

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 and implementation of the Consolidated Plan, any substantial amendments to the Plan, the annual Action Plan, Assessment of Fair Housing (AFH), any revisions to the AFH, and performance report. Persons of low and moderate income, particularly those persons living in areas designated by the City as a revitalization area, slum and blighted areas, areas where federal funding is proposed to be used, and by residents of predominately low-and-moderate income neighborhoods are particularly encouraged to be involved in the planning and implementation process. Through taking appropriate actions such as direct mailings, social media, and/or alternative public involvement techniques, the City will encourage the participation of all citizens including minorities, non-English speaking persons, persons with disabilities, local and regional institutions, Continuums of Care, public housing agencies, persons of assisted housing, social services agencies, advocacy groups, public utilities, emergency management, telecommunications, storm water management, and required other organizations will be encouraged participation of these groups. The City's Neighborhood and Community Services Department (NCS) 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, AFH, 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. Additionally, hearings can be announced on the City's website www.bgky.org, on the government access cable channel BGTv4, by press release, City social media outlets, and by submitting notice to the "Community Calendar" spot on television station WBKO-13. NCS 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 attempt to contact these entities through direct mail, social media, and/or other contact methods. Notices will include a statement that reasonable accommodations may be arranged for non-English speaking persons or persons with disabilities that necessitate assistance by NCS, if adequate notice is given to the department. Public Hearings will be held at an accessible location, generally Neighborhood and Community Services Department, Lower Level, Community Room, 707 E. Main Ave., Bowling Green. Hearings will generally be held at 4:30 p.m. All hearings will be offered both virtually and in-person (hybrid) to allow as many individuals as possible to attend.

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. NCS 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 NCS 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, AFH, and/or Annual Action Plan. This will generally be held at the Neighborhood and Community Services Department, offered both virtually and in-person (hybrid). The NCS 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, AFH, 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: Neighborhood and Community Services, 707 E. Main Ave.; it will also be posted on the City's website at www.bgky.org or other public accessible locations. A copy of the Executive Summary and Annual Action Plan will be available free upon request by calling or visiting the NCS office, 707 E. Main Ave., (270)393-3000. During the comment period, at least one public hearing will be held (see above).

After the comment period has expired, the NCS staff will consider all comments for incorporation into the Consolidated Plan/Annual Action Plan. A summary of the written and oral comments and the NCS 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, AFH, 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

NCS 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 Neighborhood and Community Services and on the City's website for review by the public for no less than 15 days before NCS 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 NCS. All comments received will be reviewed by NCS 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 NCS 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, website content to improve engagement, 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 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 habitable 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

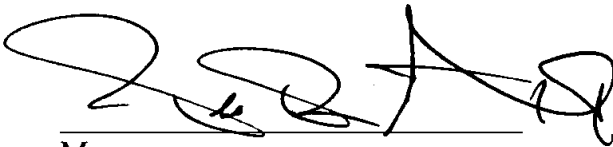
Citizens, public agencies, and other interested groups will be given reasonable and timely access to the Consolidated Plan and AFH as adopted, substantial amendments, the performance report, and other information and records regarding the City's Consolidated Plan and AFH and use of funding during the preceding five years. Records are retained in the Neighborhood and Community Services office located at 707 E. Main Ave. 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, AFH, amendments, and/or the performance report may do so, in writing, to the Neighborhood and Community Services 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.

Limited English Proficiency


The City will ensure that information is provided to all persons regardless of the level of English proficiency. The City will follow its Language Access Plan in delivering information and services to citizens.



Mayor

May 7, 2024

Date

Attest:  _____, City Clerk

MUNICIPAL ORDER NO. 2025 - 70

MUNICIPAL ORDER APPROVING AN
ADDENDUM TO THE CITIZEN PARTICIPATION
PLAN FOR COMMUNITY DEVELOPMENT BLOCK
GRANT DISASTER RECOVERY FUNDS

WHEREAS, the City of Bowling Green received Community Development Block Grant Disaster Recovery (CDBG-DR) funds from the Kentucky Department for Local Government (DLG) for projects approved under Municipal Order Nos. 2024-34, 2024-107, 2024-116, 2024-124 and 2024-291; and,

WHEREAS, to ensure local governments comply with citizen participation requirements in 24 CFR 570.486, DLG requires units of local government which receive CDBG-DR funds to have a written and adopted Citizen Participation Plan that includes specific items to be compliant with CDBG-DR guidelines; and,

WHEREAS, the City of Bowling Green previously adopted a Citizens Participation Plan under Municipal Order No. 2024-81 as part of the approval of the Five Year Consolidated Plan for Years 21-25; and,

WHEREAS, an Addendum is required to incorporate CDBG-DR requirements into the City of Bowling Green Citizen Participation Plan.

WHEREAS, it is in the best interest of the City to approve the Citizen Participation Plan Addendum for CDBG-DR funds.

NOW, THEREFORE, BE IT ORDERED by the City of Bowling Green, Kentucky as follows:

1. The Citizen Participation Plan Addendum for CDBG-DR funds is hereby adopted and approved.
2. The Mayor and all other appropriate City officials are hereby authorized and directed to execute and submit any and all documents and certifications necessary for CDBG-DR funding from

(Municipal Order No. 2025 - 70)

DLG and the City Manager is to act for and in the name of the City throughout the administration and performance thereof.

3. This Municipal Order shall be in full force and effect upon signature and recordation.

ADOPTED: March 18, 2025

APPROVED: 
Mayor, Chairman of Board of Commissioners

ATTEST: 
City Clerk

SPONSORED BY: Jeffery B. Meisel, City Manager

Brent Childers
NCS Director
Telephone: 270.393.3658
Fax: 270.901.3126
Brent.Childers@bgky.org



707 E. Main Ave
PO Box 430
Bowling Green, Kentucky 42102
www.bgky.org

Neighborhood & Community Services Department

MEMORANDUM

TO: Jeff Meisel
City Manager

THROUGH: Brent Childers
NCS Director

FROM: Nick Cook
Grants Manager

DATE: March 10, 2025

RE: Citizen Participation Plan Addendum for CDBG-DR Funds

As part of the City's 5-Year Consolidated Plan, the City previously adopted under, M.O. 2024-81, a Citizen Participation Plan. The Citizen Participation Plan outlines the parameters for public hearings and comment periods to provide opportunity for citizen comment on local community development and housing needs.

The City of Bowling Green was recently awarded over \$12 Million in Community Development Block Grant Disaster Recovery (CDBG-DR) funds from the Kentucky Department for Local Government for the below projects. The CDBG-DR award requires an addendum to the City's Citizen Participation Plan for the inclusion of CDBG-DR requirements, which is attached to this memo.

- Whispering Hills Stormwater Project - \$1,322,000
- Habitat for Humanity/Live the Dream Development Affordable Housing - \$2,021,635
- Habitat for Humanity Affordable Housing - \$5,000,000
- Chestnut St. Storm Sewers Project - \$3,850,000
- Umoja International Market Small Business Grant - \$17,192

Upon adoption of the CDBG-DR Addendum, the Citizen Participation Plan and Addendum will be posted on the City's website.

If you have any questions please contact me at 270-393-3659.

Citizen Participation Plan Addendum **for CDBG-DR Funds**

Introduction

To ensure that local governments comply with citizen participation requirements in 24 CFR 570.486, the Commonwealth of Kentucky Department for Local Government (DLG) must describe those requirements in its own citizen participation plan. To further advance public participation in the CDBG-DR programs, the Commonwealth has also set out requirements for subrecipients funded directly by the Commonwealth.

As required by the DLG Citizen Participation Plan, all units of local government which receive CDBG-DR funds must have a written and adopted Citizen Participation Plan that includes specific items to be compliant with CDBG-DR guidelines.

The City of Bowling Green has adopted a Citizen Participation Plan. This addendum has been developed to include specific requirements for the CDBG-DR program, and the addendum will rely on the processes already developed in the City's Citizen Participation Plan for its regular CDBG program. With the approval of this addendum, the following items are incorporated into the City's Citizen Participation Plan.

For all projects using CDBG-DR funds, the City of Bowling Green will:

1. Provide for and encourage citizen participation, particularly by low- and moderate-income persons who reside in slum or blighted areas and areas in which CDBG-DR funds are proposed to be used;
 - a. The City will follow the process described in the introductory section of the Citizen Participation Plan for the Consolidated Planning Process. The City encourages all citizens to participate.
2. Ensure that residents will be given 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 the regulations at 24 CFR part 8, and the Americans with Disabilities Act and the regulations at 28 CFR parts 35 and 36, as applicable, as well as information and records relating to the unit of local government's proposed and actual use of CDBG funds;
 - a. The City will follow the process described in the Access to Records section of the Citizen Participation Plan for the Consolidated Planning Process.
3. Furnish citizens information, including but not limited to:
 - a. The amount of CDBG-DR funds expected to be made available for the current fiscal year (including the grant and anticipated program income);
 - b. The range of activities that may be undertaken with the CDBG funds;

- c. The estimated amount of the CDBG funds proposed to be used for activities that will meet the national objective of benefit to low- and moderate-income persons; and
 - d. The proposed CDBG activities likely to result in displacement and the unit of general local government's anti-displacement and relocation plans required under § 570.488.
- 4. Provide technical assistance to groups that are representative of persons of low- and moderate-income that request assistance in developing proposals (including proposed strategies and actions to affirmatively further fair housing) in accordance with the procedures developed by the City. Such assistance need not include providing funds to such groups;
 - a. The City will follow the process described in the Technical Assistance section of the Citizen Participation Plan for the Consolidated Planning Process.
- 5. Provide for a minimum of two public hearings, each at a different stage of the program, for the purpose of obtaining residents' views and responding to proposals and questions. Together the hearings must cover community development and housing needs (including affirmatively furthering fair housing), development of proposed activities, and a review of program performance. The public hearings to cover community development and housing needs must be held before submission of an application to the City. There must be reasonable notice of the hearings and they must be held at times and accessible locations convenient to potential or actual beneficiaries, with accommodations for persons with disabilities. Public hearings shall be conducted in a manner to meet the needs of non-English speaking residents where a significant number of non-English speaking residents can reasonably be expected to participate.
 - a. The City will follow the process described in the Public Hearing Process section of the Citizen Participation Plan for the Consolidated Planning Process.
- 6. Provide citizens with reasonable advance notice of, and opportunity to comment on, proposed activities in an application to the City and, for grants already made, activities which are proposed to be added, deleted, or substantially changed from a subrecipient's application to the City. Substantially changed means changes made in terms of purpose, scope, location, or beneficiaries as defined by criteria established by the City.
 - a. The City will follow the process described in the Public Comment Period section of the Citizen Participation Plan for the Consolidated Planning Process.
- 7. Provide citizens the address, phone number, and times for submitting complaints and grievances, and provide timely written answers to written complaints and grievances, within 15 working days where practicable.
 - a. The City will follow the process described in the Complaints section of the Citizen Participation Plan for the Consolidated Planning Process.