

Section 1: Citizen Participation Plan

The State of Kansas, Neighborhood Stabilization Program (NSP), hereby establishes the following Citizen Participation Plan for the purpose of promoting and encouraging active and meaningful participation in public activities, especially those in relation to community development and housing needs in accordance with Title I of the Housing and Community Development Act of 1974, as amended. The following are in addition to the present requirements of Section 104(a) of the Act and are in accordance with Section 508 of the Housing and Community Development Act of 1987:

- A. Recipients must demonstrate that reasonable efforts to ensure involvement of citizens or citizen organizations throughout all stages of the program shall be, or have been, undertaken. There shall be the opportunity for involvement of low- and moderate- income persons (LMI), members of minority groups, residents of areas where Neighborhood Stabilization Program Grant-assisted activity is proposed or ongoing, residents of slum or blighted areas, the elderly, the disabled, the business community and civic groups concerned about the program. Citizens and citizen organizations shall be provided the opportunity to assess and submit comments on all aspects of the NSP performance. All records of above efforts shall be made a part of grant files.
- B. All applicants for, and recipients of, Neighborhood Stabilization Program (NSP) funds, shall be required to conduct all aspects of the program in an open manner with access to records on the proposed and actual use of funds for all interested persons. All records of applications and funded grants must be kept at the recipient's/grantee's offices and be available during normal working hours. Any activity of the NSP program, with the exception of confidential matters relating to the Housing and Economic Development programs, shall be open to examination by all citizens.
- C. The applicant/recipient must provide technical assistance to groups representative of persons of LMI that request such assistance in developing proposals at the level of expertise available at the City Hall or County Courthouse within 15 working days of request. The technical assistance to be provided does not involve providing any money for such assistance. All application materials and instructions shall be provided at no cost to any such group requesting same.
- D. Citizens shall be provided adequate and timely information, so as to enable them to be meaningfully involved in important decisions at the various stages of the program.

II. COMPLAINT PROCEDURE

Any criticism or complaint submitted in writing at any time shall be answered in writing within 15 working days of receipt by the Mayor's or Presiding Commissioner's office. If the complaint is not resolved, it shall be referred to the Governing Body for final disposition