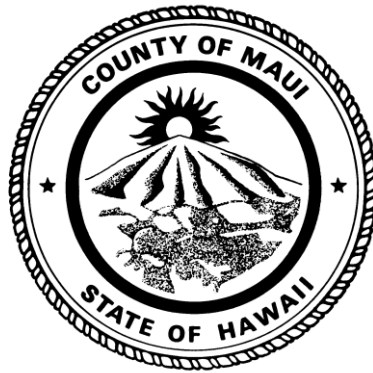


County of Maui
2020 - 2024 CONSOLIDATED PLAN
CITIZEN PARTICIPATION PLAN



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COUNTY OF MAUI

CITIZEN PARTICIPATION PLAN **for Consolidated Community Planning and** **Development Program Submissions** **to the U.S. Department of Housing and Urban Development (HUD)**

The following Citizen Participation Plan (CPP) will be utilized by the County of Maui (hereinafter referred to as "the County") to provide for and encourage citizens to participate in the development of the County's Consolidated Plan, substantial amendments to the Consolidated Plan, Annual Action Plans (AAP), substantial amendments to Annual Action Plans and Consolidated Annual Performance and Evaluation Reports (CAPER), pursuant to 24 CFR Part 91, "Consolidated Submission for Community Planning and Development Programs", effective February 6, 1995.

The County's Consolidated Plan will serve as a planning tool to identify priority community development and housing needs, a strategic plan to achieve those identified priority needs and an application to the U.S. Department of Housing and Urban Development (HUD) for funding under the Community Development Block Grant (CDBG) Program. The County's Annual Action Plans will outline specific projects the County will undertake during each year to address the priority needs identified in the Consolidated Plan. The County's Consolidated Plan and Annual Action Plans will also serve as an information resource for the State of Hawaii's consolidated submission and application for funding under HUD's HOME Investment Partnerships (HOME), Emergency Shelter Grants (ESG) and Housing Opportunities for People with AIDS (HOPWA) Programs. These programs are designed to facilitate community development and housing opportunities for low- and moderate-income persons, particularly residents of predominately low- and moderate-income neighborhoods, as defined by HUD.

The requirements of the CPP are intended to encourage the participation of all citizens, including minorities, non-English speaking persons and persons with disabilities. These requirements are designed especially to encourage participation by low- and moderate-income persons, particularly those living in slum and blighted areas and in areas where CDBG funds are proposed to be used, and by residents of predominantly low- and moderate- income neighborhoods.

Citizen Participation Plan

1. Adoption of and Amendments to the Citizen Participation Plan (CPP) - The County shall make the CPP public, and shall provide citizens with reasonable notice and opportunity to comment on the adoption and substantial amendments to the CPP.

- a. Prior to adopting the CPP, or subsequent substantial amendments to the CPP, notice shall be published in a newspaper(s) of countywide publication or other means authorized by HUD and posted on the County's website for the purpose of obtaining citizen's views and comments. Written comments relative to the CPP will be received by the County for a period of not less than 15 days after the date of public notice. Notice of proposed substantial amendments to the CPP will include a summary of the proposed amendments. The adopted or amended CPP will be made public, and upon request, in a format accessible to persons with disabilities.
 - b. A substantial amendment to the CPP is defined as a reduction in the minimum number of public hearings required and/or a reduction in the minimum number of days allowed for comment.
 - c. A public hearing may be held in conjunction with other public hearings required by this CPP; however, the period for receiving comments relative to substantial amendments to the adopted CPP will be described in paragraph 1.a. above.
2. Development of the Consolidated Plan - Development of the County's Consolidated Plan will utilize information obtained through citizen participation at public hearings, written comments received pursuant to public hearings and information obtained through consultation with public and private agencies that provide assisted housing, health services and social services, including those focusing on services to children, elderly persons, persons with disabilities, and homeless persons.
- a. During the development of the proposed Consolidated Plan, the County will conduct at least one public hearing for the purpose of obtaining citizen's views and comments on housing and community development needs. Notice of the public hearing will include information about the amount of assistance the County expects to receive and the range of activities that may be undertaken, including the estimated amount that will benefit persons of low- and moderate-income.
 - b. Prior to adopting a final Consolidated Plan, the County will conduct at least one public hearing for the purpose of obtaining citizen's views and comments. A summary of the proposed plan, which describes the contents and purpose of the plan, will be published in a newspaper(s) of countywide publication or other means authorized by HUD and posted on the County's website. This summary will also include a list of the following locations where copies of the entire proposed plan may be examined: the County's CDBG Program Office as well as the Housing Division Office of the Department of Housing and Human Concerns. The County shall

provide at least one free copy of the proposed plan to citizens or groups that request it. Written comments relative to the proposed plan from citizens, public agencies and other interested parties will be received by the County for a period of not less than 30 days after the date of notice. Comments or views of citizens received in writing, or orally at the public hearings relative to the proposed Consolidated Plan, shall be considered in preparing the final Consolidated Plan. A summary of all comments received relative to the proposed plan, including a summary of any comments not accepted and the reasons therefore, will be attached to the final consolidated submission.

- c. The County will make every effort to minimize displacement of persons. However, in the event activities relative to the programs covered by the Consolidated Plan result in the displacement of persons, the County shall comply with 24 CFR 570.606 and applicable Hawaii Revised Statutes (HRS 111).
 - d. A public hearing may be held in conjunction with other public hearings required by this Citizen Participation Plan; however, the period for receiving comments relative to the Consolidated Plan will be described in paragraph 2.b. above.
3. Amendments to the Consolidated Plan - The County will provide citizens with reasonable notice and opportunity to comment on all substantial amendments to the adopted Consolidated Plan.
- a. A summary of the proposed substantial amendments to the Consolidated Plan will be published in a newspaper(s) of countywide publication or other means authorized by HUD and posted on the County's website. The County will receive comments and views of citizens, public agencies and other interested parties for a period of not less than 30 days after the date of notice. The County will consider any comments or views of citizens received in writing or orally at public hearings in preparing the substantial amendment of the Consolidated Plan. A summary of these comments or views, including a summary of any comments or views not accepted and the reasons therefore, shall be attached to the substantial amendment of the Consolidated Plan.
 - b. The following criteria shall be used in determining what changes in the County's planned or actual activities constitutes a substantial amendment to the adopted Consolidated Plan:
 - 1) Change in allocation priorities or a change in the method of distribution of funds;

- 2) A change in a Priority Community Development Need previously identified in the Consolidated Plan;
 - 3) A change in a Community Development Goal previously identified in the Consolidated Plan.
 - c. A public hearing may be held in conjunction with other public hearings required by this Citizen Participation Plan; however, the period for receiving comments relative to substantial amendments to the adopted Consolidated Plan will be as described in paragraph 3.a. above.
4. Development of the Annual Action Plans – Development of the County’s Annual Action Plans will utilize information obtained through citizen participation at public hearings, written comments received pursuant to public hearings, Requests for Proposals and information obtained through consultation with public and private agencies that provide assisted housing, health services and social services, including those focusing on services to children, elderly persons, persons with disabilities and homeless persons.
 - a. During the development of the proposed Annual Action Plan, the County will conduct at least one public hearing for the purpose of obtaining citizen’s views and comments on housing and community development needs. Notice of the public hearing will include information about the amount of assistance the County expects to receive and the range of activities that may be undertaken, including the estimated amount that will benefit persons of low- and moderate-income.
 - b. In the development of the proposed Annual Action Plans relating to activities to meet housing and community development needs funded by the CDBG Program, the County shall publish a Request for Proposals (RFP) public notice in a newspaper(s) of countywide publication or other means authorized by HUD and post the RFP on the County’s website to solicit written project proposals from all eligible entities. The public notice shall indicate an open application period, as set forth by the County on an annual basis, and the deadline to submit project proposal applications. Proposals shall be accepted in accordance with the requirements set forth in the Application Packet, which shall be available at the CDBG Program Office during the open application period. The duration of the open application period, during which written project proposals will be accepted, shall be not less than 30 days after the date of public notice. No new project proposals shall be accepted after the set project filing deadline.
 - c. In the development of the proposed Annual Action Plans relating to activities to meet housing and community development needs funded by the CDBG Program, the County shall follow federal procurement

standards to accept and select proposals for CDBG funding on a competitive basis. Annually, prior to the start of the open application period, the screening, evaluation and selection policy and procedures as well as the evaluation rating criteria and guidelines shall be reviewed and updated by the CDBG Program Office, subject to approval by the Mayor and/or Managing Director. The evaluation rating criteria, at a minimum, shall be consistent with the County's Consolidated Plan.

- d. Prior to adopting a final Annual Action Plan, the County will conduct at least one public hearing for the purpose of obtaining citizen's views and comments. A summary of the proposed plan, which describes the contents and purpose of the plan, will be published in a newspaper(s) of countywide publication or other means authorized by HUD and posted on the County's website. This summary will also include a list of the following locations where copies of the entire proposed plan may be examined: the County's CDBG Program Office as well as the Housing Division Office of the Department of Housing and Human Concerns. The County shall provide at least one free copy of the proposed plan to citizens or groups that request it. Written comments relative to the proposed plan from citizens, public agencies and other interested parties will be received by the County for a period of not less than 30 days after the date of notice. Comments or views of citizens received in writing, or orally at the public hearings relative to the proposed Annual Action Plan, shall be considered in preparing the final Annual Action Plan. A summary of all comments received relative to the proposed plan, including a summary of any comments not accepted and the reasons therefore, will be attached to the final plan submission.
 - e. A public hearing may be held in conjunction with other public hearings required by this CPP; however, the period for receiving comments relative to the Annual Action Plans will be described in paragraph 4.b. above.
5. Amendments to Annual Action Plans – The County will provide citizens with reasonable notice and opportunity to comment on all substantial amendments to adopted Annual Action Plans.
- a. A summary of the proposed substantial amendments to an adopted Annual Action Plan will be published in a newspaper(s) of countywide publication or other means authorized by HUD and posted on the County's website. The County will receive comments and views of citizens, public agencies and other interested parties for a period of not less than 30 days after the date of notice. The County will consider any comments or views of citizens received in writing or orally at public hearings in preparing the substantial amendment of and adopted Annual Action Plan. A summary of these comments or views, including a summary of any comments or

views not accepted and the reasons therefore, shall be attached to the substantial amendment of the Annual Action Plan.

- b. The following criteria shall be used in determining what changes in the County's planned or actual activities constitutes a substantial amendment to an adopted Annual Action Plan:
 - 1) Change in the use of funds to an eligible activity not previously described in an adopted AAP;
 - 2) Change in the purpose, scope, location, or beneficiaries of an activity previously described in an adopted AAP;
 - 3) Termination or cancellation of a previously described in an adopted AAP;
 - 4) Reprogramming action greater than \$200,000 to an eligible activity previously described in an adopted AAP.
 - c. An amendment to an approved AAP that is a result of the County's effort to meet community development needs having a particular urgency, including a natural disaster or other health and/or environmental related matter, shall not be considered a substantial amendment. Although, the County will publish a public notice in a newspaper(s) of countywide publication or other means authorized by HUD and posted on the County's website to inform the public how funds were used to address the community development needs having a particular urgency.
 - d. A public hearing may be held in conjunction with other public hearings required by this Citizen Participation Plan; however, the period for receiving comments relative to substantial amendments to adopted Annual Action Plans will be as described in paragraph 5.a. above.
6. Consolidated Annual Performance and Evaluation Reports - The County will provide citizens with reasonable notice and opportunity to comment on Consolidated Annual Performance and Evaluation Reports (CAPER) relative to the Consolidated Plan.
- a. Prior to submitting final CAPERs to HUD, the County will conduct a public hearing for the purpose of obtaining citizens' views and comments. Notice of the public hearing will be published in a newspaper(s) of countywide publication or other means authorized by HUD and posted on the County's website. The notice will also include a list of the following locations where copies of the proposed CAPER may be examined: the County's CDBG Program Office as well as the Housing Division Office of the Department

of Housing and Human Concerns. Written comments relative to program performance will be received by the County for a period of not less than 15 days after the date of notice. The County will consider any comments or views of citizens received in writing, or orally at the public hearing, in preparing the CAPER. A summary of these comments or views, including a summary of any comments or views not accepted and the reasons therefore, will be attached to the CAPER.

- b. The public hearing may be held in conjunction with other public hearings required by this Citizen Participation Plan; however, the period for receiving comments relative to CAPERs will be as described in paragraph 6.a. above.
7. Public Hearings - The County shall conduct no less than two public hearings, during two different stages of the program year, to obtain citizen's views and to respond to proposals and questions. These hearings will address housing and community development needs, development of proposed activities and review of program performance.
- a. Notice of public hearings shall be published in a newspaper(s) of countywide publication or other means authorized by HUD and posted on the County's website encouraging citizen participation. The notice will be published at least two weeks before the scheduled meeting date and subsequent notices may be published to maximize public awareness and attendance at the meetings.
 - b. All notices of public hearings shall include, at a minimum, the date, time and location of the hearing, a summary of the subject(s) to be covered at the hearing with sufficient information to permit informed comment and the name and phone number of the County contact person for questions and clarification.
 - c. All public hearings shall be conducted at times and locations which will encourage maximum public participation, and in particular, are convenient to potential and actual beneficiaries. Public hearings will usually be conducted during normal County business hours and be held in Wailuku, Maui, Hawaii. Although, where practical and to encourage public participation, public hearings may be conducted after normal business hours and/or held at other public sites in the County. The location selected for each public hearing will be accessible to persons with disabilities.
 - d. Persons who may require special assistance to enable them to participate, and/or who request written material in alternate format, will be provided appropriate accommodations, where practical, to facilitate their

understanding and participation in the hearing. A written request for special assistance must be submitted to the CDBG Program Office a minimum of eight (8) business days prior to the scheduled hearing date. All public notices will include a statement that reasonable accommodations for persons with disabilities will be provided, if requested in advance.

- e. The County may use video-conferencing or other means of communication to facilitate public participation.
8. Meetings - Reasonable and timely access will be provided regarding local meetings, workshops, and similar informal gatherings. Notice of such meetings will be accomplished by direct invitation, media releases, email, or similar means to ensure that interested persons have an opportunity to participate. The specific form and timing of notification will be determined by the County in accordance with the purpose of the meeting.
9. Availability to Public - The CPP, Consolidated Plan, AAPs, substantial amendments, and CAPERs will be available to the public for review during normal working hours at the County's CDBG Program Office as well as the Housing Division Office of the Department of Housing and Human Concerns. Upon request, all documents will be made available from the CDBG Program Office and Housing Division Office in a form accessible to persons with disabilities.
10. Access to Records - The County will provide citizens, public agencies and other interested parties with reasonable and timely access to information and records relating to the County's Consolidated Plan and the County's use of assistance under the programs covered by the consolidated submission during the preceding five years. Specific requests for such information must be submitted in writing to the CDBG Program Office.
11. Technical Assistance - The County will provide technical assistance, as deemed necessary by the County, to any group or person that request such assistance in developing proposals for funding assistance under the programs covered by the Consolidated Plan. The level and type of assistance provided will be determined by the County on a case-by-case basis depending on the needs and capacity of the group or person requesting assistance.
12. Complaints - The County will provide, at a minimum, a timely substantive written response to every written citizen complaint relative to the Consolidated Plan, AAPs, amendments and CAPERs within 15 working days, where practicable, after the County's receipt of the complaint.

The County of Maui shall follow its Citizen Participation Plan stated herein; however, the

requirements for citizen participation do not restrict the responsibility or authority of the County for the development and execution of its Consolidated Plan.

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