



Citizen Participation Plan

Community Development Block Grant Program

I. Introduction

The City of Lenexa qualifies as a community entitled to receive Community Development Block Grant (CDBG) funds from the United States Department of Housing and Urban Development (HUD). As a recipient of these federal funds, the City of Lenexa is required to have a Citizen Participation Plan (24 CFR 91.105 and 91.505). This plan addresses how the City involves the public in the planning, execution, and evaluation of the CDBG program.

This Citizen Participation Plan sets forth written policies and procedures for citizen participation in the development of the Consolidated Plan, a five-year strategic plan describing the needs of the city as well as the prioritization of the resources to address those needs, any substantial amendment to the Consolidated Plan, and the performance report. The purpose of the Citizen Participation Plan is to encourage the participation of citizens throughout the process.

II. Plan Objectives

To achieve the purpose of the Citizen Participation Plan, five objectives are established.

Objective 1. Provide for and encourage citizen participation, with particular emphasis on participation by persons of low- and moderate-income, including non-English speaking residents, in the development of the Consolidated Plan.

- A. This public participation is to occur as the Consolidated Plan and its components are being developed.
- B. The city will take whatever actions are appropriate to encourage all its citizens, including minorities as well as persons with disabilities, to participate in this process.
- C. The city will encourage the participation of local & regional institutions, the Continuum of Care, and other organizations in the development of the Consolidated Plan.
- D. The city will provide information to neighborhood associations that represent low- and moderate-income residents and will work to ensure that

City of Lenexa / 12350 West 87th Street Parkway / Lenexa, Kansas 66215

City of Lenexa / P.O. Box 14888 / Lenexa, Kansas 66215

913.477.7500 City Hall / Fax 913.477.7639

www.lenexa.com

these residents are informed of the consolidated planning process and have the opportunity to participate.

- E. If a member of the public is non-English speaking, the city will make reasonable attempts to provide an interpreter.
- F. If a member of the public has a disability, the city will make reasonable attempts to arrange for reasonable accommodations.

Objective 2. Provide citizens with reasonable and timely access to local meetings, information, and records.

- A. The proposed and adopted Citizen Participation Plan, Consolidated Plan and its components including any Substantial Amendments, and the performance report will be accessible to the public at no cost on the city's website. These documents will also be available for review at Lenexa City Hall, 12350 West 87th Street Parkway; Lenexa Community Center, 13420 Oak Street; and Johnson County Library branches. Additionally, a reasonable number of free copies will be made available. These materials will also be available upon request in a form accessible to persons with disabilities.
- B. The city will make available to citizens, public agencies and other interested parties information that includes:
 - a. A summary of funding the city expects to receive through the CDBG program and the estimated amount that will benefit low- and moderate-income people;
 - b. The range of projects and related activities that may be undertaken with funding, as well as projects previously funded;
 - c. The city's process of developing the Consolidated Plan and the performance report including each component;
 - d. The public's role in the program;
 - e. A summary of the city's proposed activities likely to result in displacement, if any, and the city's plans for minimizing displacement of persons as a result of those activities; and
 - f. Other materials as needed to inform and educate the public.
- C. Program information and records regarding the consolidated planning process are available upon request to the City during normal business hours. Such documents include, but are not limited to, the following:
 - a. Records of public meetings;
 - b. All key documents, including the proposed and approved application for the current year; prior applications, the Citizen Participation Plan, performance reports, other reports required by HUD;

- c. Copies of the federal regulations and issuances governing the program; and
 - d. Documents regarding other important program requirements, such as contracting procedures, environmental policies, fair housing, other equal opportunity requirement and relocation provisions.
- D. All documents & records relating to the Consolidated Plan and the use of assistance under the CDBG program will be retained for 5 years.

Objective 3. Provide for public hearings to obtain citizens' views and to respond to questions at all stages of the consolidated planning process.

- A. Notice of all public hearings will be published in *The Legal Record* and posted on the city's website no less than 14 days prior to the hearing. Meeting information will be provided to stakeholders including public and private agencies providing housing assistance, public services, neighborhood organizations, the local housing authority, and other interested parties.
- B. The city will hold at least two public hearings during the program year to obtain citizens' views and respond to proposals and questions during the consolidated planning process. All public hearings will be held at times and locations convenient to potential and actual beneficiaries and accessible to person with disabilities.
 - a. One hearing will be held regarding community needs as the Consolidated Plan is being developed. (Once every 5 years.)
 - b. One hearing will be held on the components of the proposed Consolidated Plan which includes the Citizen Participation Plan and the Annual Action Plan and any Substantial Amendments.
 - c. One hearing will be held on the performance report for the most recent program year.
- C. The city will provide a 30-day period to receive comments from citizens after the proposed Citizen Participation Plan and the Consolidated Plan and its components are published. The dates of the public comment period will be published in *The Legal Record* and posted on the city's website. Any comments received by the city in writing or by email or orally at the public hearings will be considered. No project or related activity may be undertaken prior to the expiration of the public comment period.
- D. The city will also provide a 15-day period to receive comments from citizens after the proposed performance report is published for review. The dates of the public comment period will be published in *The Legal Record* and posted on the city's website.

- E. A summary of all comments received, including comments not accepted and a rationale for their rejection will be attached to the specific document under consideration.
- F. A Substantial Amendment must be made when one of the following actions occurs:
 - a. A new project is identified;
 - b. A budgeted project and all its related activities is deleted;
 - c. A more than forty percent (40%) increase occurs in the budget of a project; or
 - d. Any change in a project's national objective designation.

Prior to implementing a Substantial Amendment, the city shall comply with the notification, public hearing, and comment period requirements for adoption of the Consolidated Plan.

- G. Minor amendments to Consolidated Plan are defined as follows:
 - a. Change in the scope, location, or intended beneficiaries of a CDBG project described in the Consolidated Plan or Annual Action Plan such that:
 - i. The project's planned units of service are reduced;
 - ii. The project's service area or boundaries change;
 - iii. The project's intended beneficiaries change yet still meet the same national objective designation.
 - b. A change in the sub-recipient, but the scope, location, or intended beneficiaries remains the same;
 - c. Deletion of an activity within a project described in the Annual Action Plan.

Minor amendments are not subject to notification, public hearing, and comment period requirements, but will be incorporated in the performance report for review during the public comment period and submitted annually to HUD.

Objective 4. Provide for technical assistance to groups representative of persons of low- and moderate-income that request assistance to developing proposals.

- A. The city will provide technical assistance to interested groups which are representative of low- or moderate-income persons who request assistance in developing proposals for funding assistance under any of the programs covered by the Consolidated Plan. Requests for technical assistance must be made in writing. The City will determine the level and type of assistance provided.

Objective 5. Provide for a timely written answer to written complaints and grievances regarding the Consolidated Plan.

- A. Complaints regarding the City of Lenexa Consolidated Plan will be answered by the Community Development Block Grant Administrator in a timely and responsive manner. The staff will make every reasonable effort to provide written response to every written citizen complaint within fifteen (15) working days.
- B. If the complainant considers the staff response to be unsatisfactory, the complaint may be addressed to the City Administrator whose decision is final.

III. Displacement

The City of Lenexa will make reasonable efforts to ensure that activities undertaken with CDBG program funds will not cause unnecessary displacement. Displacement of any nature shall be reserved as a last resort action necessitated only when no other reasonable alternative is available and when the activity is determined necessary in order to carry out a specific goal or objective that is of benefit to the public. If displacement is necessary, the City will comply with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended and Section 104 (d) of the Housing and Community Development Act of 1974, as amended and described in 24 CFR 42, Subpart C.

IV. Amendments to the Citizen Participation Plan

The provisions of the Citizen Participation Plan may be amended by the Governing Body.

V. Requests and Inquiries

Any requests or inquiries related to the CDBG program shall be directed to the CDBG Administrator, 12350 West 87th Street Parkway, 913.477.4700.