

## **Citizen Participation Plan for the Consolidated Planning Process**

The City of Bowling Green has developed this Citizen Participation Plan in an effort to encourage citizen participation in the Consolidated planning process and performance reporting. The Consolidated Plan is a planning tool which guides the community's use of federal housing and community development funding. The Consolidated Plan will guide the City's actions with regard to these funding sources over the next five years, with an Annual Action Plan identifying specific projects and performance each one year period.

The City encourages all citizens to participate in the development of the Consolidated Plan, any substantial amendments to the Plan, the annual Action Plan, and performance measurement. Persons of low and moderate income and those living in slum and blighted areas where federal funding is proposed to be used are particularly encouraged to be involved in the planning process. Direct mailings and other contact with residents of assisted housing, social services agencies, and advocacy groups will be utilized to encourage participation of these groups. The City's Housing and Community Development Department (HCD) will have the responsibility for ensuring that this plan is implemented to the fullest extent.

### **Public Hearing Process**

The City will hold at least two public hearings each year prior to the submission of the Consolidated Plan and/or Action Plan to the U. S. Department of Housing and Urban Development (HUD). All public hearings will be advertised in accordance with Kentucky Revised Statutes Chapter 424, which states that hearings must be advertised no less than 7 days and no more than 21 days prior to the hearing. Compliance with this statute shall be satisfied by publishing a notice in the non-legal section of the Daily News. All hearings will also be announced on the City's website [www.bgky.org](http://www.bgky.org), on the government access cable channel BGTV4, by press release, and by submitting notice to the "Community Calendar" spot on television station WBKO-13. HCD will maintain a list of local and regional institutions, public housing agencies, and organizations serving low-to-moderate income individuals that have expressed interest in the process and will direct mail notices to these entities. Notices will include a statement that reasonable accommodations may be arranged for non-English speaking persons or persons with disabilities that necessitate assistance by HCD, if adequate notice is given to the department. Public Hearings will be held at an accessible location, generally City Commission Chambers, 3<sup>rd</sup> Floor of City Hall, 1001 College Street, Bowling Green. Hearings will generally be held at 7:00 p.m. to allow as many individuals as possible to attend. All hearings will be televised on government access cable channel BGTV4.

The initial public hearing will be both an informational session and an opportunity for citizens to comment on the housing and community development needs in the City of Bowling Green. HCD staff will give an overview of the Community Development Block Grant program, as well as other federal funding sources, including the amount of funding anticipated from each source. The HCD staff will review the eligible activities, beneficiary information, and the City's Anti-displacement Plan. Attendees will be given an opportunity to comment on the community development needs of Bowling Green, the development of proposed activities, and review of past program performance.

The second public hearing will occur during the 30 day comment period for the draft Consolidated Plan or Annual Action Plan. This hearing will generally be held at a regularly scheduled City Commission meeting. The HCD staff will review the draft Consolidated Plan and attendees will be given an opportunity to comment on the proposed plan. These comments will be incorporated into the final Consolidated Plan to the maximum extent possible.

#### Public Comment Period

The draft Consolidated Plan and Annual Action Plan will be made available for public comment for a minimum of 30 days. A notice of the public comment period, the locations where a Plan is available for review, and a summary of the Plan (the summary will describe the contents and purpose of the plan) will be published in the Daily News. The draft will be available at these accessible locations: City Hall Annex (HCD office) at 1017 College Street and City-County Planning Commission, 1141 State Street; it will also be posted on the City's website at [www.bgky.org](http://www.bgky.org). A copy of the Executive Summary and Annual Action Plan will be available free upon request by calling or visiting the HCD office, 1017 College Street, (270)393-3000. During the comment period, at least one public hearing will be held (see above).

After the comment period has expired, the HCD staff will consider all comments for incorporation into the Consolidated Plan/Annual Action Plan. A summary of the written and oral comments and the HCD response to the comments will be included in the Consolidated Plan/Annual Action Plan. Upon completion of the final Plan document, it will be submitted to the City Commission for approval before it is submitted to the HUD.

#### Consolidated Plan and Annual Action Plan Amendments

In the event that substantial amendments to the Consolidated Plan/Annual Action Plan are found necessary, a notice will be published by the same procedures indicated above for a 30 day comment period and a public hearing. A substantial amendment shall be defined as any one or more of the following:

1. Any addition or deletion of the established priorities of the Consolidation Plan,

2. Any change in the purpose or location of an identified project,
3. Any change in the scope of work of a project which will negatively impact the originally proposed results, or
4. Any change in the use of CDBG funds from one eligible activity to another.

### Annual Performance Reports

HCD will prepare a performance report for submission to HUD on an annual basis. This report, called the Consolidated Annual Performance and Evaluation Report (CAPER), shall be made available at City Hall Annex and on the City's website for review by the public for no less than 15 days before HCD submits the report to HUD. The availability of the document for review and the comment period will be published in the Daily News, including a statement that all comments should be directed to HCD. All comments received will be reviewed by HCD and a written response will be made to each citizen submitting a comment within 15 days of receipt. A summary of the comments and responses will be included with the performance report.

### Technical Assistance

The HCD staff offers technical assistance to persons of low and moderate income or representative groups when requested. The technical assistance includes, but is not limited to, developing potential proposals for funding, information regarding the CDBG and other federal programs, such as the rules and regulations and eligible activities.

### Residential Anti-Displacement

The City of Bowling Green has adopted a Residential Anti-Displacement and Relocation Assistance Plan in order to minimize the displacement of persons from their homes to the maximum extent possible. The City will replace all occupied and vacant occupiable low and moderate income dwelling units that are demolished or converted as a direct result of the activities assisted with CDBG or other federal funding.

In the event that an occupied dwelling must be acquired and demolished, the City will comply with the provisions of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, as well as any other relocation regulations imposed by HUD.

### Access to Records

Citizens, public agencies, and other interested groups will be given reasonable and timely access to the Consolidated Plan as adopted, substantial amendments, the performance report, and other information and records

regarding the City's Consolidated Plan and use of funding during the preceding five years. Records are retained in the Housing and Community Development office located at 1017 College Street in City Hall Annex. Reasonable and timely access is considered at least a 24 hour notice for a request to access the above records during regular office hours of 7:30 AM to 4:30 PM weekdays, except holidays.

### Complaints

Any citizen desiring to file a complaint regarding the consolidated plan, amendments, and/or the performance report may do so, in writing, to the Housing and Community Development Department, P. O. Box 430, Bowling Green, KY 42102-0430. The City shall respond to the complainant with a written response within 15 days of receipt of the complaint. If the complainant is unable to file a complaint due to disability, alternative filing methods will be allowed. All complaints and responses will be maintained with the program records for at least five years.