

**CITIZEN PARTICIPATION:** THERE WERE NO COMMENTS RECEIVED DURING PUBLIC COMMENT PERIOD FROM APRIL 22, 2018 TO MAY 22, 2018.

**AMENDED CITIZEN PARTICIPATION PLAN:**

PUBLISHED APRIL 27, 2020 TO MAY 3, 2020

## **Citizen Participation Plan from Approved Consolidated Plan 2015-2020**

***(updated April 24, 2020)***

### **Citizen Participation Plan**

#### **Introduction**

The purpose of the Citizen Participation Plan for the city of Las Vegas HUD Consolidated Plan (HCP) is to encourage participation by all citizens, especially very low- and low-income persons, and particularly those living in blighted areas and areas where CDBG funds may be used. Participation includes minorities and non-English speaking persons, and persons with mobility, visual and hearing impairments. In addition, consultation is undertaken with public housing authorities and their residents. The following guidelines provide the steps that are taken by the City to maximize citizen participation in the development of the HCP and in the allocation of funds.

A portion of the Citizen Participation Plan describes the respective community participation processes developed to ensure an atmosphere of open communication and cooperation between the City, local organizations and businesses, and individual citizens concerned with the health and vitality of their communities, neighborhoods, and homes.

#### **Access to Information**

To ensure that citizens and interested groups have access to information that may have an impact on their particular community interests, the following information is available, on the City's website [www.lasvegasnevada.gov](http://www.lasvegasnevada.gov) :

- Annual Action Plans
- Five-Year Consolidated Plan
- Consolidated Annual Performance and Evaluation Report

#### **Anti-Displacement**

It is the policy of the city of Las Vegas to discourage displacement by encouraging non-profit subrecipients to purchase vacant dwellings or dwellings. In cases where displacement occurs, the City will follow the requirements of Uniform Relocation Act. Levels of assistance are consistent with the requirements of the Uniform Relocation Act.

#### **Publishing the Plan**

Each public meeting shall be posted and advertised in accordance with the Nevada Open Meeting Law and HUD participation requirements. Sufficient advance notice for each of the hearings will be provided. The city of Las Vegas will utilize local newspapers, including the Las Vegas Review Journal, and other minority newspapers to publish a summary of the HCP. This summary will describe the contents and purpose of the plan and will include where/how the plan may be examined.

#### **Public Hearings**

As required by federal regulations, at least two community-wide public hearings will be held on the housing and community development needs, development of proposed activities, and review of program performance. One hearing will be held during the development of the draft plan, before its publication for public comment. The second public hearing will be held during the public comment period. The hearings will address housing and community development needs and the proposed activities.

Additionally, in an effort to offer a variety of avenues for public participation, designed to accommodate a range of cultural, communications and learning styles, the following participation opportunities may be offered:

1. *Interactive Workshops*

*A series of interactive workshops may be held in various locations throughout the City. Locations*

will be selected that ensure accessibility for low-income residents, the disabled, seniors, and based upon geographic eligibility to receive funds. Each session may cover the following topics:

- Orientation to the Consolidated Plan process;
- Review of the programs covered by the Consolidated Plan, the range of activities eligible under those programs, and the amount of funding anticipated being available.
- Review of how the City has employed the resources available to it in addressing the community's housing and community development needs;
- Opportunity for citizens to identify local housing and community development needs and issues, with particular emphasis on new or emerging needs;
- Prioritizing among needs and issues; and
- Identifying additional resources the community may leverage to complement or coordinate with state and federal resources.

2. *Participation In working groups*

The City may elect to form one or more small working groups, focusing on specific topics, as part of its Consolidated Plan process. Participation of citizens in these groups will be encouraged.

3. *Internet Access*

The Citizen Participation Plan, the Consolidated Plan, Annual Action Plans, and Performance Reports will be available to citizens through the city of Las Vegas website [www.lasvegasnevada.gov](http://www.lasvegasnevada.gov).

Printed versions of all documents will be made available upon request.

**Access to Meetings**

Meetings will be located convenient to public transportation, in facilities with handicapped access. The City will provide translation services during meetings for non-English speaking residents, as appropriate.

**Addition:** Virtual public hearings, as allowed by HUD, may be held when necessary for public health reasons.

**Public Comment Period**

The HCP participation process will provide a 30-day comment period to allow citizens to read the proposed HCP and to formulate comments regarding its specific objectives. Draft copies of the HCP will be made available on the Internet at [www.lasvegasnevada.gov](http://www.lasvegasnevada.gov).

**Addition:** The citizen participation comment period has been abbreviated as authorized by HUD in an effort to get funds into the community faster during the coronavirus pandemic (COVID-19). The public comment period will be no less than five (5) days for any substantial amendment related to COVID-19. Such amendments are time-limited through June 30, 2021.

A reasonable number of complimentary copies will be made available upon request to concerned citizens or assisting agencies. Citizen Input provided verbally and in writing will be included in the HCP public comment section. A copy of citizen comments and views will be incorporated in the HCP, and, if applicable, the respective reasons for the non-inclusion of suggested revisions into the final document.

**Performance Reports**

Performance reports are made available to the public for a 15-day review period prior to their submittal to HUD. Notices are published in local newspapers. Any citizen comments, either in writing or presented orally at public hearings, are incorporated into the performance reports.

**Plan Availability and Timely Notification**

Copies of the HCP will be made available at the Office of Community Services and online at [www.lasvegasnevada.gov](http://www.lasvegasnevada.gov).

The City will provide timely notification by adhering to all posting requirements in compliance with the Nevada Open Meeting Law.

1. *Newspaper Coverage*

At a minimum, advertising space will be purchased to publish announcements and required summaries in a newspaper of general citywide circulation. When appropriate, multiple newspapers

may be used, including local non-daily publications, and papers serving minority communities. Display advertisements as well as legal advertisements may be used.

2. *Other Media*

The City will prepare, as needed, Public Service Announcements (PSAs) and press releases about interactive workshops and public hearings and provide them to broadcast television and radio stations for their use. PSAs will also be used to recruit citizen participation in working groups and to announce the availability of the Consolidated Plan, Annual Action Plans or performance reports for public comment. The City may also use other media as appropriate, such as flyers, bulletin boards, Internet, libraries, etc.

**Access to Records**

The City will provide reasonable public access to information and related records from the preceding *five* years.

**Technical Assistance**

The City will provide technical assistance, upon request, to qualified very low- and low-income groups in developing proposals for funding under any of the programs covered by the HCP. The City will determine the level and type of assistance to be provided.

The City will provide needed technical assistance at public meetings, to citizens and their representative groups, concerning the HCP process and the public comment portion of the plan. This assistance may include:

- Providing grant applications and instructions
- Providing staff assistance in completing and responding to questions that may arise out of the development process.

**Available Documents**

The following documents will be available for public viewing and download at the Office of Community Services website at [www.lasvegasnevada.gov](http://www.lasvegasnevada.gov):

1. The HCP City HUD Consolidated Plan and Annual Action Plans
2. Consolidated Annual Performance and Evaluation Report (CAPER)
3. Community Development Recommendation Board Meeting Agendas and Minutes

The following documents will be available at the City of Las Vegas Office of Community Services at 495 S. Main Street, 5<sup>th</sup> Floor, Las Vegas, NV 89101:

1. Project Environmental Review Records
2. Mailings and promotional materials
3. Records of public hearings (Available from the City Clerk's Office)
4. Regulations governing the programs

**Community Comments and Complaints**

The City will solicit input from *very* low- and low-income persons, particularly those living in blighted areas and where CDBG funds are proposed to be used. Input will be solicited from minorities and non-English speaking persons and persons with mobility, visual or hearing impairments. The HCP consultation process will include input from public housing authorities and their residents.

Public comments received, in writing or orally at the public hearings, will be reviewed by the City's respective jurisdictions to determine if any action is needed. If a response is deemed necessary, the respective jurisdictions will provide a written response to the citizen. A summary of all comments and responses received during the public comment and plan development period will be Included In the HCP.

If the City receives a written citizen complaint related to the HCP development of the citizen participation

plan, or to the amendments and performance report, the complaint will be reviewed, summarized and responded to within 15 working days by the City.

**Amendments**

The criteria for Non-Substantial Amendments and Substantial Amendments are defined as follows:



**Non-Substantial Amendments**

Either the termination, addition or change of any planned or actual activity in an amount of \$499,999 or less, or a change in location of any planned or actual activity within a five mile radius from the original site.



**Substantial Amendments**

Either the termination, addition or change of any planned or actual activity in an amount greater than \$500,000 or a change in location of any planned or actual activity outside a five mile radius from the original site.

Before a Substantial Amendment can be implemented, the respective jurisdiction must provide citizens with a reasonable notice utilizing local newspapers with at least 15 days to comment. The respective jurisdiction shall consider all citizen comments received and attach a summarized evaluation of acceptable and unacceptable comments to the Substantial Amendment.

**Adoption of the Citizen Participation Plan**

The HCP shall be approved by the City Council after the agenda item is legally posted and copies of the HCP are made available to the public.