

**CITY OF COVINGTON
AND
NORTHERN KENTUCKY HOME CONSORTIUM
(aka Covington Home Consortium)
CONSOLIDATED PLAN**

CITIZEN PARTICIPATION PLAN

The purpose of this Citizen Participation Plan is to encourage participation by all sectors of the community, particularly low and very low income persons, in the development of the City of Covington and the Northern Kentucky HOME Consortium Consolidated Plan and Annual Action Plan. This Plan will develop goals, strategies, and funding for the use of Community Development Block Grant (CDBG) and HOME funds.

The following Citizen Participation Plan follows federal regulations, and facilitates participation throughout the Consolidated Plan development, implementation, and Consolidated Annual Performance and Evaluation Report (CAPER). These goals will be achieved through the following process:

- Soliciting input on community needs and strengths.
- Providing information on amount of assistance the cities expect to receive and program purposes.
- Providing technical assistance to persons, groups, or agencies interested in participating.
- Hosting public hearing on the proposed Consolidated Plan.
- Soliciting citizen comments.
- Adopting and submitting the Consolidated Plan.
- Amending the Consolidated Plan.
- Providing public access to records relating to the Consolidated Plan.
- Developing policies on minimizing displacement.

CITIZEN INPUT ON COMMUNITY NEEDS AND STRENGTHS

The City of Covington staff, in the development of the proposed Consolidated Plan, will hold public hearings to obtain the views and comments of citizens, agencies and other interested parties on community needs and strengths for the development of priorities to address the issues.

The City of Covington staff will make available at these public hearings:

- Information on the Community Development Block Grant program, HOME program and any other programs included in the Consolidated Plan process as appropriate.
- The dollar amount of assistance the expected to be received.

- Instructions on submitting funding requests for these programs to interested persons, groups, or agencies.
- A staff contact person will be identified to provide technical assistance to those interested in submitting funding requests.

The public hearing notices will be published in the Cincinnati Enquirer at least seven (7) days prior to the hearing. The notice will include instructions for special needs populations, such as hearing, visual or mobility impaired persons to notify the City so necessary arrangements can be made for their participation.

To ensure the participation of low and very low income residents, the Housing Authorities of Covington and Newport and the Campbell County Department of Housing will be notified of the public hearings; and they will be requested to disseminate this information to their tenants. A mailing will be done to individuals requesting information and to identified social, civic or public organizations serving Covington and the Consortium area. The dates will also be included on the Cities' websites.

The public hearings will be held during the week, after 6:00 P.M. in the architecturally barrier free meeting rooms. For those not able to attend the public hearings, minutes of the public hearings will be made available.

Provisions will be made to accept written comments from those not able to attend the public hearings and will be included in the public hearing records.

PUBLIC HEARING ON THE PROPOSED CONSOLIDATED PLAN

Once the Consolidated Plan has been completed, a summary will be developed. This summary will be published and a 30-day comment period will be given to persons, groups, or agencies wishing to comment. The published summary will also provide an address, contact person and phone number where comments can be directed. Citizens will also be provided an opportunity to review the entire Proposed Consolidated Plan, with the summary and public notice attached, which will be available for review at the Kenton County Public Library (Covington branch), Campbell County Public Library (Newport branch), Housing Authorities of Covington and Newport, the Campbell County Department of Housing, City of Covington Housing Development Department, the City Clerk's office of each member consortium city, and will also be available on the City of Covington's website. During this 30-day period, a public hearing will be held before the City of Covington's Mayor and Board of Commissioners to provide a forum for persons to comment. Comments will be accepted verbally at the public hearing or in writing, whichever is most convenient for the commenter.

Any complaint, view or pertinent comment that is received either verbally or in writing, will be substantially responded to within a 15 day period. Comments received at the public hearing will be responded to verbally unless otherwise requested by the commenter.

ADOPTION AND SUBMISSION OF THE CONSOLIDATED PLAN

The input received during the comment period will be distributed and reviewed in the preparation of the Final Consolidated Plan. This summary of the comments, views, and complaints will be attached to the Final Consolidated Plan along with the City of Covington's responses.

Copies of the Final Consolidated Plan will be made available for review at the Kenton County Public Library (Covington branch), Campbell County Public Library (Newport branch), Housing Authorities of Covington and Newport, the Campbell County Department of Housing, City of Covington Housing Development Department, the City Clerk's office of each member consortium city, and will also be available on the City of Covington's website.

The completed Consolidated Plan will be sent to the U.S. Department of Housing and Urban Development on or before May 15th of any respective program year.

PREPARATION OF ANNUAL PERFORMANCE REPORT

Within 90 days of the close of the program year, the City of Covington will prepare and submit the Consolidated Annual Performance and Evaluation Report (CAPER). This report will describe the progress made by the City of Covington and the Consortium in carrying out its strategic plan and its annual action plan, including:

- A description of the resources made available
- The investment of available resources
- The geographic distribution and location of investments
- The number of families and persons assisted
- Other actions described in the strategic plan and action plan

Once the CAPER has been completed, a notice advising the availability of the report will be published and a 15-day comment period will be given to persons, groups, or agencies wishing to comment. The published notice will also provide an address, contact person and phone number where comments can be directed. Citizens will also be provided an opportunity to review the entire CAPER, which will be available for review at the Kenton County Public Library (Covington branch), Campbell County Public Library (Newport branch), Housing Authorities of Covington and Newport, the Campbell County Department of Housing, City of Covington Housing Development Department, the City Clerk's office of each member consortium city, and will also be available on the City of Covington's website.

The completed CAPER will be sent to the U.S. Department of Housing and Urban Development on or before September 30th of any respective program year.

AMENDMENTS TO THE CONSOLIDATED PLAN

The City of Covington and the Consortium Board (as appropriate) may amend the Consolidated Plan and/or Annual Action Plan if substantial changes are made. The criteria that will determine a substantial change are as follows:

- The addition of a new activity that was not previously described in the Consolidated Plan and/or Annual Action Plan.
- The elimination of an activity that was previously described in the Consolidated Plan and/or Annual Action Plan.
- The funding of an activity described in the Consolidated Plan and/or Annual Action Plan is altered by 50% or 10% of the total grant amount, whichever is smaller.

The process to amend the Consolidated Plan and/or Annual Action Plan is as follows:

- The proposed amendment is sent to the Covington City Commission and to the HOME Consortium Board (as appropriate).
- The City of Covington will advertise the proposed changes and solicit comments 30 days prior to the change.
- The HOME Consortium Board recommends approval to the Covington City Commission if proposed change involves Consortium HOME funds or activities. The Covington City Commission approves all modifications to the Consolidated Plan and/or Annual Action Plan

After the 30-day comment period, if modifications to the Consolidated Plan and/or Annual Action Plan are enacted, the City shall:

- Notify the public of the change; and
- In letter form, signed by the Mayor of Covington, submit a description of changes to HUD.

Rev. 11/05/2007

Adopted by HOME Consortium Board: 11/29/2007

Adopted by Covington City Commission: 12/18/2007 (O/R-337/07)