

Kentucky Community Development Block Grant Citizen Participation Plan

September 4, 2026

Grantee: Oldham County Fiscal Court (“Grantee”)

Project: Pillar Crestwood Site Work and Housing Project (the “Project”)

Background

It is important that citizens are able to participate in the funding and decision-making process of local U.S. Department of Housing and Urban Development Community Development Block Grant (CDBG) projects. To that end, Section 5304(a)(2) and (a)(3) of Title I and 24 CFR 570.486(a)5 and 91.115(e) require Grantee to provide adequate citizen participation in the planning, implementation, and evaluation of the CDBG-funded Project. This Citizen Participation Plan is required in connection with the Project.

Citizen Participation

Grantee will provide reasonable opportunities for citizen participation, hearings, and access to information with respect to local CDBG-funded community development programs. Grantee will take whatever actions are appropriate to encourage the participation of all its citizens, including minorities and non-English speaking persons, as well as persons with disabilities.

Public Hearings

At least two public hearings are required during the course of the Project to elicit citizen feedback.

1. Needs Assessment. A public hearing is required to solicit input on community development and housing needs as well as potential activities. This hearing was held prior to application submission.
2. Review of Performance. A public hearing is required to review past use of funds and program performance. Grantee will advise citizens of the progress made during the grant and the pending close-out of the Project. This hearing will be held prior to grant/project close-out.
3. Optional: Review of Amendments. Additional public hearings are required if a substantial amendment to a project is proposed. Substantial amendments are changes to a project of a size or magnitude that warrants notification to the public and a review of compliance with other requirements such as environmental review. Citizens will be provided reasonable advance notice of and the opportunity to comment on substantial changes to the Project.

Notice of Public Hearings

In advance of all public hearings, Grantee will:

- Publish a notice of public hearing in the newspaper of largest bona fide paid circulation that publishes in the publication area, 7 – 21 days prior to the hearing, in accordance with KRS Chapter 424.
- Post the notice of public hearing in public places such as city/county government buildings.

Grantee may use social media to let residents understand where they can learn more about the Project.

Conduct of Public Hearings

Hearings will not be scheduled on Sundays or legal holidays. Whenever a public comment period ends on a Saturday, Sunday, or legal holiday, comments will be accepted until the end of the next day, that is not a Saturday, Sunday, or legal holiday.

Hearings will be scheduled at a time and date convenient for potential or actual beneficiaries of the Project.

Hearings will be held in an accessible location and/or accommodation will be provided for persons with disabilities so that they may participate.

Comments and Responses

Grantee will respond to any written comments that are received during the public hearing process and verbal comments at public hearings. Grantee will maintain records indicating that all comments were considered and citing reasons for rejection, if applicable.

Grievance Procedures

Citizens with complaints or grievances should submit them to Grantee at the following:

Address: 100 West Jefferson Street, La Grange, KY 40031
Telephone number: 502-222-9357

Grantee will respond to each complaint or grievance within 15 working days of receipt, where practical. Grantee will maintain documentation for each complaint and the resolution to the complaint.

If Kentucky Department for Local Government (DLG) receives any complaints or grievances concerning the Project, it will forward them to Grantee for response. DLG will notify the complainant that the complaint has been forwarded to Grantee for resolution. Grantee will follow the grievance procedure described above.

Non-English Speaking Residents/Residents with Limited English Proficiency

If a significant number of non-English speaking residents can be reasonably expected to participate in a public hearing, Grantee will identify how their needs will be met. Grantee is required under

24 CFR 91.105 (a) (2)(ii) and 24 CFR 91.115 (b)(3)(iii) to provide language services for the citizen participation process. Grantee will arrange for interpreters for non-English speaking residents (if necessary). Any residents requiring services for non-English speaking persons should contact the following at least five days prior to the meeting:

Name: Tina Schaaf, HR Director
Telephone: 502-222-9357
E-mail: tschaaf@oldhamcountky.gov

Assistance for Residents with Disabilities

Grantee provides, upon request, reasonable accommodation, including auxiliary aids and services, to afford individuals with disabilities an equal opportunity to participate in all services, programs and activities. Any residents requiring assistance should contact the following at least five days prior to the meeting.

Name: Tina Schaaf, HR Director
Telephone: 502-222-9357
E-mail: tschaaf@oldhamcountky.gov

Helpful Contacts

Department for the Blind: 1-877-KYBLIND www.kyblind.state.ky.us
American Printing House: 1-800-223-1839 www.aph.org
Commission for the Deaf and Hard of Hearing: 1-800-372-2907 www.kcdhh.org
For Interpreter Directory: www.hcdhh.org-access-interpdir.html
State Relay TDD Number: 1-800-648-6057

**Kentucky Community Development Block Grant
Language Access Plan**

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The Fair Housing Act prohibits intentional housing discrimination and housing practices that have an unjustified discriminatory effect. Among the bases on which it prohibits discrimination is national origin, which is closely linked to the ability to communicate proficiently in English. Housing providers are therefore prohibited from using limited English proficiency selectively or as an excuse for intentional housing discrimination, as well as using limited English proficiency in a way that causes an unjustified discriminatory effect. Limited English proficiency (LEP) refers to a person’s limited ability to read, write, speak, or understand English.

In addition, persons who, as a result of national origin, do not speak English as their primary language and who have limited ability to speak, read, write or understand English may be entitled to language assistance under Title VI of the Civil Rights Act to receive a particular service, benefit or encounter.

Grantee has completed a four-factor analysis to ensure meaningful access for persons with LEP.

- 1) Number or proportion of LEP clients likely to be served or encountered by the Grantee.
The eligible service area mainly served by the Project is Oldham County, Kentucky. The most recent Census Bureau data available show that 1.7% of the population in the service area are persons who speak English less than “very well.” Of these, the largest language group is speakers of Spanish, at 750 persons, or 1.2% of the population.
- 2) How frequently eligible LEP persons are encountered by the recipient.
Grantee’s subrecipient Pillar, in conducting existing housing programs, has not come into contact with clients with LEP.
- 3) Nature and importance of the program or service in people’s lives.
The nature of the Project is to provide supportive housing to adults with disabilities, which is of vital importance to the population served, but is a very small part of the housing market in the service area.
- 4) Recipient’s resources and the cost of LEP services.
Grantee’s subrecipient Pillar is a non-profit organization, tax-exempt under Section 501(c)(3), and has limited resources. Recipients of federal funding are not required to take any actions that would result in a fundamental alteration in the nature of a program or activity or undue financial and administrative burden.

The conclusion of this analysis is that no written translation of materials is required. However, Grantee will make good-faith efforts to provide language assistance in order to make services available to persons with LEP after receiving advance notice of a need for such assistance.