15) days prior to the scheduled meeting/hearing which shall indicate the purpose, date, time and location of the meeting/hearing. Each meeting and/or hearing will offer the following information, as applicable:
- a. amount of loan funds expected for the coming year
 - b. program income anticipated to be generated
 - c. range of activities to be undertaken
 - d. estimated amount of guaranteed loan funds proposed to be used for activities that will benefit low and moderate income persons
 - e. proposed activities likely to result in displacement
 - f. applicable policy for minimizing displacement of persons as a result of the proposed activity
 - g. community development and housing needs
 - h. development of proposed activities
 - i. review of program performance
5. Provide a draft of the Section 108 Loan Application for public review and comment at the following public locations for review and public comment for thirty (30) days.
- Central Brevard Public Library and Reference Center (Cocoa)
 - Brevard County Housing and Human Services Department

X. Public Hearings/Meetings

The public will be provided an opportunity to share their views and comments to plans, reports, affirmatively furthering fair housing, and applications at least twice per year. The following strategies will be implemented to ensure citizen participation:

1. At least two public hearings will be held per year to obtain citizens' views and to respond to questions. One (1) public hearing will be held before the proposed Consolidated Plan is published for comment, and one (1) hearing prior to submission of the proposed Consolidated Plan, Substantial Amendment, Assessment of Fair Housing (including any revisions) and Action Plans. The purpose of public hearings is to solicit the views of the citizens regarding the following:
 - a. housing and community development needs
 - b. priority non-housing community development needs
 - c. the development of proposed activities
 - d. review of program performance

2. Public hearings and neighborhood meetings will be held at sites that are accessible to persons with disabilities. These meetings will be advertised on County website and in a newspaper of general circulation at least fifteen (15) days prior to the scheduled hearing/meeting and indicate the purpose, date, time and location.
3. An alternate method of communication will be provided when a significant number of non-English speaking residents are expected to participate. Accommodations will be provided for persons with disabilities, upon forty-eight (48) hour's notification to the County office.

XI. Availability to Public/Access to Records

In order to provide an opportunity for citizens to receive information, submit comments on the Consolidated Plan, Action Plan, CAPER, Substantial Amendment and Section 108 Loan Application, the following strategies will be implemented:

1. Advertisements will be placed in a newspaper of general circulation. A summary will describe the contents, purpose and locations where the entire document may be examined.
2. Five (5) free copies will be available at the County office. This office is convenient and centrally located near potential and actual low-to-moderate income beneficiaries. The County will post plans, reports and applications onsite and online.
3. Materials will be available to persons with disabilities or who are non-English speaking, upon request.
4. Records relating to programs covered in preceding Consolidated Plan year will be maintained for five (5) years.

XII. Technical Assistance

Upon request, technical assistance developing proposals for funding assistance under any of the programs covered by the Consolidated Plan will be offered by the Consortium. This will include any technical assistance to groups that represent low to moderate income persons. Any technical assistance offered will not guarantee funds. The level and type of assistance will be determined on a case by case basis.

The Consortium may use one of several basic models to solicit sub-recipients for funding under CDBG (Brevard County), HOME and additional qualifying programs within the framework of the Consolidated Plan and Action Plan.

A. Basic Models

Depending on the situation and circumstance of the project or the needs of the community, the Advisory Board and Staff may choose any one of the following models or variations of those approaches to assist in the solicitation process of sub-recipients. The basic models are as follows:

1. Formal Application Process, Request for Proposal (RFP): requires the submission of a formal application, typically undertaken once a year in conjunction with the planning process. Applications are evaluated based on explicit selection criteria. This process works best for projects with numerous or complex: activities, potential applicants with varying degrees of experience, limited funding, and increased competition.
2. Limited Application/Pre-Application Process: this approach will be similar to the formal application process, but the application will not be as detailed. This approach will allow the County and the Advisory Board to review and narrow the number of applications before requesting additional

detailed information or making final recommendations. This process will be useful in encouraging participation of potential sub-recipients unfamiliar with the RFP process or matching funds for a larger project.

3. Request for Qualifications (RFQ): the Advisory Board and County will identify potential qualified sub-recipients through an informal process, or through a general RFQ. From the identified group, the County and the Advisory Board will identify organizations qualified to carry out specific activities and will approach the organization. This process will be proactive and focused on qualified organizations that have the capacity to present new and innovative approaches to Board-approved objectives.
4. "Open Door" or Unsolicited Application Process: allows application requests to be accepted and considered any time during the program year until funds are no longer available. The unsolicited application shall meet the same requirements of the solicitation process already in place for the identified funding source. The application shall be evaluated based on the criteria used during the formal application process, with selections to be recommended by the Advisory Board. For HOME Community Housing Development Organization (CHDO) funding, the "Open Door" or Unsolicited Application Process may be used. Applications from County-designated CHDO's will be accepted throughout the program year for as long as funding is available. Notification will be made to all County-designated CHDO's when program year funding has been depleted. The unsolicited applications will be reviewed for feasibility by the County and brought to the appropriate Advisory Board for funding recommendation. Upon recommendation approval the application will be presented to the Board of County Commissioners at a scheduled Brevard County Commission meeting.

B. Selection of Sub-recipients and Contractors

Funding recommendations through the Brevard Home Consortium will be established by a specific list of criteria.

XIII. Complaints

A written response will be made to every written or oral citizen comment received during the above referenced processes within fifteen working (15) days of receipt, when practical. Comments shall be sent to:

Brevard County Housing and Human Services Department
2725 Judge Fran Jamieson Way, Building B, Suite B-106
Viera, Florida 32940

Citizens may, at any time during the complaint resolution process, contact the U.S. Department of Housing and Urban Development (HUD) at the following address:

U.S. Department of Housing and Urban Development
Charles Bennett Federal Building
Office of Community Planning and Development
400 West Bay Street; Suite 1015
Jacksonville, Florida 32202-4410

employed and has a high credit score. If the homeowner is unemployed or underemployed, it becomes more difficult to find affordable housing. With housing prices and interest rates at a fifteen-year low, there is a good opportunity to buy for some and creates a higher need for rental units for others who cannot buy at this time. These factors have led to placing a priority on rental subsidies and homeownership assistance.

SPECIFIC HOUSING OBJECTIVES (91.215 (b))

1. Describe the priorities and specific objectives the jurisdiction hopes to achieve over a specified time period.
2. Describe how Federal, State, and local public and private sector resources that are reasonably expected to be available will be used to address identified needs for the period covered by the strategic plan.

SPECIFIC HOUSING OBJECTIVES RESPONSES:

QUESTION 1 – THE PRIORITIES FOR THE DIRECTION OF EFFORTS

PRIORITY NEED: AFFORDABLE OWNER-OCCUPIED HOUSING

Homeowner Purchase Assistance: The Brevard County Consortium promotes and facilitates opportunities to increase the availability of owner occupied housing for households with incomes at or below eighty percent (80%) Area Median Income (AMI), with priority given to opportunities that assist households with incomes at or below fifty percent (50%) AMI.

Proposed Accomplishments: Brevard County Consortium proposes to take affirmative marketing steps to ensure that eligible persons of all racial, ethnic, and gender groups living county-wide have a reasonable opportunity and access to funding made available through the First Time Home Buyer Program.

This goal is accomplished through advertisement in local news media, Consortium member websites, and through local community organizations. The consortium also works collaboratively with eligible CHDO's and for-profit agencies to acquire infill lots, utilize NSP funding for home ownership, and construct or rehabilitate homes for ownership opportunities for eligible households.

Sources of Funding: The Consortium utilizes funds available from the HOME Investment Partnership Program (HOME) and Neighborhood Stabilization Program (NSP) Program. Priority is given to households with incomes at or below fifty percent (50%) of the area median income. If funding is restored to the program, the State Housing Initiative Partnership (SHIP) Program will be utilized.

Homeowner New Construction: Based on the conditions and needs identified, Brevard County proposes to increase the availability of owner occupied housing with the production of new single family developments for households with incomes at or below eighty percent (80%) of the area median income.

Proposed Accomplishments: The Consortium proposes to continue to work collaboratively with for-profit and non-profit developers to acquire, construct and develop new construction housing for purchase.

Sources of Funding: The County and the Consortium will utilize funds from HOME and SHIP.

Consortium Goals

The goals of the 2015-2016 Action Plan, utilizing HOME funds for Affordable Housing, are as follows:

- **One Year Goal:** to preserve, through owner-occupied rehabilitation, 2 units of existing housing stock.
- **One Year Goal:** to assist homeownership opportunities for 13 households, through new construction or purchase assistance.
- **One Year Goal:** to assist with rental opportunities/rehab for 11 households.
- **One Year Goal:** to assist with tenant rental assistance for 10 households.
- **One Year Goal:** to assist 10 people with a fair housing seminar and provide funding for testing.

Brevard County CDBG Goals

Goals of the 2015-2016 year Consolidated Plan and current outputs, utilizing CDBG funds are as follows:

- **One Year Goal:** Public Services – Improve services for 1,700 LMI Persons.
- **One Year Goal:** Public Facilities – Improve quality and increase CDBG Strategy Neighborhood public facilities – numerical goal 11,580.
- **One Year Goal:** Infrastructure – Improve quality and increase infrastructure within CDBG Neighborhood Strategy Areas – numerical goal 6,640.
- **One Year Goal:** Demolition – Prevention and elimination of slum and blight in CDBG Neighborhood Strategy Areas – numerical goal 3 safe structures to be removed, 4,000 affected residents.

General Questions

1. Describe the geographic areas of the jurisdiction (including areas of low-income families and/or racial/minority concentration) in which assistance will be directed during the next year. Where appropriate, the jurisdiction should estimate the percentage of funds the jurisdiction plans to dedicate to target areas.
2. Describe the basis for allocating investments geographically within the jurisdiction (or within the EMSA for HOPWA) (91.215(a)(1)) during the next year and the rationale for assigning the priorities.

Proposed Accomplishments: The Consortium proposes to continue funding housing rehabilitation, replacement, and Weatherization activities for eligible homeowners. Activities will be promoted through the local news media, Consortium member web sites, local community and faith-based organizations, and neighborhood community meetings and events.

Sources of Funding: The Consortium will utilize funds available from SHIP and HOME funding for housing rehabilitation/replacement activities and State Department of Economic Development funds for Weatherization activities.

C. Owner Occupied New Construction: During the next year, the Consortium will promote the creation of homes and neighborhoods by providing opportunities to improve the quantity of housing for households with incomes at or below eighty percent (80%) of the area median income.

Proposed Accomplishments: The Consortium proposes to continue to work collaboratively with for-profit and non-profit developers to acquire, construct and develop new construction housing for purchase.

Sources of Funding: The Consortium will utilize funds available from the HOME Program and SHIP Program for owner occupied new construction activities.

PRIORITY NEED: AFFORDABLE RENTAL HOUSING

The Consortium will work to continue to increase the supply of affordable rental housing, particularly for households earning fifty percent (50%) or less of the AMI, encourage our CHDOs and for-profit housing developers to improve the quality of existing rental housing, and encourage new rental housing opportunities, especially for persons and households who have special needs. Rental properties with more than 5 units will follow the established Affirmative Marketing Policy, including special outreach efforts and use of the equal opportunity logo or statement. Regular assessments of the affirmative marketing program will be provided to the Consortium.

A. Rental Occupancy Assistance: Provides funds to qualified households for one time rent and security deposits to assist with access to affordable rental housing, as funds will allow. Additionally, the Consortium will continue to support the development of additional rental units for low and moderate income residents throughout the County utilizing the Brevard County Affordable Housing Ordinance and the incentives within Tax Credits and Tax Free Bonds.

B. Tenant Based Rental Assistance (TBRA): The housing needs of low income renters are a high priority as they face more substandard housing conditions and higher cost burdens. This is reflected in local market conditions where housing costs exceed thirty percent (30%) of household income for extremely low, very low and low income renters. TBRA will be provided through the City of Melbourne for qualified households to assist with rental subsidy for up to 24 months.

**SUMMARY OF
2015-2016 HOME FUNDED AFFORDABLE HOUSING ACTIVITIES**

MATRIX #	PROJECT NAME	FUNDING AMOUNT	PRIORITY NEED	OBJECTIVES	OUTCOMES	TYPE	ANNUAL NUMERIC GOAL
12,13	Purchase Assistance/ Owner-Occupied New Construction	\$482,905	Housing	Improve access to affordable housing	Affordability/ Accessibility	Households	13
14A	Owner-Occupied Rehab	\$149,821	Housing	Improve the quality of owner housing	Sustainability	Households	4
12, 14G, 01	CHDO Set-Aside	\$263,550	Housing	Increase the availability of affordable owner and rental housing	Affordability/ Accessibility Sustainability	Housing Units Households	7
05J	Fair Housing	\$2,500	Fair Housing	Fair Housing Tests and Seminars	Accessibility	People	10
01	Acquisition/ Rehab of existing/new units (sell or rent)	\$180,462	Housing	Improve access to affordable housing	Affordability Accessibility	Households	14
05S	TBRA	\$17,840	Rental Housing	Improve access to affordable rental housing	Accessibility	Households	10
19A	HOME Program Administration	\$56,606	Planning and Administration	Improve the services for low/mod income persons	N/A	Other	N/A
TOTAL HOME FUNDED PROJECTS		\$1,151,684					60

Response #2: Describe other resources that may be available to address needs

The Consortium anticipates receiving additional funding during the period covered by this Action Plan to complement our HOME funds. The additional funding will assist with addressing identified affordable housing needs. Sources of additional funding include; State Housing Initiatives Partnership (SHIP) Program (including carry-forward funds, if applicable), CDBG funds, CDBG, HUD Supportive Housing Grant, and Program Income.

Brevard County serves as a pass through agency for the Hardest Hit Fund; a fund allocated to help pay the mortgages of qualified homeowners who are unemployed or underemployed through no fault of their own. Homeowners who qualify for financial assistance may receive up to 12 months of monthly mortgage payments and/or funds to pay past due mortgage payments to bring the mortgage current. These funds are paid directly to the loan servicer/lender. The County and the City of Cocoa will act as Advisors for the program to assist clients by determining their eligibility. Several

AFFORDABLE HOUSING

PRIORITY NEED: HOMEOWNERSHIP	11/12 YR. UNITS	11/12 YR. GOAL	11/12 YR. ACT	12/13 YR. GOAL	12/13 YR. ACT	13/14 YR. GOAL	13/14 YR. ACT	14/15 YR. GOAL	14/15 YR. ACT	15/16 YR. GOAL	15/16 YR. ACT	TOTAL 5 YR. PLAN UNITS	TOTAL 5 YR. ACT UNITS	% OF GOAL	FUNDING SOURCE	OUTCOME
CHDO SMI ASSISTANCE																
Land Acquisition and Construction																
TOTAL	1	1	1	1	1	1	1	1	1	1	1	5	5	100%	U	Unfunded
CHDO SMI ASSISTANCE																
Land Acquisition and Construction																
TOTAL	1	1	1	1	1	1	1	1	1	1	1	5	5	100%	U	Unfunded

AFFORDABLE HOUSING

PRIORITY NEED: RENTAL	11/12 YR. UNITS	11/12 YR. GOAL	11/12 YR. ACT	12/13 YR. GOAL	12/13 YR. ACT	13/14 YR. GOAL	13/14 YR. ACT	14/15 YR. GOAL	14/15 YR. ACT	15/16 YR. GOAL	15/16 YR. ACT	TOTAL 5 YR. PLAN UNITS	TOTAL 5 YR. ACT UNITS	% OF GOAL	FUNDING SOURCE	OUTCOME
CHDO SMI ASSISTANCE																
Emergency Rental Assistance (ERA)																
TOTAL	1	1	1	1	1	1	1	1	1	1	1	5	5	100%	U	Unfunded

AFFORDABLE HOUSING

PRIORITY NEED: RENTAL	11/12 YR. UNITS	11/12 YR. GOAL	11/12 YR. ACT	12/13 YR. GOAL	12/13 YR. ACT	13/14 YR. GOAL	13/14 YR. ACT	14/15 YR. GOAL	14/15 YR. ACT	15/16 YR. GOAL	15/16 YR. ACT	TOTAL 5 YR. PLAN UNITS	TOTAL 5 YR. ACT UNITS	% OF GOAL	FUNDING SOURCE	OUTCOME
CHDO SMI ASSISTANCE																
Emergency Rental Assistance (ERA)																
TOTAL	1	1	1	1	1	1	1	1	1	1	1	5	5	100%	U	Unfunded



Ruby McGibbrino
BREVARD COUNTY HOUSING & HUMAN
2725 JUDGE FRAN JAMIESON WAY
STE B-106
MELBOURNE FL 32940

STATE OF FLORIDA COUNTY OF BREVARD:
Before the undersigned authority personally appeared
Kim Curro, who on oath says that he or she is a Legal
Advertising Representative of the **FLORIDA TODAY**, a
daily newspaper published in Brevard County, Florida
that the attached copy of advertisement, being a Legal
Ad in the matter of

Legal Notices

as published in **FLORIDA TODAY** in the issue(s) of:

07/28/16

Affiant further says that the said **FLORIDA TODAY** is a
newspaper in said Brevard County, Florida and that the
said newspaper has heretofore been continuously
published in said Brevard County, Florida each day and
has been entered as periodicals matter at the post office
in MELBOURNE in said Brevard County, Florida, for a
period of one year next preceding the first publication of
the attached copy of advertisement; and affiant further
says that he or she has never 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.

Sworn to and Subscribed before me this 28th of July
2016, by Kim Curro who is personally known to me


Ruby Royer
Notary Public for the State of Florida
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NOTICE OF PUBLIC HEARING

BRE-16

**BREVARD HOME CONSORTIUM SUBSTANTIAL AMENDMENT AND
CITIZEN PARTICIPATION PLAN UPDATE**

Housing and Human Services Department, as lead agency for the Brevard HOME Consortium, is soliciting public review and comment to a Substantial Amendment of the 2011-2016 Consolidated Plan, 2015-2016 Annual Action Plan, and update to the Citizen Participation Plan. These amendments are required by the U.S. Department of Housing and Urban Development (HUD) as the Housing and Human Services Department is seeking to provide assistance in the amount of approximately \$302,519 for a new construction mixed occupied development.

If awarded, the funds would be used for the construction of four (4) homes located in the Diamond Square Redevelopment Area of Cocoa, in partnership with the City of Cocoa. The homes will each be designed to have a minimum of three (3) bedrooms, two (2) full-baths and a two (2) car garage.

The Citizen Participation Plan update is proposed to include the new Assessment of Fair Housing regulations and procedures as required by HUD.

The Substantial Amendment and Citizen Participation Plan update will be available for public review and comment August 12, 2016 through September 12, 2016 at Housing and Human Services Department offices located at 2725 Judge Fran Jamieson Way, Building B-106, Viera from 8:00 a.m. until 5:00 p.m. and also online at: <http://www.brevardcounty.net/HumanServices/Reports/Plans>. Agencies, groups and individuals are encouraged to share their ideas and comments with staff and the general public.

A public hearing will be held at 9:00 a.m. September 20, 2016, during the regularly scheduled Board of County Commissioners meeting located at 2725 Judge Fran Jamieson Way, Building C, Viera. In accordance with the Americans with Disabilities Act and Section 218.26, Florida Statutes, persons needing special accommodations or an interpreter to participate in the proceedings should notify Brian Wexin in the Housing and Human Services Department no later than 48 hours prior to the meeting at 321.633.2076.

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CITIZEN PARTICIPATION PLAN

I. Introduction

The Brevard HOME Consortium is a recipient of HOME Investment Partnerships Program funds from the U.S. Department of Housing and Urban Development (HUD). The HOME Consortium is comprised of Brevard County and the Cities of Titusville, Cocoa, Melbourne, and Palm Bay. Brevard County serves as the lead jurisdiction of the HOME Consortium. The Brevard County Housing and Human Services Department is responsible for the planning, preparation, day to day activities, and submission of the Consolidated Plan, Action Plan, Substantial Amendments, Performance Reports (affecting the HOME Investment Partnerships Program grant), and the Brevard County Community Development Block Grant. Consistent with the duties and responsibilities of the grant, not more than ten percent (10%) of the annual HOME Investment Partnerships Program funds (including program income) is used for administration. Based upon identified needs and goals, Brevard County Housing and Human Services Department determines the annual allocation of funding after receiving input from the public, advisory bodies, and staff. Pursuant to 24 CFR Part 91, these funding allocations concur with the needs and goals established in the Brevard HOME Consortium's Consolidated Plan. Furthermore, these requirements do not restrict the responsibility or authority of the HOME Consortium to develop or execute the Consolidated Plan.

All participants in federally funded programs are required to have a Citizen Participation Plan (CPP), pursuant to 24 Code of Federal Regulations (CFR) Part 91, Subpart B. This CPP sets forth the policies, procedures and implementation strategies to provide for and encourage effective citizen input. Planning, implementation, and assessment of the Consolidated Plan, **Assessment of Fair Housing**, Substantial Amendments, Annual Action Plan, Consolidated Performance and Evaluation Reports, Section 108 Loan Program will each solicit public input. The CPP encourages participation by all residents, especially persons of low to moderate income who are residents of areas which are eligible for funding, such as those who live in the Community Development Neighborhood Strategy Areas. Citizens directly or indirectly impacted by the Section 108 Loan Guarantee Program, minority, and non-English speaking groups are also encouraged to participate, in accordance with 24 CFR Part 570. Residents of assisted housing developments are also solicited.

Each member city of the Brevard HOME Consortium (Consortium) is responsible for the development of their own individual CPP for Community Development Block Grant (CDBG) funds and any other HUD programs.

II. Definitions

- A. **Assessment of Fair Housing:** HUD requires the Consortium utilize a tool to conduct an assessment of fair housing in a structured planning process. The Assessment of Fair Housing is designed to help the Consortium analyze challenges to fair housing choices and establish goals and priorities to address the fair housing barriers in their community.
- B. **Annual Action Plan:** An Action Plan is prepared for each of the five Consolidated Plan years, and specifies the anticipated amount of funding to be received. It serves as an annual application for funding, and describes the activities/projects that will address the needs and priorities identified in the Consolidated Plan.
- C. **Consolidated Plan:** The Consolidated Plan is a five year strategic plan, prepared as required by 24 CFR Part 91. It is the planning document used by the HOME Consortium to describe the needs and goals of various programs. The Consolidated Plan allows the Consortium to apply for funding under the HOME program. Additionally, it allows the individual members of the Consortium to apply for CDBG and other Housing and Community Development Program funding.

- D. Consolidated Annual Performance and Evaluation Report (CAPER): The CAPER annually provides details of the Consortium's performance and progress made towards the five-year goals established in the Consolidated Plan. It is submitted within 90 days of the end of the Consortium's entitlement year, or by December 30, and is the basis for an evaluation of annual accomplishments.
- E. Section 108 Loan Guarantee Program: The Section 108 Program (Section 108) is the loan guarantee component of the Community Development Block Grant (CDBG) Program. It is designed to provide communities with a source of financing for economic development, housing rehabilitation, public facilities and improvements, and large-scale physical development projects. The Section 108 Loan Guarantee Program allows local governments to transform a small portion of their CDBG entitlement funds into a federally guaranteed loan large enough to pursue physical and economic revitalization projects. This enables the renewal of entire neighborhoods. Such public investment is often needed to inspire private economic activity, provide the initial resources, or simply the confidence that private firms and individuals need to invest in distressed areas.
- F. Substantial Amendment: a Substantial Amendment is defined as a change in the allocation priorities or the method of distributing funds; carrying out a new activity using funds covered under a Consolidated Plan; or a change to the purpose, scope, location or beneficiary of an activity. Reasonable notice of a proposed Substantial Amendment will be provided so that residents will have an opportunity to review and provide comments to proposed changes.

III. Applicability and Adoption of the Citizen Participation Plan

Pursuant to 24 CFR Part 91.105 the Consortium has developed, adopted, and is committed to the implementation of the CPP. The procedures outlined herein are designed to encourage all residents to participate in process and program development.

IV. Encouragement of Citizen Participation

The views of all citizens will be solicited, especially low to moderate income persons; those living in slum and blighted areas; and in areas where federal funds are proposed to be used, any substantial amendment, performance report or loan application. Additionally minorities, non-English speaking residents, persons with disabilities, and other interested parties will be solicited. The following strategies will be implemented:

1. Public and private agencies that provide assisted housing, health services, social, and fair housing services will be solicited. An example of these agencies or providers may include residents of public and assisted housing developments, local and regional institutions, the Continuum of Care, nonprofit organizations, community centers/groups in Neighborhood Strategy Areas, and faith-based organizations.
2. Contact with public and private agencies may be made in person, or sent by e-mail or regular mail. Additionally, citizen participation may be solicited via the Brevard County Housing and Human Services Department (County) website. Consortium member websites may be utilized to post plans, reports, etc. for public comment.

V. Citizen Comments

Where a significant number of non-English speaking residents can be reasonably expected to participate, a method of communication will be provided. Accommodations will be provided for persons with disabilities, upon forty-eight (48) hour's notification to the County. The comment period will be thirty (30) days for development of the Consolidated Plan, Assessment of Fair Housing (including any revisions), Substantial

Amendment, Annual Action Plan, and Section 108 Loan Application. The CAPER will have a fifteen (15) day comment period.

Written comments will be accepted during each 30 day public comment period. The County will consider any comments or views of residents received in writing or orally at a public hearing. A summary of these comments or views and a summary of any comments or views not accepted and the reasons why, will be attached to the applicable plan or report for submission to HUD.

Written comments regarding the Consortium or Brevard County CDBG Program should be addressed to the County. Contacts for each of the Consortium members are referenced below:

Brevard County
Housing and Human Services Department
2725 Judge Fran Jamieson Way
Building B, Suite 106
Viera, Florida 32940
(321) 633-2076
(321) 633-2170 Fax

City of Titusville
Neighborhood Services Department
725 South DeLeon Avenue
Titusville, Florida 32780
(321) 567-3783
(321) 383-5614 Fax

City of Cocoa
Housing and Neighborhood Services Division
65 Stone Street
Cocoa, Florida 32922
(321) 433- 8511
(321) 433-8543 Fax

City of Melbourne
Housing and Improvement Division
695 E. University Boulevard
Melbourne, Florida 32901
(321) 674-5734
(321) 674-5738 Fax

City of Palm Bay
Housing & Neighborhood Development Services
120 Malabar Road SE
Palm Bay, Florida 32907
(321) 952-3429
(321) 733-3087 Fax

VI. Development of the Consolidated Plan

During the development of the Consolidated Plan, the Consortium will make available to citizens, public agencies and other interested parties the following information at Brevard County offices and at public hearing(s):

- the amount of anticipated assistance, including program income;
- the range of activities that may be undertaken (including estimated amount that will benefit persons of low and moderate income); and
- anticipated potential displacement, and efforts to minimize or assist displaced persons, as described in the Brevard County Anti-Displacement and Relocation Assistance Plan.

The Consortium will publish the proposed Consolidated Plan in a manner that affords citizens, public agencies and other interested parties a reasonable opportunity to review and submit comments. The following process will be used:

1. Advertise a summary of the public hearing in a newspaper of general circulation at least fifteen (15) days prior to the scheduled hearing which shall indicate the purpose, date, time and location of the hearing. The summary shall include purpose of the Consolidated Plan, contents, and list of locations where the entire plan can be examined at no charge. Some physical locations would

include, but not be limited to the following public locations during the thirty (30) days comment period prior to the plan's submission:

- Titusville Public Library
- Central Brevard Public Library and Reference Center (Cocoa)
- Franklin T. DeGroot Public Library (Palm Bay)
- City of Titusville Neighborhood Services Department
- City of Cocoa Community Development Department
- City of Melbourne Housing and Neighborhood Improvement Department
- City of Palm Bay Housing and Neighborhood Development Services Division
- Brevard County Housing and Human Services Department and website

2. Any comments received in writing or orally at public hearings will be considered in preparation of the final Consolidated Plan. A summary of the comments will be attached to the final Consolidated Plan, in addition to an explanation for any comments not accepted.

VII. Development of the Assessment of Fair Housing

A. Plan Development

The Consortium will follow the process and procedures described below in the development of its Assessment of Fair Housing (AFH).

1. **HUD-approved Data for Public Review:** The Consortium will make available to the general public the HUD-approved data and other supplemental information that the County plans to incorporate into its AFH. The Consortium will make this data available no later than 60 days after the initiation of the AFH document. The data will be made available online and accessible at <http://www.brevardcounty.us/HumanServices>. This may include a link to HUD's website where the data can be readily accessed. The data will also be made available during the stakeholder consultation and citizen outreach initiatives conducted during the preparation of the AFH.
2. **Stakeholder Consultation and Citizen Outreach:** A variety of mechanisms may be utilized to solicit input. These include telephone or in-person interviews, mail surveys, internet-based feedback and surveys, focus groups, and/or consultation workshops. The Consortium will consult with other public and private agencies including, but not limited to, the following:
 - a. Local public housing authorities
 - b. Other assisted housing providers
 - c. Social service providers including those focusing on services to minorities, families with children, the elderly, persons with disabilities, persons with HIV/AIDS and their families, homeless persons, and other protected classes
 - d. Community-based and regionally-based organizations that represent protected class members and organizations that enforce fair housing laws
 - e. Regional government agencies involved in metropolitan-wide planning and transportation responsibilities
3. Advertise all public meetings/hearings in a newspaper of general circulation prior to the scheduled meeting/hearing which shall indicate the purpose, date, time and location of the meeting/hearing.
4. Some physical locations would include, but not be limited to the following public locations during the thirty (30) day comment period prior to the plan's submission:

- Titusville Public Library
 - Central Brevard Public Library and Reference Center (Cocoa)
 - Franklin T. DeGroot Public Library (Palm Bay)
 - Brevard County Housing and Human Services Department
 - City of Titusville Neighborhood Services Department
 - City of Cocoa Community Development Department
 - City of Melbourne Housing and Neighborhood Improvement Department
 - City of Palm Bay Housing and Neighborhood Development Services Division
5. In addition, Housing and Human Services will make available a reasonable number of free copies of the proposed document to residents and groups that request them.
 6. The Board of County Commissioner's approved AFH will be submitted to HUD no less than 270 calendar days before the start of the County's next Consolidated Plan cycle beginning in 2021. Thereafter, the AFH will be submitted to HUD no less than 295 calendar days before the start of the Consolidated Plan cycle beginning in 2026.

B. Revisions to the Assessment of Fair Housing

1. The Consortium will revise its AFH previously accepted by HUD under the following circumstances:
 - a. A material change occurs. A material change is a change in circumstances that affects the information on which the AFH is based to the extent that the analysis, the fair housing contributing factors or the priorities and goals of the AFH no longer reflect actual circumstances. For example, but not limited to:
 - i. Presidentially declared disasters, under Title IV of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5121 et seq.), that are of such a nature as to significantly impact the steps the Consortium may need to take to affirmatively further fair housing
 - ii. Significant demographic changes
 - iii. New significant contributing factors in the Consortium, and
 - iv. Civil rights findings, determinations, settlements (including voluntary compliance agreements), or court orders
 - b. Upon HUD's written notification specifying a material change that requires the revision.
2. The draft revised AFH will be placed on display for a period of no less than 30 days to encourage public review and comment. The public notice shall include a brief summary of the revisions, the dates of the public display and comment period, the locations where copies of the proposed revised plan can be examined, how comments will be accepted, when the document will be considered for action by the Board of County Commissioners, and the anticipated submission date to HUD. Copies of the draft Revised AFH will be made available for review at the above referenced locations noted in VII.A.4.
3. In addition, Housing and Human Services will make available a reasonable number of free copies of the proposed document to residents and groups that request them.
4. The Board of County Commissioners approved revised AFH will be submitted to HUD within 30 days following the end of the public comment period.

VIII. Development of Substantial Amendments

Prior to amending the Action Plan and/or the Consolidated Plan, reasonable notice and opportunity will be given to all citizens via a 30-day comment period. The Consortium member will publish the proposed substantial amendment in a newspaper of general circulation. One (1) public hearing shall be held prior to submission to HUD.

The following criteria for determining what changes in planned or actual HOME Consortium or Brevard County CDBG activities constitute a Substantial Amendment to the Consolidated Plan and/or the Action Plan:

1. Any change in the allocation priority or change in the method of distribution of funds.
2. The use of funds to carry out an eligible activity from any program covered by the Plan (including program income), not previously described in the Action Plan.
3. A change in the purpose, scope, location or beneficiaries of an activity. A change in the use of funds from one eligible activity to another.
4. A change in the project location which is outside of, and not contiguous to, previously designated target area; or described location for the activity.
5. The percentage of federal CDBG funds expended for the benefit of low to moderate income persons falls below its required 70% as a result of any proposed increase/decrease in expenditures for any one project or activity.

Any comments received in writing or orally will be considered in preparation of the final Substantial Amendment. A summary of the comments will be attached to the final Substantial Amendment, in addition to an explanation for any comments not accepted.

IX. Development of Performance Plans, Reports and Applications: Action Plan, CAPER and Section 108 Loan Application

Reasonable notice and an opportunity to participate in development of plans, reports and application will be provided through a public comment period. Any comments received in writing or orally will be considered and a summary of the comments will be attached to the applicable plan, report or application, along with an explanation for any comments not accepted.

A. The Consortium will solicit public comment on the Action Plan in the following manner:

1. Advertise public hearings (or workshops) in a newspaper of general circulation. The advertisements will appear at least fifteen (15) days prior to the scheduled hearing. The advertisement shall indicate the purpose, date, time, and location of the hearing. At least one (1) public hearing shall be held before and after the 30 day comment period.
2. Provide a draft of the Action Plan for public review and comment for a period of not less than thirty (30) days prior to the Plan's submission at the County office and website.
3. The Consortium will solicit public comment on the CAPER in the following manner:

Advertise in a newspaper of general circulation a draft of the CAPER for public review and comment at the following public locations for not less than fifteen (15) days:

- Titusville Public Library
 - Central Brevard Public Library and Reference Center (Cocoa)
 - Franklin T. DeGroot Public Library (Palm Bay)
 - City of Titusville Neighborhood Services Department
 - City of Cocoa Community Development Department
 - City of Melbourne Housing and Neighborhood Improvement Department
 - City of Palm Bay Housing and Neighborhood Development Services Division
 - Brevard County Housing and Human Services Department
 - Brevard County Housing and Human Services Department website
4. At least one local meeting before submission of the application to obtain the views of citizens on community development and housing needs, and a minimum of two public hearings each at different stage of the application process. Advertise all public meetings/hearings in a newspaper of general circulation at least fifteen (15) days prior to the scheduled meeting/hearing which shall indicate the purpose, date, time and location of the meeting/hearing. Each meeting and/or hearing will offer the following information, as applicable:
- a. amount of loan funds expected for the coming year
 - b. program income anticipated to be generated
 - c. range of activities to be undertaken
 - d. estimated amount of guaranteed loan funds proposed to be used for activities that will benefit low and moderate income persons
 - e. proposed activities likely to result in displacement
 - f. applicable policy for minimizing displacement of persons as a result of the proposed activity
 - g. community development and housing needs
 - h. development of proposed activities
 - i. review of program performance
5. Provide a draft of the Section 108 Loan Application for public review and comment at the following public locations for review and public comment for thirty (30) days.
- Central Brevard Public Library and Reference Center (Cocoa)
 - Brevard County Housing and Human Services Department

X. Public Hearings/Meetings

The public will be provided an opportunity to share their views and comments to plans, reports, affirmatively furthering fair housing, and applications at least twice per year. The following strategies will be implemented to ensure citizen participation:

1. At least two public hearings will be held per year to obtain citizens' views and to respond to questions. One (1) public hearing will be held before the proposed Consolidated Plan is published for comment, and one (1) hearing prior to submission of the proposed Consolidated Plan, Substantial Amendment, Assessment of Fair Housing (including any revisions) and Action Plans. The purpose of public hearings is to solicit the views of the citizens regarding the following:
 - a. housing and community development needs
 - b. priority non-housing community development needs
 - c. the development of proposed activities
 - d. review of program performance

2. Public hearings and neighborhood meetings will be held at sites that are accessible to persons with disabilities. These meetings will be advertised on County website and in a newspaper of general circulation at least fifteen (15) days prior to the scheduled hearing/meeting and indicate the purpose, date, time and location.
3. An alternate method of communication will be provided when a significant number of non-English speaking residents are expected to participate. Accommodations will be provided for persons with disabilities, upon forty-eight (48) hour's notification to the County office.

XI. Availability to Public/Access to Records

In order to provide an opportunity for citizens to receive information, submit comments on the Consolidated Plan, Action Plan, CAPER, Substantial Amendment and Section 108 Loan Application, the following strategies will be implemented:

1. Advertisements will be placed in a newspaper of general circulation. A summary will describe the contents, purpose and locations where the entire document may be examined.
2. Five (5) free copies will be available at the County office. This office is convenient and centrally located near potential and actual low-to-moderate income beneficiaries. The County will post plans, reports and applications onsite and online.
3. Materials will be available to persons with disabilities or who are non-English speaking, upon request.
4. Records relating to programs covered in preceding Consolidated Plan year will be maintained for five (5) years.

XII. Technical Assistance

Upon request, technical assistance developing proposals for funding assistance under any of the programs covered by the Consolidated Plan will be offered by the Consortium. This will include any technical assistance to groups that represent low to moderate income persons. Any technical assistance offered will not guarantee funds. The level and type of assistance will be determined on a case by case basis.

The Consortium may use one of several basic models to solicit sub-recipients for funding under CDBG (Brevard County), HOME and additional qualifying programs within the framework of the Consolidated Plan and Action Plan.

A. Basic Models

Depending on the situation and circumstance of the project or the needs of the community, the Advisory Board and Staff may choose any one of the following models or variations of those approaches to assist in the solicitation process of sub-recipients. The basic models are as follows:

1. Formal Application Process, Request for Proposal (RFP): requires the submission of a formal application, typically undertaken once a year in conjunction with the planning process. Applications are evaluated based on explicit selection criteria. This process works best for projects with numerous or complex activities, potential applicants with varying degrees of experience, limited funding, and increased competition.
2. Limited Application/Pre-Application Process: this approach will be similar to the formal application process, but the application will not be as detailed. This approach will allow the County and the Advisory Board to review and narrow the number of applications before requesting additional

detailed information or making final recommendations. This process will be useful in encouraging participation of potential sub-recipients unfamiliar with the RFP process or matching funds for a larger project.

3. Request for Qualifications (RFQ): the Advisory Board and County will identify potential qualified sub-recipients through an informal process, or through a general RFQ. From the identified group, the County and the Advisory Board will identify organizations qualified to carry out specific activities and will approach the organization. This process will be proactive and focused on qualified organizations that have the capacity to present new and innovative approaches to Board-approved objectives.
4. "Open Door" or Unsolicited Application Process: allows application requests to be accepted and considered any time during the program year until funds are no longer available. The unsolicited application shall meet the same requirements of the solicitation process already in place for the identified funding source. The application shall be evaluated based on the criteria used during the formal application process, with selections to be recommended by the Advisory Board. For HOME Community Housing Development Organization (CHDO) funding, the "Open Door" or Unsolicited Application Process may be used. Applications from County-designated CHDO's will be accepted throughout the program year for as long as funding is available. Notification will be made to all County-designated CHDO's when program year funding has been depleted. The unsolicited applications will be reviewed for feasibility by the County and brought to the appropriate Advisory Board for funding recommendation. Upon recommendation approval the application will be presented to the Board of County Commissioners at a scheduled Brevard County Commission meeting.

B. Selection of Sub-recipients and Contractors

Funding recommendations through the Brevard Home Consortium will be established by a specific list of criteria.

XIII. Complaints

A written response will be made to every written or oral citizen comment received during the above referenced processes within fifteen working (15) days of receipt, when practical. Comments shall be sent to:

Brevard County Housing and Human Services Department
2725 Judge Fran Jamieson Way, Building B, Suite B-106
Viera, Florida 32940

Citizens may, at any time during the complaint resolution process, contact the U.S. Department of Housing and Urban Development (HUD) at the following address:

U.S. Department of Housing and Urban Development
Charles Bennett Federal Building
Office of Community Planning and Development
400 West Bay Street; Suite 1015
Jacksonville, Florida 32202-4410