



# Citizen Participation Plan



## Unified Government of Wyandotte County and Kansas City, Kansas

Amended 2022

**Prepared by:**  
The Unified Government of Wyandotte County  
and Kansas City, Kansas  
Community Development Department

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**Para recibir la traducción del documento llamar: 913-573-5100**

The Citizen Participation Plan identifies policies and procedures used to encourage citizen participation and involvement in programs funded by the Department of Housing and Urban Development (HUD) including Community Development Block Grant Program (CDBG), the CDBG Section 108 Loan Guarantee Program, the HOME Investment Partnerships Program (HOME), and the Emergency Solutions Grant Program (ESG). The Five-Year Consolidated Plan identifies the Unified Government of Wyandotte County/ Kansas City, Kansas's (UG's) housing, homeless and community development needs and establishes goals and strategies for addressing those needs utilizing the HUD Funds. Federal regulations regarding Citizen Participation can be viewed at <https://www.ecfr.gov/current/title-24/subtitle-A/part-91#subpart-B>

The following table summarizes citizen participation requirements for various documents.

Document	Due to HUD	Public Hearing Requirement	Public Review & Comment Period Requirement	Approval by Board of Commissioners
Citizen Participation Plan and Substantial Amendments	As soon as local adoption but no due date	Not required	15 Calendar Days	Not Required
5-Year Consolidated Plan with or without the Citizen Participation Plan	45 days prior to the start of the program year	At least 1 Public Hearing	30 Calendar Days	Required
Annual Action Plan	45 days prior to the start of the program year	2 Public Hearings annually	30 Calendar Days	Required
Substantial Amendments to Consolidated Plan	As soon as local adoption but no due date	Not Required	30 Calendar Days	Required
Consolidated Annual Performance & Evaluation Report	90 days after the end of program year	Not Required	15 Calendar Days	Not Required
Section 108 Application	As soon as adopted but no due date	2 Public Hearings	30 Calendar Days	Required

# 1. Encouragement of Citizen Participation

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

- Citizen Participation Plan
- Five-Year Consolidated Plan
- Annual Action Plan
- Substantial Amendments to the Five-Year Consolidated Plan or Annual Action Plan
- Consolidated Annual Performance Evaluation Report (CAPER)
- New Section 108 Loan Guarantee Program Submissions

The Unified Government encourages participation by low- and moderate-income persons, particularly those living in areas designated as revitalization areas, that meet the definition in [24 CFR 570.208\(b\)\(1\)](#) and where Community Development funds are proposed to be used. The Unified Government will also take appropriate actions to encourage the participation by residents of predominantly low- and moderate-income neighborhoods and minority populations, non-English speaking persons, and persons with disabilities. The Unified Government will make reasonable accommodations to ensure all interested parties can meaningfully participate.

The Unified Government will encourage the participation of local and regional institutions, the Continuum of Care and other organizations (including businesses, developers, nonprofit organizations, philanthropic organizations, community-based and faith-based organizations, broadband internet service providers, organizations engaged in narrowing the digital divide, agencies whose primary responsibilities include the management of flood prone areas, public land or water resources, and emergency management agencies) in the process of developing, amending, and implementing the Five-Year Consolidated Plan.

The Unified Government also 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. This includes 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 Kansas City, Kansas Housing Authority so plans of each organization align and complement each other.

The Citizen Participation Plan has been and will continue to be amended as the Unified Government continues to gain access to technology that improves participation opportunities. 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 interpretation services for persons with limited English proficiency, should be directed to the contact in [section 3](#) of this plan.

## 2. Public Hearings, Notification and Access to Records

### Public Hearing Process

The Unified Government will conduct at least two public hearings annually to obtain citizen views and comments on the Consolidated Plan and its related documents. These meetings will be conducted at different times of the program year and together will address housing and community development needs, development of proposed activities, action for affirmatively furthering fair housing, and program performance of grant funding. To obtain the views of residents of the community on housing and community development needs, at least one public hearing will be conducted **prior** to the Consolidated Plan or Annual Action Plan being published for comment. Other hearings may be required during a program year due to amendments/revisions of plans or as necessary to engage the public.

Informally, Unified Government Community Development staff may participate in community meetings or events to further interact with the public and increase knowledge of on-going plans, projects, and programs. Although these events do not constitute formal “Public Hearings”, they represent a vital component of community engagement around housing and community development needs.

Public hearings are typically held in the fifth-floor conference room or the Commission Chambers on the lobby level of the Municipal Building at 701 North 7th Street, Kansas City, KS 66101. Under unusual circumstances meetings may be held virtually or in an alternative location. Meeting location will be listed in the public hearing notice. Commission meetings will comply with all state and local ordinances and laws governing public meetings. Citizens may view Board of Commission meetings live on UGTV and the UG YouTube page. Recorded meetings can be found on the UG YouTube page. For the most up to date information on public hearings visit the Unified Government Clerk’s web page.

### Public Hearing Notification

The UG will ensure adequate advance notice of all public hearings. Notices will include a summary of information to be discussed at the meeting or hearing to ensure informed comment. Public Hearing Notices will be published in one or more newspapers of general circulation at least **14 calendar days** prior to the Public Hearing. At minimum this will include publication in the *Wyandotte Echo*. To reach a broad variety of citizens, additional notices may be posted in other publications depending on timing and availability of publisher. To maximize accessibility, efforts will be taken to share notices in a variety of online and social media formats: at minimum on UG Community Development website but, when possible, also in the UG E-Newsletter and Livable Neighborhoods newsletter. Informally, the UG may utilize a variety of social media accounts to share information in coordination with Livable Neighborhoods and UG staff.

### Access to Public Hearings

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 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 to the contact person listed in [section 3](#). Please provide **48-hour** notice prior to the Public Hearing.

The Citizen Participation Plan will encourage comment and participation by those with limited English proficiency, and, when feasible, accommodations will be available upon request by contacting the Unified Government contact person listed [section 3](#). Please, provide **48-hour** notice prior to hearing.

### **Access to Plans and 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 funds. Approved Plans and reports will be kept on file according to record retention policies and current plans can be viewed online at [www.wycokck.org](http://www.wycokck.org)

Hard copies of documents can be made available by contacting the Unified Government contact person listed in [section 3](#). Upon request, reasonable efforts will be made to provide documents in a manner that is accessible to those with limited English proficiency and those with disabilities.

### **Technical Assistance**

The Unified Government will provide technical assistance to groups representative of persons of low- to moderate-income that request such assistance in developing proposals for funding assistance under any of its programs covered by the Consolidated Plan. This assistance does not require the provision of funds to such groups.

## **3. Public Review of Documents and Comments or Complaints**

### **Notice of Public Comment and Review Period**

Many UG Community Development planning documents require a public comment and review period. Adequate notice will be published for a period of public review and comment. The notice shall include a summary of the document, information for submission of comments, and instructions to view entire document. At minimum, this will include publication in the Wyandotte Echo. Additional notices may be posted in other publications depending on timing and availability of publisher. To maximize accessibility, efforts will be taken to share notice in a variety of online and social media formats: at minimum on UG Community Development website but when available also in the UG E-Newsletter and Livable Neighborhoods newsletter. Informally, the UG may utilize a variety of social media accounts to share information in coordination with Livable Neighborhoods, UG staff and community partners.

## **Public Comments/Complaints**

Written and verbal comments received at Public Hearings or during a public comment period, will be considered and summarized, and included as an attachment to the Unified Government's final documents for HUD submission. The UG is required to consider all comments or views from residents of the community in preparing final plans and reports.

Periodically, the Department of Community Development may solicit written comments utilizing an online form. The form may be submitted online or printed and mailed to the address above. Any online forms will be advertised in public comment notices and posted on the Community Development website.

Written Complaints will be accepted by The Unified Government if the complainant specifies:

- 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.

Written complaints can be submitted at any time throughout the program year. A written response will be provided to written 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.

### **Inquiries, comments, and complaints may be submitted to:**

Attn: Receptionist  
Community Development Department  
Unified Government Municipal Building  
701 North 7<sup>th</sup> Street, Room 823  
Kansas City, KS 66101  
Phone: (913) 573-5100  
Fax: (913) 573-5115

## **4. Citizen Participation Plan Amendment Process**

### **Plan Development**

#### **(a) Plan Review and Public Comment**

The Citizen Participation Plan and Amendments will be made available for public review for **15 calendar days** prior to consideration and adoption and may be done concurrently with the public review and comment process for the Five-Year Consolidated Plan.

(b) Submittal to HUD

The Citizen Participation Plan may be approved as a stand-alone document or along with other HUD submissions 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 **15-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. The Plan shall be effective until it is amended or otherwise replaced.

## 5. Five-Year Consolidated Plan Process

Every five years, the Unified Government Community Development Department will undertake a planning process to develop a new Five-Year Consolidated Plan.

### Plan Development

As required per 24 CFR 91.105 the Unified Government Community Development Department shall use the following procedures to ensure citizen participation during development and implementation of the Five-Year Consolidated Plan:

(a) Plan Considerations

The UG will encourage participation of local and regional institutions, Continuum of Care, and other organizations as required in 24 CFR 91.100. As early as possible in the planning process the UG will direct the public to HUD-provided data and any other supplemental information the Unified Government plans to incorporate into the Five-Year Consolidated Plan. HUD-provided data is always available online via [www.HUD.gov](http://www.HUD.gov) or [www.hudexchange.info](http://www.hudexchange.info).

(b) Plan Review and Public Comment

The Plan will be published for a period of public review and comment for no less than **30 calendar days**. The notice shall include a summary the Plan, including expected funds, a range of activities expected to be undertaken, and the estimated amount of funds that will be used to benefit low- to moderate-income families. The notice will include directions for the submission of comments and options to view the entire Plan.

(c) Public Hearing

The UG will hold a minimum of one public hearing inviting public input during the development of the Five-Year Consolidated Plan.

The UG will consider any comments or views of community members received in writing (by mail or digitally), or orally at the public hearing in preparation of the final Five-Year Consolidated Plan. A summary of these comments and any comments not accepted, and the reasons why shall be attached to the final Five-Year Consolidated Plan.



(d) Adoption and Submission to HUD

Adoption of the Consolidated Plan shall be the responsibility of the Unified Government governing body. The UG will submit the adopted Consolidated Plan to HUD at least **45 days** prior to the start of the Program Year but **no later than August 15<sup>th</sup>**.

## 6. Annual Action Plan Process

Every year, the Unified Government Community Development Department will undertake a planning process to develop an Annual Action Plan (AAP). During a year when a Five-Year Consolidated Plan is developed, Annual Action Planning will happen concurrently. This plan will summarize all expected resources, planned projects and how the annual projects support the goals and objectives set-forth in the current Five-Year Consolidated Plan.

### Plan development

As required per 24 CFR 91.105 the Unified Government Community Development Department shall use the following procedures to ensure citizen participation during development and implementation of the Annual Action Plan:

(a) Plan Considerations

The UG will encourage participation of local and regional institutions, Continuum of Care, and other organizations as required in 24 CFR 91.100. As early as possible in the planning process the UG will direct the public to HUD-provided data and any other supplemental information the Unified Government plans to incorporate into the Five-Year Consolidated Plan. HUD-provided data is always available online via [www.HUD.gov](http://www.HUD.gov) or [www.hudexchange.info](http://www.hudexchange.info).

(b) Plan Review and Public Comment

The Plan will be published for a period of public review and comment for no less than **30 calendar days**. The notice shall include a summary of the Plan, including expected funds, information for submission of comments, and instructions to view entire document.

(c) Public Hearings

The Unified Government will conduct at least two public hearings annually to obtain citizen views and comments on the Annual Action Plan and its related documents. One of the hearings must be held before the development of the Annual Action Plan. These meetings will be conducted at different times of the program year and together will review housing and community development needs, development of proposed activities, and program performance of grant funding.

(d) Adoption and Submission to HUD

Adoption of the Annual Action Plan shall be the responsibility of the Unified Government governing body. The UG will submit the adopted Annual Action Plan to HUD at least **45 days** prior to the start of the following Program Year.

## 7. Substantial Amendments to the Five-Year Consolidated Plan and Annual Action Plan Process

As the UG endeavors to respond to housing and community development needs, It may be necessary to make changes to the Five-Year Consolidated Plan or Annual Action Plan after adoption. A change that exceeds 20% of the annual grant amount will constitute a substantial amendment. A substantial amendment will also be required in order to change the use of CDBG funds from one eligible activity to another. The UG will use the following procedure to encourage citizen participation in the event of a substantial amendment.

(a) Plan Review and Public Comment

Notice of substantial amendments to the Five-Year Consolidated Plan or Annual Action Plan will be published for a period of public review and comment of no less than **30 calendar days** before approval by the Board of Commissioners. The notice shall include a summary of changes to the Plan and budgets, information for submission of comments, and instructions to view entire amendment.

(b) Adoption and Submission to HUD

Adoption of the Amended Plan shall be the responsibility of the Unified Government governing body. The UG will submit the Amended Plan to HUD as soon as possible following local adoption.

## 8. Consolidated Annual Performance and Evaluation Report Process

Annually, following the end of the program year, the UG will develop a Consolidated Annual Performance and Evaluation Report (CAPER). This report summarizes accomplishments and progress towards goals outlined in the Five-Year Consolidated Plan.

### **Plan Review and Public Comment**

Notice of the completion of the CAPER will be published for a period of public review and comment for no less than **15 calendar** days prior to HUD submission, typically in late-November or early-December. The notice shall include a summary of the report, information for submission of comments/complaints, and instructions to view entire document.

## 9. Section 108 Loan Guarantee Application Process

The Section 108 Loan Guarantee Program (Section 108) provides Community Development Block Grant (CDBG) recipients with the ability to leverage their annual grant allocation to access low-cost, flexible financing for economic development, housing, public facility, and infrastructure projects. The UG will use the following procedure to encourage citizen participation in the event of an application to the Section 108 Loan Guarantee program.

### **Application Review and Public Comment**

Notice of Section 108 Loan Guarantee Application will be published for a period of public review and comment for no less than **30 calendar days** and may be done concurrently with the Annual Action Plan, Consolidated Plan or Substantial Amendment. The notice shall include a summary of the application and budgets including anticipated program income and information for submission of comments/complaints.

### **Public Hearing**

Two public hearings will be required before the Section 108 Application is adopted. One hearing must occur before the Section 108 Application is made available for public comment. Public hearings may be done concurrently with the Annual Action Plan, Consolidated Plan or Substantial Amendment.

### **Adoption and Submission to HUD**

Adoption of the Section 108 Loan Guarantee Program application shall be the responsibility of the Unified Government governing body. The UG will submit the application to HUD as soon as local adoption.