

# Citizen Participation Plan

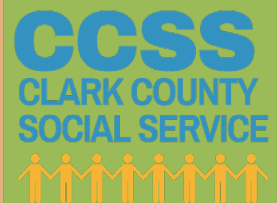
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## 2025

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Clark County Social Service  
Community Resources Management



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# Citizen Participation Plan

## Introduction

The following Citizen Participation Plan provides a framework and process by which the HUD Consolidated Plan (HCP) Consortium's planning efforts comply with the citizen participation requirements published by the U.S. Department of Housing and Urban Development (HUD). Clark County, Boulder City, and Mesquite comprise the CDBG Urban County Consortium with Clark County as the lead. Clark County is also the lead of the HOME Consortium which consists of Clark County and the City of North Las Vegas. These consortiums are referred to as the HUD Consolidated Plan (HCP) Consortium.

As a designated entitlement jurisdiction, Clark County receives an annual entitlement of Community Development Block Grant (CDBG), Emergency Solutions Grant (ESG), and Home Investment Partnership (HOME) fund from the U.S. Department of Housing and Urban Development (HUD) for housing and community development activities to assist low-income persons.

In accordance with the entitlement programs, the County must create a 5-year Consolidated Plan (Consolidated Plan) that addresses affordable housing and community development needs, submit an Annual Action Plan (Annual Plan) to outline spending and activities for the corresponding program years, and provide a Consolidated Annual Performance and Evaluation Report (CAPER) to evaluate the County's accomplishments and use of CDBG, ESG, and HOME funds. The following guidelines provide the steps that are taken by the Consortium and the respective jurisdictions to maximize citizen participation in the development of the HCP and in the allocation of funds. This Citizen Participation Plan is prepared and implemented in accordance with the guidance provided in HUD Regulations 24 CFR Part 91.105.

## Role of Citizens

The purpose of the Citizen Participation Plan is to encourage participation by all citizens, especially very low- and low-income persons, and particularly those living in blighted

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areas and areas where CDBG funds may be used. Predominantly low- and moderate-income neighborhoods are those where at least 51% of the population has income at or below 80% of the area median income. Participation includes minorities and non-English speaking persons, and persons with mobility, visual, and hearing impairments.

The Consortium shall encourage participation of local and regional institutions, Continuums of Care, and other organizations including business, developers, nonprofit organizations, and community organizations.

The Consortium shall provide citizens with a reasonable opportunity to comment on the original citizen participation plan and on substantial amendments to the citizen participation plan and shall make the citizen participation plan public. The Consortium shall make reasonable accommodations to make the format to persons with disabilities, upon request. The Consortium shall make reasonable accommodations to provide language assistance to ensure meaningful access and encourage participation by non-English speaking residents of the community.

## Access to Information & Records

Each Program Year affords the HCP citizens an opportunity to be involved in the process. Citizens have a role in the development of the Consolidated Plan, the Annual Action Plan, and the Annual Performance Report regardless of race, color, national origin, religion, sex (including gender identity and sexual orientation), familial status, disability, age, ethnicity, and economic level.

To ensure that citizens and interested groups have access to information that may have an impact on their community interests, the following information is available:

- Annual Action Plan: describes projects that will be undertaken in the upcoming fiscal year with its federal funds.
- Consolidated Plan: a five-year strategic plan that outlines the strategy and goals for the County's use of its federal funds.

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- Consolidated Annual Performance and Evaluation Report: evaluates the progress of the Consolidated Plan and to review accomplishments for the previous program year.

Each of the Consortium jurisdictions will provide reasonable public access to information and related records from the preceding five years.

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

### **Internet Access**

The Citizen Participation Plan, the Consolidated Plan, Annual Action Plans, and Performance Reports will be available to citizens through the Clark County website.

All the documents will be made available for public viewing and download at the Clark County Community Resources Management Division webpage at [www.clarkcountynv.gov](http://www.clarkcountynv.gov).

## Plan Availability and Timeliness

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

### **Newspaper Coverage**

At a minimum, space will be purchased to publish announcements and required summaries in a newspaper of general citywide circulation. The Consortium will utilize local newspapers, including the Las Vegas Review Journal and El Tiempo, to publish a summary of the HUD Consolidated Plan. This summary will describe the contents and purpose of the plan and will include where/how the plan may be examined.

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## **Email**

The HCP Consortium will create and maintain a master email list of persons and organizations interested in receiving information about the Consolidated Plan. Persons on the email list will receive notice of availability of the Citizen Participation Plan, announcements of interactive workshops and public hearings, and notices pertaining to availability of funding applications, the draft Consolidated Plan, the Annual Action Plan, and performance reports.

## **Social Media**

Social Media includes Clark County Twitter and Facebook will be utilized to provide the public additional notice on the availability of any upcoming Public Hearings and for input on the Consolidated Plan, Action Plan, and performance reports for public comment.

## **Public Notice and Outreach**

All opportunities to engage and participate in the development of HOME, CDBG, and ESG programming and to advise on proposed projects begin with public notice to the Consortium's citizens and partners. The Consortium will employ multiple platforms to publish notice of activities requiring public participation. A diverse range of engagement methods are utilized for citizen participation including in-person events, community surveys, digital marketing via social media and QR codes, as well as traditional paper marketing in newspapers and schools.

Public Notice shall be published for no less than a week (7 days) prior to any meeting or hearing.

## **Community Needs Assessment Survey**

A Survey will be developed to assess the public's view on community needs throughout the consortium. This survey will be distributed to a wide range of stakeholders that include: public officials; housing advocates; developers; Development Districts; and other interested members of the public. The Community Needs Assessment will be provided in both English and Spanish.

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## Public Hearings

Public hearings and meetings will be the prime vehicle for eliciting public input. Generally, public meetings will be held as needed to extend technical information and to respond to citizen questions and concerns. Public hearings will be held by the Cities of North Las Vegas, Boulder City, and Mesquite, and the County Commission for the purpose of formal presentation and/or adoption of Consortium documents or policies.

North Las Vegas, Boulder City, and Mesquite, and each of the unincorporated towns must hold a public meeting to solicit citizen input concerning any projects proposed to be located within their respective boundaries. An endorsement by the appropriate City Council is required for all such projects.

## Access to Meetings

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

## Public Comment Period

The HCP participation process will provide a 30-day comment period to allow Consortium 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 <http://www.accessclarkcounty.com>.

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.

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All comments can be sent to the Senior Grants Coordinator at 1600 Pinto Lane, Las Vegas, NV 89106, by phone at (702) 455-5025 or by email to: [CRMInfo@clarkcountynv.gov](mailto:CRMInfo@clarkcountynv.gov)

1. Consolidated Plan – 30-day public comment period
2. Action Plan – 30-day public comment period
3. CAPER – 15-day public comment period
4. Citizen Participation Plan - 30-day public comment

## Consolidated Annual Performance Evaluation Report (CAPER)

The CAPER is the report of accomplishments under the Consolidated Plan and AAP during the previous year and details the expenditures to achieve program goals. The County is required to file a CAPER 90 days after the close of the program year.

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 and mailed to interested parties. Any citizen comments, either in writing or presented orally at public hearings, are incorporated into the performance reports.

## Technical Assistance

Each of the Consortium jurisdictions 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 respective jurisdictions will each determine the level and type of assistance to be provided.

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

- Providing grant applications and instructions for completion of each for the respective jurisdictions



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- Providing staff assistance in completing and responding to questions that may arise out of project application process.

## Community Comments and Complaints

The Consortium 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 Consortium's respective jurisdictions to determine if any action is needed. If a response is deemed necessary, a written response will be provided to the citizen. A summary of all comments and responses received during the public comment and plan development period will be included in the HUD Consolidated Plan.

If the Consortium receives a written citizen complaint related to the HUD Consolidated Plan 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 Consortium.

## 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 24% 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 equal to or greater than 25% or a change in location of any planned or actual activity outside a five-mile radius from the original site or any project not previously included in the Annual Action Plan.

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- 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.

## Citizen Participation Specific to Jurisdictions

Under the Cooperative Agreement for Housing and Community Development, Clark County, the cities of North Las Vegas, Boulder City, and Mesquite have agreed “that housing and community development activities are to be performed jointly”. As the grantee, the County assumes the role of lead agency ultimately responsible for overseeing the administration of the CDBG and HOME plan in terms of meeting citizen participation requirements, ensuring that all four jurisdictions employ affirmative action in the areas of fair housing, equal employment opportunity, business opportunities for minorities and women, and administering environmental review records.

Once County staff has received applications for entitlement funding, staff review will commence. Open meetings and hearings will be held. Finally, project selections will be made based on a Project Ranking System. These selected projects will be presented to the Board of County Commissioners for their consideration and approval. Following Commission selection, funding allocations for these projects are approved, and the plan of the final projects will be prepared and submitted to HUD for federal funding approval.

North Las Vegas, Boulder City, and Mesquite, and each of the unincorporated towns must solicit citizen input concerning any projects proposed to be located within their respective boundaries.

Planning activities will follow the same steps each year although the timing may vary somewhat. These steps are:

1. Identification of community development issues, needs, and concerns (joint effort of staff)

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2. Dissemination of CDBG, ESG, and HOME information to cities, towns, agencies, and individuals;
  3. Opening funding application process; and
  4. Project selection for submission to HUD:
    - a. Review of project applications by staff, community members, and/or subject matter experts,
    - b. Public hearing to obtain citizen input on project recommendations
    - c. Public hearing before the Board of County Commissioners and final selection of projects for report/plan submission to HUD.

The primary conduits for citizen input take place via the public meetings held in Clark County, North Las Vegas, Boulder City, and Mesquite. Citizen involvement is encouraged through dissemination of timely information and adequate advance notice of meetings and hearings.

#### **City of North Las Vegas**

The City of North Las Vegas annually appoints a Citizens' Advisory Committee (CAC) to review entitlement program applications and make recommendations on funding to the City Council. Composed of seven North Las Vegas residents, the CAC hears applicant presentations, reviews the applications, and holds a public hearing. A separate CAC meeting is held to prioritize applications and vote on funding levels. The CAC recommendations are then forwarded to the City Council for action.

The City of North Las Vegas receives their HOME funding per an Interlocal Agreement. At its discretion, North Las Vegas may award HOME/AAHTF or other housing funds for projects within its jurisdictions. This may be done by a competition (e.g., an RFP process), or through other means, such as designation by a City Council. The City of North Las Vegas may elect to retain its HOME/AAHTF funds and undertake projects on its own.

#### **Urban County Consortium**

The jurisdictions agree "they will assist the lead agency in performing any and all actions required and appropriate to comply with the provisions of the CDBG grant agreements".

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The City of Mesquite holds a public meeting, and they have a diverse range of engagement methods they utilize for citizen participation including in-person events, community surveys, digital marketing via social media and QR codes, as well as traditional paper marketing in newspapers and schools. They continue to explore new avenues for citizen participation, but their ultimate goal remains the same: to ensure that community members have a voice in shaping projects that directly impacts the entire community.

Boulder City will hold a public meeting regarding community needs to solicit input from citizens regarding the projects they plan to allocate funding to, prior to, and in addition to the public hearing held to review the CDBG expenditures over past and current fiscal years and public service applications.

### **Anti-Displacement**

It is the policy of the Consortium to discourage displacement by encouraging subrecipients to construct or purchase vacant dwellings. In cases where displacement occurs, the CDBG and HOME Consortium members will follow the requirements of Uniform Relocation Act. Levels of assistance are consistent with the requirements of the Uniform Relocation Act.

### **Adoption of the Citizen Participation Plan**

The HCP shall be approved by the respective Board of County Commissioners and City Councils after the agenda item is legally posted and copies of the Citizen Participation Plan is made available to the public. The Consortium will provide digital copies to the respective jurisdictions for public review and will make digital copies available to the Southern Nevada regional Housing Authority.

### **Declared Emergency Citizen Participation Plan**

In the event of a declared emergency virtual hearings are an allowed method for citizen participation; real-time responses and accommodations for persons with disabilities

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and/or with limited English proficiency will be made available to the greatest extent possible.

- Types of declared disasters or emergency events include natural disasters, terrorism and infectious diseases, such as the coronavirus 19 (COVID-19) Pandemic, that may necessitate expedited substantial amendments;
- Reprogramming of funding and changes to the types of possible activities may be undertaken in response to the declared emergency

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