

**Charlotte County, FL
Community Development Block Grant
Disaster Recovery**



Chapter 1: Citizen Participation Plan



I. Purpose

This Citizen Participation Plan outlines how Charlotte County will ensure meaningful public involvement in the development and submission of its Community Development Block Grant–Disaster Recovery (CDBG-DR) infrastructure application. The Plan complies with:

- Title I of the Housing and Community Development Act of 1974, as amended;
- 24 CFR Part 570, Subpart I (State CDBG Program);
- The citizen participation procedures required by FloridaCommerce, which administers the CDBG-DR program in Florida.

This Plan is designed to meet the minimum federal and state requirements for public engagement in disaster recovery funding while providing transparency and accessibility to Charlotte County residents.

II. Public Notice and Comment Procedure

Prior to submitting its CDBG-DR infrastructure application, Charlotte County will:

- Publish a public notice in a local newspaper of general circulation, announcing the intent to apply for CDBG-DR infrastructure funding;
- Include a summary of the proposed projects and estimated funding amounts;
- Allow at least a 14-day public comment period beginning on the date the notice is published;
- Post the public notice on the County’s website during the entire 14-day comment period;
- Accept written public comments submitted by mail, email, or in person to the contact designated in the notice.

The notice will include the following statement to meet nondiscrimination and accessibility requirements: “A FAIR HOUSING/EQUAL OPPORTUNITY/HANDICAP ACCESS JURISDICTION”

This statement affirms Charlotte County’s commitment to civil rights, inclusion, and accessibility.

III. How to Submit Public Comments

During the 14-day public comment period, Charlotte County will accept comments through the following methods:

- **Email:**
Comments may be sent to: CDBG@CharlotteCountyFL.gov
- **Mail or In-Person Drop-Off:**
Charlotte County Human Services – Neighborhood Services Division
Attn: CDBG Program Coordinator



21500 Gibraltar Drive, Unit 1
Port Charlotte, FL 33952

- **Phone (with written transcription by staff):**
Call 941-833-6500 during normal business hours. Staff will document the comment in writing for inclusion in the record.

All comments must be received by the close of business on the 14th day following publication of the notice.

IV. Review and Consideration of Public Comments

- All timely comments will be **logged and reviewed** by County staff.
- A **summary of public comments and the County's responses** will be prepared and included in the application to FloridaCommerce.
- The County will **consider revisions to the proposed application** if comments identify valid concerns or opportunities for improvement.
- The comment summary will be available to the public upon request.

V. Accessibility and Nondiscrimination

Charlotte County is committed to ensuring participation from all residents, including:

- **Persons with disabilities:** Public notices will include contact information to request accommodations or auxiliary aids under the Americans with Disabilities Act (ADA).
- **Limited English Proficiency (LEP) individuals:** Upon request, translation services will be provided to ensure meaningful access.
- **Hearing or speech impaired:** The County will provide access through the Florida Relay Service (TDD/TTY 711 or 941-743-1234).

All physical meeting locations, if applicable, will be ADA-compliant.

VI. Complaint Procedures

Written complaints regarding the CDBG-DR program or participation process may be submitted to:

Charlotte County Human Services Department

Attn: CDBG Program Coordinator
21500 Gibraltar Drive, Unit 1
Port Charlotte, FL 33952
Email: CDBG@CharlotteCountyFL.gov
Phone: 941-833-6500

Charlotte County will provide a written response within 15 working days, when practicable.



VII. Compliance

This Plan fulfills the applicable citizen participation requirements in:

- 24 CFR § 570.486(a) – State-administered CDBG programs
- HUD Federal Register Notices for CDBG-DR
- FloridaCommerce CDBG-DR guidance, requiring public notice, a 14-day comment period, and inclusion of public input in the application record

Charlotte County will maintain documentation of compliance, including proof of publication, copies of all comments, responses, and any resulting revisions.