****

**Unified Government Wyandotte County/
Kansas City, Kansas**

**Amended April 9, 2020**

**Prepared by:**

The Unified Government of Wyandotte County and Kansas City, Kansas

Community Development Department

**Citizen Participation**

**Plan**

**UNIFIED GOVERNMENT OF WYANDOTTE COUNTY / KANSAS CITY, KS**

**CITIZEN PARTICIPATION PLAN**

The Citizen Participation Plan is the process by which Unified Government (UG) Community Development Department identifies policies and procedures to be used to encourage citizen participation and involvement in programs under HUD Five Year Consolidated Plan. The Five Year Consolidated Plan identifies the UG’s housing, homeless and community development needs and establishes goals and strategies for addressing those needs, including the use of Community Development Block Grant Program (CDBG), including the Section 108 Loan Guarantee Program, the HOME Investment Partnerships Program (HOME), and the Emergency Solutions Grant Program (ESG). All of these funds are collectively known as Community Planning and Development (CPD) funds.

# Encouragement of Citizen Participation

The Unified Government provides for and encourages all citizens to participate in the development and review of the:

* Citizen Participation Plan
* Five-Year Consolidated Plan
* Annual One-Year Action Plan
* Consolidated Annual Performance Evaluation Report (CAPER)
* Section 108 Loan Guarantee Program
* Substantial Amendments to the Action Plan or Five Year Plan
* Assessment of Fair Housing

The Unified Government encourages participation by low- and moderate-income persons, particularly those living in slum and blighted areas and in areas where CPD funds are proposed to be used, and by residents of predominantly low- and moderate-income neighborhoods. The Unified Government will also take appropriate actions to encourage the participation of minorities, non-English speaking persons, and persons with disabilities.

The Unified Government encourages the participation of local and regional institutions, the Continuum of Care and other organizations (including businesses, developers, nonprofit organizations, philanthropic organizations, and community-based and faith-based organizations) in the process of developing, amending, and implementing the Consolidated Plan, especially with regard to homelessness issues. The Unified Government encourages, in consultation with public housing agencies, the participation of residents of public and assisted housing developments located within Wyandotte County, in the process of developing and implementing the Consolidated Plan, along with other low- and moderate-income residents of targeted revitalization areas in which the developments are located. The Unified Government will provide information to the executive directors of the Housing Authority of Kansas City.

The Citizen Participation Plan has been and will continue to be amended as the Unified Government continues to gain access to technology that improves the avenues of participation. Unless otherwise noted in this document, all communication regarding the Citizen Participation Plan and the Consolidated Plan documents, complaints, access to records, reasonable accommodation for disabled persons, or translation services for persons with limited English proficiency, should be directed to the contact information on page 7.

Copies of the Citizen Participation Plan, Five-Year Consolidated Plan, Annual One-Year Action Plan, Consolidated Annual Performance Evaluation Report (CAPER) and Fair Housing Plan will be made available for public review at City Hall, Community Development and Clerk’s Office.

Requirements for public comment periods, environmental review, requests for release of funds and advertising are as follows:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Document | Due to HUD | Public Hearing Requirement | Public Review & Comment Period Required | Local Approval Authority |
| 5-Year Consolidated Plan with or without the Citizen Participation Plan | 45 Days Prior to Start of Program Year Every Five Years | At least 1 Public Hearing during the preparation of the CON Plan  | 30 Calendar Days | Board of Commissioners  |
| Assessment of Fair Housing | 270 Days Prior to Submission of CON Plan | 1 Public Hearing | 30 Calendar Days | Board of Commissioners |
| Annual Action Plan | 45 Days Prior to Start of Program Year | 2 Public Hearings Annually | 30 Calendar Days | Board of Commissioners |
| Consolidated Annual Performance & Evaluation Report | 90 Days after the End of Each Program Year | Not Required | 15 Calendar Days | Not Required |
| Substantial Amendments to Consolidated Plan  | As Soon As Local Adoption But No Due Date | 1 Public Hearing | 30 Calendar Days | Board of Commissioners |
| Substantial Amendments to Citizen Participation Plan | As Soon As Local Adoption But No Due Date | 1 Public Hearing | 15 Calendar Days | Board of Commissioners |
| Section 108 | As Soon As Local Adoption But No Due Date | 1 Public Hearing | 30 Calendar Days | Board of Commissioners |
| Revision to Assessment of Fair Housing | Within 12 Months of the onset of the Material Change, or as HUD Specifies | 1 Public Hearing | 30 Calendar Days | Board of Commissioners |

# Substantial Amendment

A change that exceeds 20% of the annual grant amount will constitute a substantial amendment. A substantial amendment will be required in order to change the use of CDBG funds from one eligible activity to another, or to add a new eligible activity.

# Citizen Participation Plan

The following describes the process and procedures related to the development of the Citizen Participation Plan.

# Plan Development

The Unified Government shall follow this procedure in the drafting and adoption of the Citizen Participation Plan.

### Plan Considerations

As a part of the Citizen Participation Plan process, and prior to the adoption of the Consolidated Plan documents, the Unified Government will make available the information required by HUD. This information will be made available to citizens, public agencies, and other interested parties.

### Plan Review and Public Comment

The draft Citizen Participation Plan will be made available for public review for a 30-day period prior to consideration and adoption, and may be done concurrently with the public review and comment process for the Five Year Consolidated Plan.

The Citizen Participation Plan shall be provided in a format accessible to persons with disabilities upon request. Please provide 48 hour notice.

The Citizen Participation Plan will encourage comment and participation by minority persons and non-English speakers, and, when feasible, translation services will be available upon request by contacting the Unified Government contact person listed on page 7. Please provide 48 hour notice.

Written comments will be accepted by the Unified Government contact person listed on page 7, during the 30-day public review period. A summary of all written comments and those received during the public hearing as well as the Unified Government’s responses will be attached to the Citizen Participation Plan prior to submission to HUD.

### Public Hearing

The Unified Government shall conduct a public hearing to accept public comments on the draft Citizen Participation Plan prior to its approval and submittal to HUD. This may be done concurrently with the public review and comment process for other plans. Public comments will be attached to the Citizen Participation Plan prior to submission to HUD.

##### Section A describes the process for publishing notices for and conducting public hearings.

### Submittal to HUD

##### The Citizen Participation Plan shall be approved as a stand-alone document and shall be submitted to HUD with a summary of all written comments and those received during the public hearing as well as the Unified Government’s responses and proof of compliance with the minimum 30-day public review and comment period requirement. A summary of any comments or views not accepted and the reasons therefore shall be provided to HUD.

## Plan Access and Comments

##### The approved Citizen Participation Plan will be kept on file and online by the Unified Government at [www.wycokck.org](http://www.wycokck.org)

##### Hard copies can be made available to those requesting the Plan by contacting the Unified Government contact person listed on page 7. Upon request, the approved Plan will be made available in a manner accessible to non-English speakers or those with disabilities. The process for submitting comments or complaints on the approved Citizen Participation Plan is set forth in Section E.

# Affirmatively Furthering Fair Housing

On July 16, 2015, the Department of Housing and Urban Development published Affirmatively Furthering Fair Housing: Final Rule (24 CFR Parts 5, 91, 92, et al.), effective August 17, 2015. The major provisions of the Final Rule include:

1. Preparation of an Assessment of Fair Housing (AFH) by identifying and evaluating local and regional fair housing issues and factors contributing to fair housing issues;
2. Establishment of fair housing goals to address these issues and contributing factors;
3. Incorporation of fair housing planning into existing planning process and the Consolidated Plan, which, in turn, incorporate fair housing priorities and goals into housing and community development decision-making;
4. Participation in regional collaboration to address fair housing issues; and,
5. Provision of an opportunity for public participation and input.

As required per 24 CFR 91.105(a)(1) and (a)(2)(i) through (iii), 91.105(a)(4), (b), (c), (e)(1), (f) through (j) and (l), the Unified Government shall complete the following items:

1. Encourage participation of local and regional institutions, Continuum of Care, and other organizations in the process of developing and implementing the AFH.
2. Encourage participation, in conjunction with consultation with, public housing agencies and their residents in the process of developing and implementing the AFH.
3. Make HUD-provided data and any other supplemental information the Unified Government plans to incorporate into the AFH available to the public as soon as feasible following the start of its public participation process.
4. Publish a summary of the proposed AFH in local newspapers with the greatest circulation in a manner that affords residents, public agencies and other interested parties a reasonable opportunity to examine its content and to submit comments.
5. Make the proposed document available to the public on the UG’s website and UG eNews.
6. Hold a minimum of one public hearing inviting public input on the draft AFH.
7. Provide a period of no less than 30 days to receive public comments.
8. Consider any comments or views of residents of the community received in writing, or orally at the public hearing in preparation of the final AFH. A summary of these comments and any comments not accepted and the reasons why shall be attached to the final AFH.
9. Adoption of the Consolidated Plan shall be the responsibility of the Unified Government governing body.
10. Submit the adopted Consolidated Plan to HUD at least 45 days prior to the start of the following Program Year.

Assessment of Fair Housing (AFH): An element of the Consolidated Plan as required by the Final Rule prepared by the Grantee using HUD provided Assessment Tool and data combined with local data and knowledge to identify and evaluate local and regional fair housing issues and contributing factors and establish goals to address these issues. The Unified Government may participate in a regional collaboration to prepare a regional (joint) AFH (24CFR 5.152) or conduct its own assessment.

Subsequent to approval of this Citizen Participation Plan by the Unified Government, the Plan shall be effective until it is amended or otherwise replaced.

# Public Hearings, Notification and Access

The following describes the process and procedures related to public notification and hearings.

## Public Hearing Process

##### The Unified Government will conduct at least one public hearing annually to obtain citizen views and comments on the Annual Action Plan and its related documents during the public review and comment period. These meetings will be conducted at different times of the program year and together will cover the following topics:

* Review development of proposed activities; and
* Review program performance of grant funding.

##### During a program year when the Unified Government develops a Five Year Consolidated Plan, at least one additional public hearing will be conducted prior to the Plan being published for comment.

## Public Hearing Notification

##### Staff will ensure adequate advance notice of all public meetings and hearings. Notices will be printed/posted prior to the meeting date. Adequate noticing will include, but not be limited to:

1. Following preparation of the proposed Consolidated Planning documents, a summary of each document will be published in one or more newspapers of general circulation, including, but not limited to: Wyandotte ECHO, Dos Mundos, Kansas City Call, KC Hispanic News, Kansas City Globe, at least 15 days prior to the Public Hearing. This summary will describe the contents and purpose of the document and will include a list of locations where copies of the entire draft documents may be examined. To maximize accessibility, notice will additionally be shared in a variety of online and social media formats including but not limited to the UG Community Development website, UG E-Newsletter and Livable Neighborhoods newsletter. The UG E-Newsletter and Livable Neighborhoods newsletter are distributed through email and social media, reaching a variety of citizens and stakeholders.
2. Before the Unified Government adopts a Consolidated Plan document, the Unified Government will make available to citizens, public agencies, and other interested parties information that describes the contents and purpose of the draft document, and includes the amount of assistance the Unified Government 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, and the plans to minimize displacement of persons, and to assist any persons displaced.

## Access to Public Hearings

##### The UG will provide notice at least 15 days prior to the public hearing.

##### It is the intention of the Unified Government to comply with the Americans with Disabilities Act (ADA) in all respects. If an attendee or participant at a Public Hearing needs special assistance beyond what is normally provided, the Unified Government will attempt to accommodate these persons in every reasonable manner. Efforts may include, but are not limited to, accessible seating, video recording for those homebound, sign language services and production of written transcripts. Requests for reasonable accommodations shall be made with the contact person list on page 7, please provide 48 hour notice prior to the Public Hearing.

## Access to Records

##### The Unified Government will ensure timely and reasonable access to information and records related to the development of the Consolidated Plan documents and the use of HUD CPD funds.

##### Requests for information and records must be made to the contact person listed on page 7, in writing. Staff will respond to such requests within 15 working days or as soon as possible thereafter.

# Comments and Complaints

##### Written and verbal comments and written complaints received at Public Hearings or during the public comment period, will be considered and summarized, and included as an attachment to the Unified Government’s final Consolidated Planning documents.

##### The Unified Government will accept written dated complaints provided they specify:

* The description of the objection, and supporting facts and data, and
* The name, address, telephone number, and e-mail address, if available, of the individual filing the complaint.

##### A written response will be made to all written comments and complaints within ten working days when practicable, acknowledging the letter and identifying a plan of action, if necessary. Every effort will be made to send a complete response within 15 working days to those who submit written proposals or comments.

All inquiries, comments and written complaints shall be submitted to:

Attn: Receptionist

Community Development Department

City Hall

701 North 7th Street

8th Floor

Kansas City, KS 66101

Phone: (913) 573-5100

# Determination of Urgent Need

##### Upon determination of urgent need, and in accordance with HUD approved regulatory waivers to 24 CFR 91.105(c)(2) and (k), and 24 CFR 91.401, the Citizen Participation Plan allows expedited procedures to draft, propose, or amend consolidated and annual action plans. Expedited procedures must include notice and reasonable opportunity to comment of no less than 5 days. The 5-day period can run concurrently for comments on the action plan amendment and amended citizen participation plan.