

## **CITIZEN PARTICIPATION PLAN**

### **PURPOSE**

Citizen participation is the heart of the Assessment of Fair Housing (AFH) and the consolidated planning process, involving citizens in decisions that directly affect their lives. The purpose of the Citizen Participation Plan is to encourage and insure full and proper citizen participation in the development of the AFH and at all stages of the Consolidated Plan process. The Citizen Participation Plan formally designates structures, procedures, roles and policies to be followed by program participants.

This Citizen Participation Plan shall be available to all interested persons in the Development Services Office at 1 Riverfront Plaza, Level 1, Suite 110. The AFH, Consolidated Plan, Annual Consolidated Plan Update, and the Annual Performance Report, regarding the Community Development Block Grant (CDBG) and HOME Investment Partnerships (HOME) Programs, shall also be available. All documents are available on the City of Lawrence website at [www.lawrenceks.org/pds](http://www.lawrenceks.org/pds).

A secondary purpose of this Plan is to implement federal regulations regarding citizen participation for the AFH and the consolidated planning process described by Title 24 CFR 91.105 of the Housing and Community Development Act of 1974, as amended. Nothing in this Plan shall restrict the responsibility and authority of the City of Lawrence (City) from developing and executing its Consolidated Plan or AFH.

This document may be amended by the City Commission.

## **ASSESSMENT OF FAIR HOUSING**

During the development of the Assessment of Fair Housing (AFH), the City of Lawrence shall:

1. Encourage citizens to participate in the development of the AFH and any revisions of the AFH.
2. Encourage the participation of Continuums of Care, businesses, developers, nonprofit organizations, philanthropic organizations, and community-based and faith-based organizations, in the process of developing and implementing the AFH.
3. Encourage, in conjunction with public housing agency consultations, participation of residents of public and assisted housing developments, including any resident advisory boards, resident councils, and resident management corporations, in the process of developing and implementing the AFH, along with other low-income residents of targeted revitalization areas in which the developments are located.
4. Take reasonable steps to provide language assistance to ensure meaningful access to participation by non-English-speaking, limited English proficiency residents, and persons with disabilities.
5. Make available to the public, residents, public agencies, and other interested parties any HUD-provided data and the other supplemental information the City plans to incorporate into its AFH at the start of the public participation process (or as soon as feasible after).
6. Provide for at least one public hearing during the development of the AFH, and provide not less than 30 calendar days to receive comments from residents.
7. Provide residents of the community with reasonable and timely access to local meetings, consistent with accessibility and reasonable accommodation requirements, in accordance with section 504 of the Rehabilitation Act of 1973 and implementing regulations at 24 CFR part 8 as well as the Americans with Disabilities Act and implementing regulations at 28 CFR part 35 and 36, as applicable.
8. Publish the proposed AFH in a manner that affords its residents, units of general local government, public agencies, and other interested parties a reasonable opportunity to examine its content and to submit comments.
9. A summary which describes the content and purpose of the AFH, and includes a list of locations where copies of the entire propose document may be examined, will be made public by publishing a display ad in one or more newspapers of general circulation, and by making copies of the AFH available on the City of Lawrence website at [www.lawrenceks.org/pds](http://www.lawrenceks.org/pds).
10. Provide for technical assistance to groups representative of persons of low-and-moderate income that request such assistance to comment on the AFH.
11. Consider the comments or views of residents, whether received in writing or orally at the public hearing, in preparing the final AFH. A summary of any comments or views, and a summary of any comments or views not accepted and the reasons why, shall be attached to the final AFH.
12. Provide a reasonable number of free copies of the AFH to residents and groups that request a copy.

13. Provide a timely, substantive written response to every written resident complaint related to the AFH and any revisions of the AFH, within an established period of time (normally within 15 working days, where practicable).

### **REVISIONS TO THE ASSESSMENT OF FAIR HOUSING**

1. An AFH previously accepted by HUD must be revised and submitted to HUD for review under the following circumstances:
  - a. A material change occurs. A material change is a change in circumstances in the jurisdiction of a program participant that affects the information on which the AFH is based to the extent that the analysis, the fair housing contributing factors, or the priorities and goals of the AFH no longer reflect actual circumstances. Examples include Presidentially declared disasters, under title IV of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, in the program participant's area that are of such a nature as to significantly impact the steps a program participant may need to take to affirmatively further fair housing; significant demographic changes; new significant contributing factors in the participant's jurisdiction; and civil rights findings, determinations, settlements (including Voluntary Compliance Agreements), or court orders; or
  - b. Upon HUD's written notification specifying a material change that requires the revision.
2. The City of Lawrence shall provide residents with reasonable notice of a revision to the AFH and provide not less than 30 calendar days to receive comments from residents. Notice of a revision to the AFH will be made public by publishing a display ad prior to the revised AFH being submitted to HUD for review, which will begin the 30 day written comment period. The City shall consider the comments or views of residents, whether received in writing or orally, in regard to a revision to the AFH. A summary of any comments or views, and a summary of any comments or views not accepted and the reasons why, shall be attached to the revision to the AFH.

## **CONSOLIDATED PLAN OBJECTIVES**

Citizen participation is encouraged in the development of the Consolidated Plan and any substantial amendments to the Consolidated Plan, and the Performance Report. To achieve the purposes of the Citizen Participation Plan, six objectives are established. These objectives constitute basic standards by which proper citizen participation can be measured, and are in no way intended to limit citizen participation.

1. Provide for and encourage citizen participation with particular emphasis on participation by persons of low- and moderate-income, particularly those who are residents of slum and blighted areas and of areas in which CDBG and HOME funds are proposed to be used, and provide for participation of residents in low- and moderate-income neighborhoods as defined by the City of Lawrence. Additionally, provide for and encourage participation of all citizens, including minorities and non-English speaking persons, as well as persons with disabilities. Provide for and encourage, in conjunction with the Lawrence-Douglas County Housing Authority, citizen participation of residents of public and assisted housing developments, along with other low-income residents of targeted revitalization areas in which the developments are located. Provide information to the housing authority about consolidated plan activities related to its developments within the community so that it may make this information available at the annual public hearing required under the Comprehensive Grant program.
2. Provide citizens with reasonable and timely access to local meetings, information, and records relating to the Consolidated Plan, Substantial Amendments, and the Performance Report, as required by regulations and relating to the actual use of funds under this title. Provide information regarding the displacement of persons and specifying the types and levels of assistance that will be available, even though no displacement is expected to occur.
3. Provide for technical assistance to groups representative of persons of low- and moderate-income that request such assistance in developing proposals, with the level and type of assistance to be determined by the City.
4. Provide for public hearings to obtain citizen views and to respond to proposals and questions at all stages of the consolidated planning process, including the Citizen Participation Plan, the development of needs, the review of proposed activities, and the review of program performance. Such hearings shall be held after adequate notice, at times and locations convenient to potential or actual beneficiaries, and with accommodation for persons with disabilities. Notice of public hearings will be published as display ads one - two weeks before the date of the public hearing.
5. Provide for a timely written answer to written complaints and grievances, within fifteen (15) working days where practicable.
6. Identify how the needs of non-English speaking residents will be met in the case of public hearings where a significant number of non-English speaking residents can be reasonably expected to participate.

## **OBJECTIVE NO. 1**

***Provide for and encourage citizen participation with particular emphasis on participation by persons of low- and moderate-income, particularly those who are residents of slum and blighted areas and of areas in which CDBG and HOME funds are proposed to be used, and provide for participation of residents in low- and moderate-income neighborhoods as defined by the City of Lawrence. Additionally, provide for and encourage participation of all citizens, including minorities and non-English speaking persons, as well as persons with disabilities. Provide for and encourage, in conjunction with the Lawrence-Douglas County Housing Authority, citizen participation of residents of public and assisted housing developments, along with other low-income residents of targeted revitalization areas in which the developments are located. Provide information to the housing authority about consolidated plan activities related to its developments within the community so that the housing authority may make this information available at the annual public hearing required under the Comprehensive Grant program.***

The City Commission of the City of Lawrence, Kansas, desires to involve the affected citizens of the city in the decision-making process whereby Community Development Block Grant (CDBG) and HOME Investment Partnerships Program (HOME) funds are allocated. In order to achieve this goal, the following structure, procedures, roles, and policies have been adopted and are to be followed by program participants. The City will receive advisory input for program funding and policy recommendations from the Community Development Advisory Committee. The purpose of the Committee is to develop and propose funding strategies and policies; recommend the allocation of CDBG and HOME funds; and review appeals from determinations made by the Development Services staff regarding housing rehabilitation projects as prescribed in the Policies for Housing Rehabilitation Deferred Loans.

The Mayor, with the consent of the Governing Body, will appoint individual members of the Community Development Advisory Committee. The committee shall consist of eleven members of the community, of which six members shall be low or moderate income or live in a low or moderate income area or neighborhood, as defined by HUD census data. There will be appointed no more than one individual from any particular area or neighborhood. The remaining five members will be appointed at large from the community. Individual memberships will be held for three-year terms except when appointed to fill out an unexpired term. Initial appointments will be for one-, two- or three-year terms so that membership changes will be staggered. Members may serve two consecutive three-year terms. If originally appointed to an unexpired term, the member may complete that term plus two consecutive three-year terms. The City intends to appoint members from diverse elements of the community, with emphasis on people whose interests, commitment, and expertise can best fulfill the obligations and responsibilities of the Community Development Advisory Committee.

Committee members will be expected to seek information and input from citizens who reside in low and/or moderate-income neighborhoods or who are otherwise affected by CDBG/HOME activities.

It is important that opportunities for citizens to participate in the CDBG/HOME planning process be provided. The Community Development Advisory Committee and Development Services staff will be expected to help the City provide these opportunities.

**I. GUIDELINES TO BE FOLLOWED BY CDBG FUNDED NEIGHBORHOOD ASSOCIATIONS**

- A. Any neighborhood association receiving support funds through the CDBG Program will be required to adhere to the following guidelines:
  - 1. Each association is required to have, at a minimum, quarterly meetings. The associations are encouraged to have regularly scheduled meetings each month.
  - 2. Business may be conducted only at open meetings of which all members have been notified a reasonable time in advance.
  - 3. Associations must elect officers on a yearly basis, in accordance with written bylaws. If there is a change or update of bylaws, the neighborhood association is to provide the new version to the City of Lawrence within 90 days from the time the changes are approved by the neighborhood. These bylaws shall be kept on file with the City. The members of the board or officers shall reside within, or own property within, the defined neighborhood boundaries.
  - 4. Neighborhood associations must have definite geographical boundaries. Membership must be open to any person eighteen years of age or older living or owning property in the specified area. Each association may allow for non-voting members in its bylaws.
  - 5. Neighborhood coordinators shall live within the City of Lawrence or Douglas County limits.
  - 6. Membership dues cannot exceed \$1.00 per year for individuals.
  - 7. Minutes of each meeting are to be forwarded to the Development Services Office within 30 days after each meeting. Neighborhoods shall submit quarterly performance reports to the City of Lawrence no later than November 10, February 10, May 10, and August 10 of the current grant year.
  - 8. An annual accounting of the use of CDBG funds is to be submitted to the Development Services Office.
  - 9. The associations are encouraged to utilize a portion of the funds to notify members and the public of the time and place of each meeting.
  - 10. The associations are encouraged to produce regular newsletters to keep the neighborhood residents apprised of upcoming activities and projects and to report on the results of such activities and projects.

## **OBJECTIVE NO. 2**

***Provide citizens with reasonable and timely access to local meetings, information, and records relating to the Consolidated Plan, Substantial Amendments, and the Performance Report, as required by regulations and relating to the actual use of funds under this title. Provide information regarding the displacement of persons and specifying the types and levels of assistance that will be available, even though no displacement is expected to occur.***

The City will provide the media with times and dates of Community Development Advisory Committee meetings. Notice of meetings will be provided to members. Other members of the community will receive information upon request.

Prior to adoption of the Consolidated Plan, the City will make available information that includes the amount of assistance the City expects to receive and the range of activities that may be undertaken, including the amount that will benefit persons of low and/or moderate-income. A summary of the proposed Consolidated Plan will be published in the Lawrence Journal World and will be available in the Development Services Office. The summary will describe the contents and purpose of the Consolidated Plan, and locations where copies of the entire proposed plan may be examined.

The Consolidated Plan, as adopted, Substantial Amendments, and the Annual Performance Report will be available on the Development Services website. Upon request, the documents will be made available in a form accessible to persons with disabilities. All such documents will be kept on file for a minimum of five years.

With regard to displacement, the general policy of the City is to keep displacement of persons participating in the CDBG or HOME programs to an absolute minimum. In those rare occasions when displacement is necessary, the City will abide by the regulations of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (URA), and Section 104(d) of the Housing and Community Development Act of 1974.

## **I. CDBG and HOME PROGRAM PROCEDURE.**

A. The following dates are approximate. All activities will occur on or about the noted date.

- August 1 - The new grant year begins for the CDBG and HOME programs funded through the Consolidated Plan process.
- September - The Development Services staff will send notice and application forms to all interested parties regarding the CDBG/HOME Application process and deadline for the upcoming program year.
- A public meeting of the Community Development Advisory Committee, including public comment, will be held in September or October. The meeting is intended to provide: 1) Discussion of the City's performance during the most recent year; 2) General information and requirements for the CDBG and HOME programs, as well as the Consolidated Plan; 3) A forum for suggested future CDBG and HOME activities; 4) The opportunity to obtain the views of citizens, public agencies, and other interested parties on housing and community development needs of the community; and 5) A review of demographic data in the community to determine priority needs. The Annual Performance Report will be available at the public hearing for public comment. The thirty-day written comment period will begin. All written comments regarding the City's performance will be submitted to HUD along with the City's Annual Performance Report.
  - Development Services staff will provide application information at the public hearing to be used by interested parties for requesting CDBG/HOME funds for the upcoming program year.
- October 31 - Deadline for the Annual Performance Report to be submitted to HUD.
- November - The Community Development Advisory Committee will meet with the City Commission as needed in a Study Session to determine commission priorities for the upcoming CDBG program year.
- December 1- Deadline for upcoming program year grant proposals.
- January - The Community Development Advisory Committee begins meeting to consider grant proposals. Grant proposal requests will be distributed to the Committee at the first meeting.
- March - The Community Development Advisory Committee completes deliberations and makes preliminary recommendations. Applicants will have an opportunity to appeal recommendations before the recommendations are passed on to the City Commission.

- April - A draft Consolidated Plan or Annual Update will be available for review and comment in the Development Services Office as well as online at [www.lawrenceks.org/pds](http://www.lawrenceks.org/pds). The Development Services staff will set a public hearing to review the Consolidated Plan, and to review the draft copy of the Investment Summary. The public hearing and proposed Investment Summary will be advertised as a display ad to afford citizens an opportunity to examine the statement's contents.
- April - The Community Development Advisory Committee will hold a public meeting, including public comment to review preliminary recommendations and goals and objectives set forth in the Consolidated Plan, and to review a draft copy of the Investment Summary. The thirty (30) day written comment period will begin.
- May - The Consolidated Plan will be completed and the City Commission will consider a resolution adopting the Consolidated Plan or Annual Update, including the Investment Summary, and authorizing the submission of the Consolidated Plan to HUD.
- The Development Services staff and City Commission in conformance with this Plan will carry out substantial amendments to the Consolidated Plan during the program year.
- June 15 - The Consolidated Plan is sent to the local HUD office. (HUD staff has 45 days to review the plan before the start of the program year.)
- June 30 - Appropriate Environmental Reviews for the CDBG and HOME Programs will be completed.
- July 15 - A memo will be sent to all upcoming program year subrecipients notifying them of the availability of funds on August 1.

## **II. SUBSTANTIAL AMENDMENT TO THE CONSOLIDATED PLAN.**

- A. A Substantial Amendment will be made to the Consolidated Plan whenever one of the following decisions is made:
1. A change in allocation priorities or a change in the method of distribution of funds.
  2. To carry out an activity, using funds from any program covered by the Consolidated Plan (including program income), not previously described in the action plan.
  3. To change the purpose, scope, location, or beneficiaries of a previously approved activity. The following criteria has been established for determining Substantial Amendment:

A Substantial Amendment in the purpose of an activity will occur when the activity will serve a purpose other than that which was originally intended. In order to clarify purposes, the following categories are established:

- i. Housing
- ii. Infrastructure
- iii. Environment
- iv. Public Facilities
- v. Public Services
- vi. Economic Development
- vii. Planning
- viii. Program Administration

- B. A Substantial Amendment in the scope of an activity will occur when the cost of the activity is reduced or increased by 50% or more, or when the quantity of the activity is reduced or increased by 50% or more.
- C. A Substantial Amendment in the location of an activity will occur when a change of location will cause the targeted group of beneficiaries to lose the benefit.
- D. A Substantial Amendment in the beneficiaries of an activity will occur when the targeted groups of beneficiaries will no longer benefit, or when the percentage of low-income beneficiaries will be less than the minimum required by federal law or regulation.
- E. The Community Development Advisory Committee will consider Substantial Amendments at a public meeting conducted by said group. The recommendation regarding said Substantial Amendment will be forwarded to the City Commission for discussion and approval at the next regularly scheduled meeting. Notice of the meeting and information regarding the proposed Substantial Amendment will be made by publishing a display ad prior to the meeting, which will begin the thirty (30) day written comment period. Public comment may

be heard at the meeting. If approved, the Substantial Amendment shall be attached to the Consolidated Plan, and submitted along with all written comments, to the local HUD office. Implementation of the amendment shall not occur before the expiration of the written comment period.

### **OBJECTIVE NO. 3**

***Provide for technical assistance to citizens, public agencies, interested parties, and other groups representative of persons of low and/or moderate-income that request such assistance in developing proposals with the level and type of assistance to be determined by the City.***

#### **I. TECHNICAL ASSISTANCE.**

- A. The Community Development Manager, or his/her designee, shall assist all interested persons or groups in preparing proposals for the consolidated planning process or other inter-governmental grants.
- B. The assistance provided shall include, at minimum:
  - 1. Assistance in the development of an implementation plan to address identified revitalization needs.
  - 2. Required supporting data and resources available for data.
  - 3. Application timetable.
  - 4. Applicable forms required for submission.
  - 5. Persons/places to be contacted for further information.
  - 6. All pertinent rules and regulations.

## **OBJECTIVE NO. 4**

***Provide for public hearings to obtain citizen views and to respond to proposals and questions at all stages of the consolidated planning process, including the Citizen Participation Plan, the development of needs, the review of proposed activities, and the review of program performance. Such hearings shall be held after adequate notice, at times and locations convenient to potential or actual beneficiaries, and with accommodation for persons with disabilities. Notice of public hearings will be published as display ads prior to the date of the public hearing.***

### **I. PUBLIC HEARINGS.**

- A. A minimum of two public hearings will be held during the year regarding the City's Consolidated Plan, which includes the Investment Summary for the CDBG and HOME programs. The City shall consider any comments or views of citizens received in writing, or orally at the public hearings, in preparing the final Consolidated Plan, Substantial Amendments, and/or the Annual Performance Report.
  1. One public hearing will be held before the Community Development Advisory Committee to provide:
    - a. Discussion of the City's performance during the most recent year.
    - b. General information and requirements for the CDBG and HOME programs, as well as the Consolidated Plan.
    - c. A forum for suggested future CDBG and HOME activities.
    - d. The opportunity to obtain the views of citizens, public agencies, and other interested parties on housing and community development needs of the community, including priority non-housing community development needs.
    - e. A review of demographic data in the community to determine priority needs.
  2. The second public hearing held before the Community Development Advisory Committee will review:
    - a. Preliminary recommendations and goals and objectives set forth in the Consolidated Plan, and to review the draft copy of the Investment Summary.

## **OBJECTIVE NO. 5**

***Provide for a timely written answer to written complaints and grievances, within fifteen (15) working days where practicable.***

The Consolidated Plan of the City of Lawrence, Kansas, encompasses many activities and is regulated by several laws, rules, and regulations. One of the requirements of the program is that citizens be allowed to voice their comments, criticisms, and suggestions. In order to provide the citizens of Lawrence a procedure for voicing complaints with some assurance that complaints will receive fair consideration, the City of Lawrence has established the following procedure for hearing complaints regarding any part of the Consolidated Plan, planning process, Substantial Amendments, or the Annual Performance Report, including the Citizen Participation Plan, Community Development Block Grant (CDBG), and/or HOME Investment Partnerships (HOME) Programs.

### **I. COMPLAINT PROCESS.**

- A. If any person wishes to lodge a complaint, the complaint shall be in written form and addressed to the Director, Planning and Development Services, P.O. Box 708, Lawrence, Kansas, 66044.
- B. If the person lodging the complaint does not get a satisfactory explanation from the Director, the complaint shall be addressed to the City Manager with the statement that the Director did not give a satisfactory response. This complaint shall also be in written form and addressed to P.O. Box 708, Lawrence, Kansas, 66044.
- C. If the complainant does not receive a satisfactory response from the City Manager, he or she may request that the complaint be included as an item on the agenda of the next regularly scheduled City Commission meeting for hearing. A record of this meeting will be maintained.
- D. If the complainant does not receive a satisfactory response to the complaint from the City Commission, the complainant may submit the complaint to the regional office of the U.S. Department of Housing and Urban Development (HUD), Attention: Regional Director, 400 State Avenue, Gateway Tower II, Kansas City, Kansas, 66101-2406. The City will forward all records of meetings relevant to the complaint to HUD upon request.
- E. Development Services staff will assist the complainant with the preparation of written complaints or advise the complainant of other sources that could help with the presentation.
- F. All complaints shall be submitted on a form provided by Development Services staff and shall be signed by the complainant or complainants.

**COMPLAINT FORM**

CITY OF LAWRENCE, KANSAS  
DEVELOPMENT SERVICES

PLEASE PRINT OR TYPE

**1. NAME OF PERSON OR ORGANIZATION SUBMITTING COMPLAINT(S)**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

**2. NATURE OF COMPLAINT**

Please summarize briefly the facts. If you need more space for additional details, you may attach a statement. If your complaint is against an individual, please include that person's name.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**3. PREVIOUS ACTION**

Have you expressed your complaint to any person in Development Services verbally? \_\_\_\_\_

Who was that person? \_\_\_\_\_

Have you expressed your complaint to any person in any department of the City? \_\_\_\_\_

Who was that person? \_\_\_\_\_

Have you expressed your complaint to any member of the Community Development Advisory Committee? \_\_\_\_\_

Who was that person? \_\_\_\_\_

**4. I HAVE READ THIS COMPLAINT (including any attachments) AND IT IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE, INFORMATION, AND BELIEF**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

NOTE: The complainant will get a copy of this complaint and will receive a written reply within fifteen (15) days.

## **OBJECTIVE NO. 6**

***Identify how the needs of non-English speaking residents will be met in the case of public hearings where a significant number of non-English speaking residents can be reasonably expected to participate.***

There are a minimum number of non-English speaking residents in Lawrence. If a member of the public or particular program beneficiary is non-English speaking, Development Services staff will make every attempt to find an interpreter to assist the citizen or beneficiary when questions arise or when information is to be given to the beneficiary.