
CITY OF WICHITA CITIZEN PARTICIPATION PLAN

Adopted November 8, 1994
Revised April 18, 1995
Revised February 6, 1998
Revised January 6, 1998
Revised February 7, 2000
Revised December 9, 2014

PREFACE

The Citizen Participation Plan is the process by which the City of Wichita identifies the policies and procedures to be used to encourage citizen participation and involvement in programs/activities under U.S. Department of Housing and Urban Development (HUD) Five-Year Consolidated Plan. The Five-Year Consolidated Plan identifies the City's housing, homeless and community development needs and establishes goals and strategies for addressing those needs, including the use of Community Development Block Grant (CDBG), HOME Investment Partnerships (HOME), and Emergency Solutions Grant (ESG) funds. The Citizen Participation Plan sets forth the mutual rights, duties and responsibilities of both the City and participating citizens and citizens' groups.

CITIZEN PARTICIPATION

All citizens, including low and moderate income persons, persons living in slum and blighted areas, minorities, non-English speaking persons, persons with disabilities, persons with HIV/AIDS and their families, homeless persons/agencies and residents of public and assisted housing developments are encouraged to participate in the development and review of the:

- HUD Five-Year Consolidated Plan;
- Annual One-Year Action Plan;
- Substantial Amendments to the One-Year Action Plan or Five-Year Plan; and
- Consolidated Annual Performance and Evaluation Report (CAPER)
- Citizen Participation Plan

Every citizen and citizen group shall be afforded the opportunity to:

- Submit their views through such groups as the District Advisory Boards (DAB), Neighborhood Associations or any other neighborhood or community organization;
- Submit written or verbal comments at formal public hearings or directly to City Departments administering specific HUD programs.

Notices of public hearings, substantial amendments and notification of 15 or 30 day comment periods will be published in the designated official newspaper or newspapers of general circulation, and advertised on the City-7 cable television channel.

Accommodations for disabled or non-English speaking residents will be made available upon request.

Copies of the HUD Five-Year Consolidated Plan, the Annual One-Year Action Plan and Consolidated Annual Performance and Evaluation Report (CAPER) will be made available for public review at City Hall, the main and selected branch libraries, and other designated locations. Requirements for public comment periods, environmental review, request for release of funds and advertising are as follows:

	Comment Period	Public Hearing	Environmental Review *	Request for Release of Funds*	Advertise in Local Newspaper(s)
Five-Year Consolidated Plan	30 Days	Yes	No	No	Yes
One-Year Action Plan	30 Days	Yes	Yes	Yes	Yes
Consolidated Annual Performance and Evaluation Report (CAPER)	15 Days	Yes	N/A	N/A	Yes
Substantial Amendments	30 Days	No	**	***	Yes
Non-Substantial Amendment	None	No	No	***	No

* Public comment periods for Notice of Finding of No Significant Impact (FONSI) and notice of intent to Request Release of Funds (RROF) will be issued concurrently and require a 15 day comment period unless there are exceptional circumstances which then would require a 30 day comment period.

** Environmental findings may be re-evaluated as necessary.

*** Activities that are Exempt or Categorically Excluded from an environmental assessment do not require a request for release of funds.

SUBSTANTIAL AMENDMENT:

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

Written comments received during the 15/30 day comment periods and comments received at the public hearings will be considered prior to preparing the final consolidated plan, before the substantial amendment is implemented or before submitting a performance report on the consolidated program to HUD.

PUBLIC HEARINGS

Citizens will be notified of and invited to attend all public hearings, which will also be accessible to persons with disabilities. At least two public hearings per year will be held to:

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

ACCESS TO MEETINGS

The City will provide timely notification of local meetings and public hearings. Notice will be made at least two weeks in advance for public hearings.

Notices of public hearings and other meetings pertaining to development of the Five-Year Consolidated Plan, the One-Year Action Plan and the Comprehensive Annual Performance Evaluation Report may also be provided through:

- Publication of notices in the official designated newspaper or newspapers of general local circulation;
- Publication in other local publications or on the City's Web page;
- Notification of District Advisory Boards;
- Making notices available to community organizations and at public facilities such as libraries and community centers; and/or
- Notification through cable TV Channel, or through the City's Office of Community Engagement.

Notices will contain information on day, time, place, and purpose of the public hearings/meetings.

Meetings and public hearings will be held in facilities accessible to persons with disabilities.

An opportunity to speak at meetings and public hearings is afforded those desiring to do so within the meeting protocol established.

ACCESS TO INFORMATION

Citizens, public agencies and other interested parties will be given the opportunity to receive information, review and submit comments on any proposed submission regarding the Five-Year Consolidated Plan and annual use of funds under the programs. A summary of the proposed Five-Year Consolidated Plan will be published to afford citizens 30 days for review and comment. Written comments will be considered prior to adopting the plan.

Citizens will be invited to comment on needs and strategies pertaining to the Five-Year Consolidated Plan or, any program included within the scope of the Five-Year Consolidated Plan, prior to submission of the Five-Year Consolidated Plan to HUD.

Citizens will be provided information on the amount of funds available (annually) under the programs covered by the Five-Year Consolidated Plan, the range of activities that may be undertaken, and the estimated amount that will be designed to meet the low/moderate benefit national objective.

Information pertinent to the Five-Year Consolidated Plan, One-Year Action Plan, Substantial Amendments, and the Comprehensive Annual Performance Evaluation Report is available during regular business hours between 8 a.m. and 5 p.m., Monday through Friday, in the Housing and Community Services Department, 332 N. Riverview, Wichita, Ks. 67203, and on the City of Wichita website.

DISPLACEMENT

The City intends to undertake activities with funds covered by the Five-Year Consolidated Plan that minimize displacement of persons. In the event displacement occurs, the Uniform Relocation and Real Property Acquisition Policies Act of 1970 (Uniform Act), as amended will be followed. Persons displaced will be provided information on their rights and benefits, and will receive referrals for comparable replacement housing in adjacent neighborhoods. All payments will be in accordance with HUD regulations implementing the Uniform Act.

TECHNICAL ASSISTANCE

The City will provide technical assistance to low, very low, and poverty income individuals in developing proposals for funding, as part of the pre-proposal process for all requests for proposals utilizing these federal funds. City staff will also provide technical assistance to grant recipients to ensure compliance with federal rules and regulations.

CITIZEN REPRESENTATION

The District Advisory Board (DAB) is an appointed body for each City Council district with advisory responsibilities to their respective City Council member. There are six eleven-member DABs located in each of the City Council districts. Each Council district contains approximately one sixth of the City's population, with DAB membership boundaries coinciding with City Council district boundaries. DAB responsibilities include but are not limited to:

- Review and advise the District Council member on capital improvements and neighborhood planning.
- Review and make recommendations on local traffic concerns.
- Serve as an informational exchange and make recommendations to the District Council member on zoning and land use matters.
- Establish an effective method to disseminate and communicate information of interest to residents of the District.
- Advise the District City Council member on appointments to City advisory boards/commissions.

- Work closely with neighborhood organizations, homeowners associations and community-based groups to overcome obstacles to citizen actions and involvement with neighborhoods and community.
- Serve as a vehicle for citizen involvement, education and input, and a forum for citizens to provide comments and direction to address issues of concern for the District and community.

A formal review process will be established through a 14 member Grants Review Committee (GRC) with the following composition: six DAB members designated from each City Council District; two from the Wichita Independent Neighborhoods Association; one from United Way; one representative of the Sedgwick County Manager; one representative of the USD 259 Superintendent, one representative of the Wichita State University President; one representative from large business, and one representative from small business. The GRC will review CDBG, HOME and ESG funding proposals and applications, hold a public hearing regarding those proposals, and submit funding recommendations to the City Council through the City Manager. Nothing herein will preclude the Committee from considering comments from their respective organizations.

BILINGUAL OPPORUNITIES

The City will accommodate the needs of non-English speaking citizens for participation in development/review of the Five-Year Consolidated Plan, the One-Year Action Plan and Consolidated Annual Performance and Evaluation Report by publishing public notices in minority and non-English newspapers (as available/appropriate); and providing interpreters for public hearings, upon request.

COMPLAINTS

The City will provide written responses to complaints and grievances within fifteen (15) working days of receipt, where practicable. Citizens wishing to file complaints should contact the Citizen Participation Coordinator, who is responsible for the implementation and oversight of the Citizen Participation Plan, at the following address:

Director of Housing and Community Services

332 N. Riverview

Wichita, Kansas 67203

(316) 462-3700

Communityhousing@wichita.gov