



Agenda Report

2725 Judge Fran Jamieson
Way
Viera, FL 32940

Public Hearing

H.2.

5/17/2022

Subject:

Public Hearing, RE: Brevard County HOME Investment Partnerships Program Consortium Five Year Consolidated Plan Fiscal Year 2022-2026 and the Fiscal Year 2022-2023 Annual Action Plan

Fiscal Impact:

Brevard County is estimated to receive approximately \$1,464,890 in FY2022-2023 Community Development Block Grant funds and approximately \$1,248,404 in FY 2022-2023 HOME grant funds that will be distributed to the Consortium Members (Brevard County, Titusville, Cocoa, Melbourne, and Palm Bay). There will be no impact to the General Fund.

Dept/Office:

Housing and Human Services / Central Services

Requested Action:

It is requested that the Board of County Commissioners conduct a public hearing to solicit input into the Consolidated Planning process, as required by the United States Department of Housing and Urban Development (HUD), prior to the proposed Consolidated Plan and Annual Action Plan being published for final comments. **No vote is required for this first public hearing.**

Summary Explanation and Background:

HUD requires jurisdictions to hold two public hearings and one public meeting under the five-year Consolidated Plan and Annual Action Plan process; as referenced in the Brevard County Citizen Participation Plan.

The public meeting will be held on May 19, 2022 during the Affordable Housing Advisory Committee meeting, and the second public hearing will be held on August 2, 2022.

HUD requires recipients of HOME and CDBG funds to prepare a five-year Consolidated Plan. The Consolidated Plan is both a document and a process. It is a collaborative initiative whereby a community establishes priorities for its housing, homeless, economic development, and community development activities. This Consolidated Plan covers the Brevard County Consortium, which consists of Brevard County (as the Lead Agency), and the cities of Titusville, Cocoa, Melbourne and Palm Bay. The plan covers a five-year period from 2022-2026 and serves numerous community planning functions, identifies and prioritizes affordable housing and community development needs, outlines a comprehensive and coordinated strategy for addressing those needs over the next five years, and it provides an occasion to embrace a comprehensive vision of housing and community development.

The Consolidated Plan utilizes citizen participation and collaboration to generate the following components:

- An assessment of the housing, supportive services, and community development needs within the

county to help determine the needs of special needs groups such as: homeless, elderly, person with physical, mental and developmental disabilities, persons with alcohol/drug addictions as well as the special needs of other underserved groups,

- Development of priorities for addressing the identified housing needs such as Affordable “Owner-Occupied” Housing, Affordable “Rental” Housing and Fair Housing,
- Development of priorities for addressing the identified Community Development needs such as; Public Safety/Crime Prevention, Public Services, Infrastructure, Public Facilities, Economic Development, and Demolition and Clearance, and
- Identification of obstacles to meeting underserved needs.

Additionally, on an annual basis, the Brevard Home Consortium must prepare an Annual Action Plan using the goals and priorities established in the five-year Consolidated Plan. The Annual Action Plan provides an implementation guide for the broad goals and priorities outlined in the five-year Consolidated Plan.

Each Consortium member formulates its own CDBG Annual Action Plan. Within their respective jurisdictions, each may spend CDBG funds to promote community development activities such as: promoting safe neighborhoods, capital improvements, economic development, public services, and other housing assistance programs.

The Consortium is estimated to receive \$1,248,404 in HOME funds for Fiscal Year 2022-2023 to begin on October 1, 2022. The breakdown of HOME funds is as follows: Brevard County \$528,750.05, Titusville \$133,846.14, Cocoa \$79,466.77, Melbourne \$254,969.09, and Palm Bay \$251,371.95. Each Consortium member receives a direct CDBG allocation from HUD. For fiscal year 2022-2023, to begin October 1, 2022, Brevard County is estimated to receive \$1,464,890 in CDBG funds.

Residents were notified of the public hearing and public meeting on the fiscal year 2022-2026 Consolidated Plan and fiscal year 2022-2023 Annual Action Plan, via the Housing and Human Services website and Florida Today’s newspaper on May 2, 2022.

Clerk to the Board Instructions:

None



May 18, 2022

M E M O R A N D U M

TO: Ian Golden, Housing and Human Services

RE: Item H.2., Public Hearing, for Brevard County HOME Investment Partnerships Program Consortium
Five Year Consolidated Plan Fiscal Year 2022-2026 and the Fiscal Year 2022-2023 Annual Action
Plan

The Board of County Commissioners, in regular session on May 17, 2022, discussed and conducted the public hearing to solicit input into the Consolidated Planning process, as required by the United States Department of Housing and Urban Development (HUD), prior to the proposed Consolidated Plan and Annual Action Plan being published for final comments.

Your continued cooperation is always appreciated.

Sincerely,

BOARD OF COUNTY COMMISSIONERS
RACHEL M. SADOFF, CLERK

for Donna Scott
Kimberly Powell, Clerk to the Board

/pp

cc: Central Services

**PUBLIC HEARING AND PUBLIC MEETING NOTICE - BREVARD HOME CONSORTIUM
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM (CDBG)
and HOME INVESTMENT PARTNERSHIPS PROGRAM (HOME)**

Brevard County will conduct a public hearing and public meeting as follows:

Public Hearing on the Fiscal Year 2022 – 2026 Consolidated Plan and Fiscal Year 2022 -
2023 Annual Action Plan

May 17, 2022 at 9:00 AM
2725 Judge Fran Jamieson Way, Viera
1st floor, Building C, Commission Chambers
Brevard County Board of County Commissioners

Public Meeting on the Fiscal Year 2022 – 2026 Consolidated Plan; Fiscal Year 2022 -
2023 Annual Action Plan; Review of the 2021-2022 HOME Investment Partnerships
Program (HOME) Consortium's and Community Development Block Grant (CDBG)
Consolidated Annual Performance and Evaluation Report (CAPER); and Review proposed
fiscal year 2022-2023 funding priorities

May 19, 2022 at 4:30 PM
2725 Judge Fran Jamieson Way, Viera
2nd Floor - Building C, Space Coast Room
Affordable Housing Advisory Committee

The purpose of the Public Hearing and Public Meeting is to solicit the views of the citizens regarding the following:

- ❖ housing and community development needs
- ❖ priority non-housing community development needs
- ❖ the development of proposed activities
- ❖ review of program performance

Every five years, the Brevard HOME Consortium conducts a public meeting and public hearings to receive input before developing its Consolidated Plan which establishes priorities for funding programs and projects.

Each year an annual Action Plan is developed to utilize funds received from the United States Department of Housing and Urban Development (HUD) to fund local CDBG and HOME programs and projects based on the current Consolidated Plan's established needs and priorities.

The CDBG Program's primary objective is the development of viable communities by providing decent housing, a suitable living environment and expanding economic opportunities, principally for persons of low to moderate income. Based on historical data, Brevard County could be awarded an estimated \$1,464,890 annually for the next five (5) years. These funds may be used for infrastructure, public services, demolition, and public

facilities.

The HOME Program's primary objective is the creation and sustainability of affordable housing for low to moderate income households. HOME Program funds are received by Brevard County on behalf of the Brevard HOME Consortium, consisting of Brevard County and the cities of Titusville, Cocoa, Melbourne and Palm Bay. The anticipated amount of HOME funds for Fiscal Year 2022-2023 will be \$1,248,404 plus any program income on hand. The breakdown of HOME is as follows: Brevard County \$528,750.05, Titusville \$133,846.14; Cocoa \$79,466.77; Melbourne \$254,969.09; and Palm Bay \$251,371.95. Based on historical data, Brevard County HOME Consortium could be awarded an estimated \$1,248,404 annually for the next five (5) years. These funds may be used for the acquisition, construction, rehabilitation of housing, purchase assistance or for direct assistance to renters.

There will be a 30-day public comment period from June 6, 2022 to July 5, 2022, for the Consolidated Plan, Annual Action Plan and the proposed use of funds. During this period, a draft of both the Consolidated Plan and Action Plan will be available for public review on the County's Web site: <https://www.brevardfl.gov/HousingAndHumanServices/PlansAndReports> and at the following locations:

Brevard County Housing & Human Services 2725 Judge Fran Jamieson Way; B-106 Viera, FL 32940 (321) 633-2076	City of Palm Bay Housing & Neighborhood Development Services 120 Malabar Rd, SE Palm Bay, FL 32907 (321) 952-3429	City of Cocoa Community Development 65 Stone Street Cocoa, FL 32922 (321) 433- 8511	City of Titusville Neighborhood Services Department Harry T. Moore Social Service Center 725 Deleon Avenue Titusville, FL 32780 (321) 567-3783
Titusville Public Library 2121 S. Hopkins Avenue Titusville, FL 32780 (321) 264-5026	City of Melbourne Housing and Urban Improvement 695 East University Blvd. Melbourne, FL 32901 (321) 608-7530	Franklin DeGroodt Public Library 6475 Minton Rd. S.W. Palm Bay, FL 32908 (321) 952- 6317	Catherine Schweinsberg Rood Central Brevard Public Library 308 Forest Ave. Cocoa, FL 32922 (321) 633-1792

Agencies, groups and individuals are invited and encouraged to attend these meetings and share their ideas and comments with county staff, advisory councils and the general public.

Please address any written comments to: Brevard County Housing & Human Services Department, Attention: Natasha Jones, Special Projects Coordinator, 2725 Judge Fran Jamieson Way, Building B, Suite B-106, Viera, FL 32940.

In accordance with the Americans with Disabilities Act and Section 286.26, Florida Statutes, persons needing special accommodations or an interpreter to participate in the proceedings, please notify Brian Breslin in the Housing and Human Services Department, no later than 48 hours prior to the meeting, at (321) 633-2076.



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. DeGroodt 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. DeGroodt 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.
- B. 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

C. 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. DeGroodt 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

D. 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