

CITIZEN PARTICIPATION PLAN



COUNTY OF KAUA'I

A PLAN FOR CITIZEN INPUT IN THE ADMINISTRATION OF CERTAIN
COMMUNITY PLANNING AND DEVELOPMENT PROGRAMS
FOR THE
U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

AMENDED APRIL 2020

Prepared by: County of Kaua'i
Kaua'i County Housing Agency
4444 Rice Street, Suite 330
Līhu'e, Kaua'i, Hawai'i 96766

Approved by:

Derek S.K. Kawakami, Mayor

Date

COUNTY OF KAUA'I
CITIZEN PARTICIPATION PLAN

I. PURPOSE OF CITIZEN PARTICIPATION PLAN

The U.S. Department of Housing and Urban Development consolidated planning process requires the County to follow a Citizen Participation Plan (CPP), which describes the County's policies and procedures for involving citizens in the administration of its federally-funded Community Planning and Development (CPD) Programs. The CPP seeks to involve citizen participation, especially among persons in lower income groups.

The CPP allows citizens, especially those likely to be affected and, in particular, residents of slum and blighted areas and in very-low and low-income neighborhoods in which program funds are proposed to be used, to express their needs.

II. SCOPE OF CITIZEN PARTICIPATION

Citizens are encouraged to participate in the development of the Consolidated Plan (CP), and any substantial amendments to the CP. Citizens will be offered the opportunity to participate at all stages of the CP development. Participation will include the assessment of community needs and priorities, and the opportunity to comment on the draft CP, Annual Action Plan (AAP), and Consolidated Annual Performance and Evaluation Report (CAPER).

A. Development of the Consolidated Plan

Prior to the adoption of the CP, the County will notify the public of the availability of a 30-day comment period for the draft CP and will hold a public hearing to accept written or oral comments. A public notice will be published in a newspaper of general circulation and posted on the County's website at www.kauai.gov. The public notice will provide the following information:

- Summary of the proposed priorities that will be established during the 5-year CP for the use of CDBG grant funds;
- Where copies of the draft CP are available for public viewing or may be obtained;
- Deadline for submitting public comments;
- Location, date and time of the public hearing which shall be held at a location that is accessible to persons with disabilities, and at a

time and location convenient to the public and units of local government;

- How persons with special needs may request reasonable accommodations to participate in the hearing; and
- Phone numbers for interested citizens to call if they have questions.

B. Amendments to the Consolidated Plan (24 CFR 91.505)

1. Criteria for Amendment to the CP. Changes or amendments to the CP will occur if the County determines any change as substantial:
 - Change in allocation of priorities to the Consolidated Plan;
 - Change in method for the distribution of funds;
 - Significant change in the dollar allocation: more than 50% of the original fund amount;
 - Adding a new activity, using funds from any program covered by the Consolidated Plan (including program income) not previously described in the AAP; or
 - Change in the purpose, scope, location, or beneficiaries of an activity.
2. Public Notice for Substantial Amendments. The County will publish a public notice in a newspaper of general circulation requesting comments on the proposed substantial changes or amendments to the CP. The County will accept comments for a 30-day period.
3. Public Comments. A summary of these comments, and a summary of any comments or views not accepted, and the reasons therefore, will be attached to the substantial amendments to the CP.
4. Activities Exempt from Substantial Amendment Citizen Participation Requirements: In the event of a natural disaster, local government emergency proclamation or presidentially-declared national emergency, the County may need to amend the CP to fund new activities and/or reprogram funds including canceling activities to meet community development needs that have a particular urgency. The County may utilize CPD funds to meet an urgent need without a 30-day public comment period, which is otherwise required for substantial amendments.

Urgent Needs: To comply with the national objective of meeting community development needs having a particular urgency, an activity will alleviate conditions that the County certifies:

- Pose a serious and immediate threat to the health and welfare of the community;
- Are of recent origin or recently became urgent;
- Is unable to finance the activity on its own; and
- Other resources of funding are not available to carry out the activity.

A condition will generally be considered to be of recent origin if it is developed or became critical within 18 months preceding the County's certification.

5. Disaster Response and Recovery: Disaster and emergency response and recovery will be made priority. CPD funds may be redirected or reprogrammed in the event of a declared disaster in the County, state emergency proclamation or presidentially-declared national emergency. The 30-day public comment period is waived for substantial amendments, provided a 5-day public comment period is conducted for each substantial amendment. In lieu of a published public notice in a newspaper of general circulation, a notice will be posted on the County's website. The public comment period waiver will be effective through the end of the following program year. Eligible uses of funds are outlined in the County's CP and AAP.

C. Annual Action Plan – Activities to be Undertaken

The County will publish a public notice in a newspaper of general circulation announcing the availability of CDBG program funds and applications for CDBG grant funds. Three (3) public hearings at locations on east, central, and west Kaua'i will be conducted by the Kaua'i County Housing Agency for the purpose of furnishing citizens with information and opportunities to comment on:

- Amount of funds available for proposed community development and housing activities;
- Estimated amount of funds to be used for activities that will benefit very low and low income persons;
- Range of activities that may be undertaken;

- The County’s plan for minimizing displacement of persons as a result of activities assisted with program funds and for assisting persons actually displaced;
- Tentative schedule and deadline for the community to submit proposals, when applicable; and
- Description of the CDBG application selection criteria and process.

Prior to submitting the AAP to HUD, the County will afford citizens the opportunity of a 30-day comment period on the CDBG activities being recommended for funding. The public notice will provide a summary of the proposed activities and funding, and will be published in a newspaper of general circulation. A public hearing will be held to accept written or oral comments during the 30-day comment period.

D. Review of Program Performance:

The County will provide an opportunity for citizens to comment on the Consolidated Annual Performance and Evaluation Report (CAPER). A public notice will appear in a newspaper of general circulation providing a minimum of 15-day comment period for the CAPER. The County will consider any written comments received at the following address:

Kaua’i County Housing Agency
 Pi’ikoi Building
 4444 Rice Street, Suite 330
 Līhu‘e, Kaua’i, Hawai’i 96766

A summary of these comments or views will be attached to the CAPER when it is submitted to HUD.

III. COMMUNITY DEVELOPMENT BLOCK GRANT for DISASTER RECOVERY

Funds may be allocated to the County of Kaua’i under the Community Development Block Grant for Disaster Recovery (CDBG-DR) following a Presidentially-declared disaster. In accordance with applicable Federal Register Notices, recipients of CDBG-DR funds are required to follow a detailed CPP that satisfies the requirements of 24 CFR 91.105. Specific requirements to uphold CDBG-DR grant compliance include:

A. Grantee Website

To provide information and updates pertaining to the CDBG-DR program as required by applicable Federal Notices, recipients of CDBG-DR funds are required to create a separate web page

dedicated to disaster recovery specific to CDBG-DR grant requirements and activity. Content will include:

- A description of the disaster.
- An outline of federal and local response to date and information about long term recovery efforts.
- Links to Federal Register Notices, applicable laws and HUD information about the CDBG-DR program will inform the public about restrictions and eligible uses of funds.
- An announcement of the beginning and end dates for the 30-day Public Comment Period required for final HUD approval of the Action Plan (and any substantial amendments) will be displayed, as will submission and approval dates of each plan or amendment.
- The County's HUD approved Action Plan for publication, all subsequent HUD approved amendments and Quarterly Performance Reports will be available on the web page as required.
- Procurement Policies and Procedures. The section will include a description of goods and services procured, a copy of any contracts directly procured by the County and a summary outlining current contract performance.
- Program Policies and Procedures for selected projects.
- Citizen and Stakeholder participation will be encouraged by listing email, phone, address and business hours to contact the CDBG-DR coordinator to submit questions or concerns. All inquiries will be responded to within 15 business days. A log of complaints with responses will be kept on file for the duration of the grant.

B. Action Plan

An Action Plan, and any substantial amendments, outlining proposed use of CDBG-DR funds will be submitted to HUD for approval following a 30-day public comment period as required by applicable Federal Register Notices. An amendment is considered substantial when proposed activities for funding are added or deleted or for a revision of program funding greater than 20% of the original funding amount. The County will notify the public of the availability of a 30-day comment period for the draft Action Plan and will accept comments in writing via mail or email and

orally via phone or in person. A public notice will be published in a newspaper of general circulation and posted on the County's website at www.kauai.gov. The public notice will provide the following information:

- Summary of the proposed priorities for the use of CDBG-DR grant funds;
- Where copies of the draft Action Plan are available for public viewing or may be obtained;
- Deadline for submitting public comments;
- Email, Address or phone contact information to submit comments; and
- How persons with special needs may request reasonable accommodations to participate in reviewing or providing comments.

C. Quarterly Status Reports

Each grantee must submit a Quarterly Status Report (QPR) through the Disaster Recovery Grant Reporting (DRGR) system no later than 30 days following the end of each calendar quarter. Within 3 days of submission to HUD, each QPR must be posted on the grantee's official website. Each QPR will include information about the uses of funds in activities identified in the DRGR action plan during the applicable quarter.

IV. TECHNICAL ASSISTANCE

Technical assistance will be provided to individuals, citizens, organizations and groups representing very low and low income persons in the following manner:

- Upon request to the Kaua'i County Housing Agency; and
- Technical assistance sessions on program requirements, development of proposals and the details of ranking and selection of projects.

Assistance may also be in the form of informal staff presentations, informational hand-outs, research of specific issues and concerns, or other short-term efforts.

V. SPECIAL NEEDS GROUPS

All public hearings and workshops will be located in buildings to afford accessibility by persons with disabilities. Special accommodations for the handicapped, including those with vision and hearing impairments (i.e. large print, taped materials, sign language interpreters for non-English speaking residents) will be available upon written request 10 working days prior to the public hearing date, to the Kaua'i County Housing Agency.

VI. PUBLIC COMMENTS, COMPLAINTS & GRIEVANCES

The County will provide a timely written response to every written complaint or grievance within 15 working days, where practical. All written comments, objections and complaints shall be addressed to:

Housing Director
Kaua'i County Housing Agency
4444 Rice Street, Suite 330
Lihu'e, Kaua'i, Hawai'i 96766

VII. USE OF THE CITIZEN PARTICIPATION PLAN

The County will follow its Citizen Participation Plan.