



Citizen Participation Plan

For
U.S. Department of Housing and Urban
Development Programs

CITIZEN PARTICIPATION PLAN

INTRODUCTION

The U.S Department of Housing and Urban Development (HUD) requires local governments receiving federal housing and community development block grants (grantees) to adopt a Citizen Participation Plan. This Plan reflects the City of North Las Vegas' compliance with the HUD requirements for citizen participation in all appropriate HUD grant programs. This Plan contains the required elements listed in the Consolidated Plan regulations at 24 CFR 91.105(b). Entitlement communities will also adopt and implement a Citizen Participation Plan that complies with the requirements of 24 CFR Part 91.105. It is the policy of the City of North Las Vegas (the City) to ensure adequate citizen involvement in the planning, implementation, and evaluation of its housing and community development programs.

The City conducts the planning and administration for the following federal entitlement programs:

- Community Development Block Grant Program (CDBG)
- Emergency Solutions Grant program (ESG)

This Citizen Participation Plan (CPP) sets forth the City's policies and procedures for citizen participation with respect to aforementioned federal programs and various Consolidated Plan documents. The CPP applies to the following documents that are part of the Consolidated Plan process:

- Analysis of Impediments to Fair Housing Choice Analysis of Impediments to Fair Housing Choice;
- Consolidated Plan;
- Substantial Amendment to Consolidated Plan and Annual Action Plan; and
- Consolidated Annual Performance Evaluation Report

The primary purpose of the programs covered by this CPP is to assist individuals and families quickly regain stability in permanent housing after experiencing a housing crisis or homelessness, and to provide the services necessary to help persons that are at-risk of homelessness quickly regain stability in permanent housing. Additionally, the HUD block grants' purpose is to further improve communities by providing decent housing, a suitable living environment, and growing economic opportunities for low and moderate income people. Because the amount of federal money City of North Las Vegas receives and/or administers each year is primarily based on the severity of both poverty and substandard housing conditions in

the valley, the City recognizes the importance of public participation that genuinely involves people who have experienced these conditions. It is the City's intent to provide opportunities for meaningful involvement by low income people at all stages of the process.

A. Definitions

Analysis of Impediments to Fair Housing Choice: An assessment of barriers to fair housing that must be completed every 3 to 5 years to comply with the Federal Fair Housing Act requirement that recipients of federal housing and community development funds Affirmatively Further Fair Housing (AFFH).

Amendment: An amendment is a change to the jurisdiction's planned or actual activities as published in the Consolidated Plan or Annual Action Plan. Amendments are considered "Substantial" whenever one of the following occurs or is proposed:

- A change in the allocation priorities;
- A substantial change which increases or decreases the amount allocated to a category of funding within the grant programs by 25 percent;
- To implement an activity using funds for new programs that were not described in the Consolidated Plan; and
- To change the purpose or intended beneficiaries of an activity approved for funding, e.g., instead of primarily benefitting lower income households, the activity proposes to benefit mostly moderate income households.

Annual Action Plan: The Annual Action Plan provides a concise summary of the actions, activities, and the specific federal and non-federal resources that will be used each year to address the priority needs and specific goals identified by the Consolidated Plan. The Plan sets out a plan of funding priorities. The Consolidated Plan is carried out through Annual Action Plans, which provide a concise summary of the actions, activities, and the specific federal and non-federal resources that will be used each year to address the priority needs and specific goals identified by the Plan.

Community Development Block Grant (CDBG): This program is a flexible program that provides communities with resources to address a wide range of unique community development needs. The CDBG program works to ensure decent affordable housing, to provide services to the most vulnerable in our communities, and to create jobs through the expansion and retention of businesses. CDBG is an important tool for helping local governments tackle serious challenges facing their communities. The CDBG program has made a difference in the lives of millions of people and their communities across the Nation.

Consolidated Annual Performance Evaluation Report (CAPER): The annual assessment of performance related to the above grant funds.

Consolidated Plan: An outlined plan that identifies housing, economic, and community development needs and prioritizes funding to address those needs over a designated period of time. This plan is prepared in accordance with the Code of Federal Regulations.

Citizen Participation Plan (CPP): Sets forth the policies and procedures to be used for citizen participation.

Entitlement Communities: The entitlement program allocates annual grants to larger cities and urban counties to develop viable communities by providing decent housing, a suitable living environment, and opportunities to expand economic opportunities, principally for low- and moderate-income persons.

Emergency Solutions Grants Program: The Homeless Emergency Assistance and Rapid Transition to Housing Act of 2009 (HEARTH Act) amended the McKinney-Vento Homeless Assistance Act, revising the Emergency Shelter Grants Program in significant ways and renaming it the Emergency Solutions Grants (ESG) program. ESG funds may be used for five program components: street outreach, emergency shelter, homelessness prevention, rapid re-housing assistance, and HMIS; as well as administrative activities.

Housing and Urban Development (HUD): A U.S. government agency created in 1965 to support community development and increase home ownership. HUD does this by improving affordable home-ownership opportunities, increasing safe and affordable rental options, reducing chronic homelessness, fighting housing discrimination by ensuring equal opportunity in both the rental and purchase markets, and supporting vulnerable populations.

Low-and moderate-income: As defined annually by HUD, Low-and moderate-income (LMI) is 0-80 percent of area median family income (AMI) for a jurisdiction, with adjustments for smaller or larger families. This includes those individuals presumed by HUD to be principally LMI (abused children, battered spouses, elderly persons, severely disabled adults, homeless persons, illiterate adults, persons living with AIDS and migrant farm workers). HUD utilizes three income levels to define LMI households (subject to adjustments for household size and for areas with unusually low or high incomes):

- Extremely low-income: Households earning 30 percent or less than the AMI
- Very low-income: Households earning 50 percent or less than the AMI
- Low-income: Households earning 80 percent or less than the AMI

Public Meeting: Meetings in which the members of the public exchange their ideas on a particular issue and provide the sponsoring entity with their views on the subject at hand. Elected officials may attend Public Meetings but no formal actions are taken at these meetings.

Public Hearing: A formal opportunity for a governing body or other entity to receive public opinion on subjects that may require action. Notices of public hearings are advertised through various forms of media.

Relocation: The movement of a person as a direct result of the implementation of federally assisted acquisition, demolition, conversion, or rehabilitation activities.

Sub-recipient: A public or private nonprofit agency, authority or organization, or a for-profit entity receiving funds from the grantee or another sub-recipient to undertake activities eligible for assistance. The term does not include contractors providing supplies, equipment, construction, or services subject to the procurement requirements published in 24CFR 91.

B. Roles and Responsibilities

- The City is a federal entitlement jurisdiction and is a recipient of grant funding from the U.S. Department of Housing and Urban Development. City Council and Mayor is the elected legislative body of the City and is responsible for approving its Analysis of Impediments to Fair Housing Choice (AFH), Consolidated Plan (CP), Action Plan (AP), Substantial Amendments, and Consolidated Annual Performance Evaluation Report, prior to its submission to HUD. It is the intent of the City to provide for and encourage citizen participation, with particular emphasis on participation by lower income persons who are beneficiaries of or impacted by entitlement funded activities. The City encourages participation in all stages of the planning process by all residents, including minorities and non-English speaking persons, as well as persons with mobility, visual or hearing impairments, and residents of assisted housing developments and recipients of tenant-based assistance. In general, hearings will be held at City Hall due to its central location, convenient access, and disability accessibility. Translation services will be provided when there is an indication that non English speaking persons will be attending. Other reasonable accommodations will be provided as necessary. Requesting accommodations is an interactive process and should be completed in a timely manner to allow adequate time for accommodation arrangements to be made. Accommodations may be requested at anytime during business hours and must be requested no less than 24 hours in advance. Last minute requests may not be accommodated.

The City of North Las Vegas has responsibility for the administration of the Consolidated Plan process, addressing fair housing issues, and all activities related to development and dissemination of its Analysis of Impediments to Fair Housing Choice, Consolidated Plans, Annual Action Plans, and Consolidated Annual Performance Evaluation Reports.

C. Citizen Advisory Committee

The City of North Las Vegas created the Citizen Advisory Committee (CAC) in the spirit of the law. On June 28, 1972, the City of North Las Vegas, Nevada, received certification of a Workable Program for Community Improvement from the Housing and Home Financial Agency of the United States of America, which said certification was renewed July 1, 1974. It was a requirement of said Workable Program that those communities desiring certification have

an Advisory Committee of citizens formed for the purpose of intercommunicating between the citizenry and appropriate government agencies on matters germane to the improvement of the City of North Las Vegas. The CAC is responsible for reviewing CDBG and ESG project applications. The CAC makes recommendations to City Council, after input from program staff related to unmet needs, program performance, or other impacting factors. Residents' concerns and ideas may be articulated to the CAC. The CAC is an advisory body to the City Council regarding Community Development Block Grant and Emergency Solutions Grant respectively.

Membership of the Committee will be comprised of no more than seven (7) members appointed by the North Las Vegas City Council. Mayor and City Council each will appoint one member. Two (2) members will be appointed by the City Council as members at large. Committee members' appointments are for a four (4) year term. Terms of service will be at a maximum of three (3) consecutive terms, and are co-terminus with the appointing Council member. The terms of service for the two (2) at large members will begin on the date of their appointment.

D. Citizen Participation

The City of North Las Vegas encourages public participation in the development of its Analysis of Impediments to Fair Housing Choice, Consolidated Plan and Action Plan, and the Consolidated Annual Performance Evaluation Reports, and any revisions or amendments to these documents that may be necessary. Generally, public participation is encouraged by attendance at public meetings and comment periods. Specific documents may require different notifications and the length of public comment periods may vary. Also, in addition to inviting the public at large to participate, specific documents may require encouragement of particular groups, such as public housing residents, Citizen Advisory Committees, community-based organizations, and nonprofit partners etc. It is the intent of the City of North Las Vegas to encourage and facilitate the participation of residents in the formulation of priorities, strategies and funding allocations related to the Consolidated Plan process, emphasizing involvement by low and moderate income persons, especially those living in low and moderate income neighborhoods. The City also encourages participation of minority populations, including people who do not speak English and persons with disabilities.

The City of North Las Vegas has devised specific actions to encourage increased participation in its entitlement programs. Interested groups and individuals are encouraged to provide input into all aspects of the City's planning activities – from assessing needs and setting priorities through performance evaluation. The City will continue to provide a forum for citizens to contribute information, ideas, and opinions on how residents can be benefit from these grant programs. Techniques will include, as needed, neighborhood meetings, presentations to local organizations, public hearings, newspaper advertisements, e-mail, social media, television presentations, and individual personal contacts. Some of the actions to be undertaken include:

- Review of all citizen comments and incorporation of such comments in the Consolidated Plan, as applicable;

- Analyze priorities and identify community needs;
- Determine any impediments to Fair Housing;
- Analyze the impact of Consolidated Plan program activities on neighborhood residents, particularly low and moderate income residents;
- Conduct Needs Assessments and appropriate on-site visits to each proposed project before including it in the Proposed Consolidated Plan;
- Meet with citizen groups to inform them about the Consolidated Plan, project eligibility, the program planning process, project selection and funding, and the project implementation process; and
- Determine funding and program recommendations.

Access to Records, Local Meetings & Information

The City of North Las Vegas will continue to provide reasonable notice for all Public Meetings and Hearings. Information and records relating to the City of North Las Vegas' emergency shelter support, homeless program support, assessments of Fair Housing, community development, and public services program activities are made available to the public for review and comment according to the requirements of Federal, State, and local laws.

Notices of public meeting and hearings are publicized throughout the City. Each meeting must be advertised no less than 10 business days (two weeks) before the public hearings are held and at least one advertisement is placed in the local newspaper or in some other form of media of general circulation. Additionally, the City of North Las Vegas will also advertise public hearings electronically on the City's website.

Copies of public hearing notices, descriptive information concerning HUD-assisted housing, community development and public services programs are made available online on the City's website. All documentation is maintained in the City of North Las Vegas'. The City documents the opportunities provided to citizens to ensure that all meetings, records, documents and related information are made readily accessible to the citizens of the City of North Las Vegas.

E. Documents Requiring Public Participation

The City of North Las Vegas will provide the public with the opportunity to participate in the development of and comment on the following documents:

- *THE CONSOLIDATED PLAN*

The Consolidated Plan describes the City's Community Development Block Grant and Emergency Solutions grant programs multiyear goals and priorities based on an assessment of community needs. An Analysis of Impediments to Fair Housing Choice, economic market conditions, and available resources are also taken in to consideration. The City will describe the housing needs of the low and moderate income residents, outline strategies to meet these needs, and list all resources available to implement those strategies. It also contains the goals, based upon local needs and strategies, which serve as the targets for which HUD will evaluate the City's programs and its performance.

The City will present a proposed Consolidated Plan for the allocation of Community Development Block Grant and ESG resources at a public hearing. The Consolidated Plan must be completed in a timely manner for submission to the U. S. Department of Housing and Urban Development. The Plan is submitted to the Mayor and City Council for formal approval. The following steps will be followed in developing the Plan:

A. The first stage of Plan development is the Analysis of Impediments to Fair Housing Choice and the determination of needs based upon input from the general public, neighborhood associations, and other interested parties. City staff will set a timetable with benchmarks to ensure that work on the Plan is accomplished in a timely manner. The City's staff will devise recommendations for a Housing Plan, to be included in the Consolidated Plan. The City will also meet with the City Department's to gain input. During this process, public hearings will be held for overall community needs.

1. Citizens are encouraged to participate in the development and any revisions to the Plan. Particularly, participation by low- and moderate-income persons, especially those persons living in areas designated by the City as a revitalization area or in a slum and blighted area where CDBG funds are proposed to be used, and by residents of predominately low-and moderate- income neighborhoods, as may be defined by the City. The City will take appropriate action to encourage all its citizens, including minorities and non-English speaking persons, as well as persons with disabilities, to participate.

2. The City will encourage the participation of local and regional organizations, such as the Continuum of Care, and other organizations (including businesses, developers, nonprofits, philanthropic organizations and communities-based and faith-based organizations) during the development and implementation of the Plan.

3. The City will encourage participation with public housing agencies and residents of public housing and assisted housing developments, citizen advisory committees, resident councils and resident management corporations, along with other low-income residents of targeted focus areas in which the developments are located, during the development of the Consolidated Plan. The City will make an effort to provide information regarding the Consolidated Plan activities related to its

developments and any surrounding communities so that the PHA may have this information available,.

B. The second stage of Consolidated Plan development is the review of all input. Staff will conduct a preliminary review to assess feasibility and eligibility. Staff will then prepare a listing of needs. Staff will use this listing to recommend a range of targeted programs areas by category based upon identified needs and input at public meetings. Staff will incorporate the recommendations for housing generated from Analysis of Impediments to Fair Housing Choice.

C. During the third stage of Consolidated Plan development, staff recommends the range of subprograms and the appropriate percentage of the estimated total funds to be allocated to each eligible funding category. This document becomes the Proposed Consolidated Plan. A summary of proposed projects and funding allocations from the proposed Consolidated Plan will be published in a newspaper of general circulation. After a 30-day public comment period and review of the Consolidated Plan, the Community Development staff, recommends the final Consolidated Plan.

D. The final Consolidated Plan is sent for review by City staff that may be impacted by the consolidated plan. After these reviews, the Consolidated Plan is then sent to the Mayor and City Council for full review and approval. The Consolidated Plan then sent to HUD for approval.

- *ANALYSIS OF IMPEDIMENTS TO FAIR HOUSING CHOICE*

The City of North Las Vegas will present a proposed Analysis of Impediments to Fair Housing Choice (AFH) in a public meeting. This AFH will assist the City through incorporation of the purposes and policies of the Fair Housing Act in its planning processes. The Fair Housing Act prohibits discrimination and mandates that HUD funded programs and participants “take significant actions to overcome historic patterns of segregation, achieve truly balanced and integrated living patterns, promote fair housing choice and foster inclusive communities that are free from discrimination,” per Affirmatively Furthering Fair Housing rules and regulations. The following steps will be followed in developing the AFH:

A. Citizens are encouraged to participate in the development and any revisions to the AFH. Particularly, participation by low- and moderate-income persons, especially those persons living in areas designated by the City as a focus area or in a slum and blighted area where entitlement funds are proposed to be used, and by residents of predominately low-and moderate-income neighborhoods, as may be defined by the City. The City will take appropriate action to encourage all its citizens, including minorities and non-English speaking persons, as well as persons with disabilities, to participate.

B. The City will encourage the participation of local and regional organizations, Continuums of Care, and other organizations (including businesses, developers, nonprofits, philanthropic organizations and communities-based and faith-based organizations) during the development and implementation of the AFH.

C. The City will encourage participation with public housing agencies (PHA) and residents of public housing and senior housing developments, citizen advisory boards, resident councils and resident management corporations, along with other low-income residents of targeted revitalization areas in which the developments are located, during the development of the AFH. The City will make an effort to provide information regarding the AFH, Affirmatively Furthering Fair Housing strategy activities related to its developments and any surrounding communities so that this information available at the public hearing(s) as needed.

D. After the public comment period, staff will consider any comments received in writing, or orally at the public hearing, and if necessary, make appropriate changes to the proposed AFH. A summary of these comments or views and a summary of any comments or views not accepted and the reasons why, will be attached to the final AFH.

E. The final AFH is approved by council and then sent to U.S. Department of Housing and Urban Development. Copies of the final AFH are published on the City's web site and a reasonable number of free copies are available to the public and in a format accessible to persons with disabilities, upon request.

- *THE ANNUAL ACTION PLAN*

Annual Action Plan is the portion of the Consolidated Plan that serves as the City's annual application to HUD for funds. The Annual Action Plan sets forth annual priorities, strategies, goals and project activities in support of the Consolidated Plan. It includes the amount of assistance the City expects to receive and describes specific activities and projects to be implemented during the fiscal year, as well as other actions to be undertaken.

The following steps apply to the preparation of the Annual Action Plan:

A. City staff will review the current Consolidated and Action plans. Following review and discussion of any changes to spending levels, timing of projects, changes to community needs and priorities, project eligibility per CDBG and ESG regulations, staff will prepare a proposed Action Plan.

B. A notice of the proposed Action Plan and a summary of the contents and funding allocations will be published in a newspaper of general circulation and posted to the City's website. The notice will also announce the dates of the public comment period, and the date, time and address of a public hearing on the proposed Action Plan

and the location where a reasonable number of free copies of the proposed action plan may be obtained.

C. After a 30-day public comment period staff will consider any comments received, and if necessary, make appropriate changes to the proposed Action Plan.

D. The Action Plan is sent for review by City staff that may be impacted by the Action Plan. After these reviews, the Action Plan is then sent to the Mayor and City Council for full review and approval. The Action Plan is sent to HUD for approval.

- *CONSOLIDATED ANNUAL PERFORMANCE AND EVALUATION REPORT (CAPER)*

The Consolidated Annual Performance Evaluation Report describes the accomplishments of each project and activity undertaken during the previous fiscal year, including how funds were actually used and the extent to which these funds were used for activities that benefited low and moderate income residents. By providing detailed financial and beneficiary information, the Consolidated Annual Performance Evaluation Report explains how the City is carrying out its housing and community development strategies, projects, and activities.

Staff will review and assess the degree to which projects and activities achieve their objective.

A. Performance Reporting. Staff prepares a Consolidated Annual Performance Evaluation Report (CAPER) for the U. S. Department of Housing and Urban Development within 90 days following the end of each program year. This report includes:

1. Cumulative project progress
2. Cumulative status of funds
3. Direct beneficiaries data
4. Actions to affirmatively further fair housing objectives
5. Other HUD-required information

A reasonable number of copies of the performance report will be made available to citizens upon request.

B. Comments Individuals or groups may submit comments on all aspects of the CAPER, including the performance of contractors. Comments should be submitted in writing or by email

C. Complaints should be submitted in writing or email to City staff who oversees the compilation of the Consolidated Plan program. Individuals or groups filing complaints will receive a written response from the Department within 15 working days of receipt of the complaint. The Department will maintain a file on all complaints and responses

The City will encourage citizen input through written and oral comments during the program year related to the Analysis of Impediments to Fair Housing Choice Plan Consolidated Annual Performance Evaluation Report, the Consolidated Plan, and Action Plan.

F. Emergency Solutions Grant COC Consultation

As it related specifically to the Emergency Solutions Grants (ESG), the City of North Las Vegas will consult with community partners and Continuum of Care (CoC) its plans for spending ESG funds, including the development of Substantial Amendments, Annual Action Plans, and multi-year Consolidated Plans. A discussion of the determination of funding allocated for eligible ESG activities, the developing of performance standards for ESG, and evaluating the outcomes of, projects and activities assisted by ESG funds will be discussed at the COC Evaluation Working group level. Additionally, the COC will be involved in developing funding priorities for the region, developing universal policies for ESG recipients, assisting with the drafting procedures for the operation and administration of HMIS.

The City will consider the COC priority in relation to the City's needs. The City in consultation with the COC will determine the recommended division between Rapid Re-Housing and Homelessness Prevention. Together both organizations will determine any local plans, studies, and/or local data related to needs that address the goals of ESG.

There will also be consultation, by formal letter, with public housing authorities. In addition, the City will encourage the participation of residents of public and assisted housing developments, in the process of developing and implementing the consolidated plan. Including but not limited to, posting meetings in public spaces located within the city limits, or conduct activities centered on surveying low income individuals, or having a representative on the review committee who resides at a Public Housing Authority.

G. Time Frame for Public Notice

Before the City Council approves the Consolidated Plan and Action Plan, an announcement of the proposed plan(s) will be published in the official local newspaper of general circulation at least 10 business days (two weeks) in advance. Copies of the plan will made available to the general public online on the City's website. During a 30 day period of time residents, public agencies, and other parties will be encouraged to comment on the proposed document. As needed, a summary of citizens' comments will be summarized upon submission to HUD. As required by HUD regulations, the City will provide public notice to the public for review and

comment on the Consolidated Annual Performance Evaluation Report prior to its submission to HUD. That comment period will be 15 calendar days.

H. Program Year in the City of North Las Vegas

The “program year” established by HUD for these funds will be July 1 through June 30.

PUBLIC ACCESS TO INFORMATION

The City of North Las Vegas will provide the public with reasonable and timely access to information and records relating to the data or content of the Consolidated Plan, as well as the proposed, actual, and past use of funds covered by this Citizen Participation Plan. In addition, the City will provide the public with reasonable and timely access to local meetings related to the proposed or actual use of funds.

The documents will be published to afford citizens, public agencies and other interested parties a reasonable opportunity to examine its contents and to submit comments. The requirement for publishing will be met by publishing a summary of the proposed Consolidated Plan in local publications.

1) Availability of Standard Documents

In the spirit of encouraging public participation, copies of standard documents will be provided to the public, upon request. These materials will be available in a form accessible to persons with disabilities, upon request to the Program Administrator.

2) Standard Documents

Standard documents include: Analysis of Impediments to Fair Housing Choice Plan, Consolidated Annual Performance Evaluation Report, the Consolidated Plan, Action Plan and this Citizen Participation Plan. As well as requested information and records.

a) Places Where Standard Documents Are Available

Standard documents will be made available at the following locations:

- Southern Nevada Regional Housing Authority
- City of North Las Vegas Neighborhood and Leisure Services
- City Hall of the City of North Las Vegas
- City of North Las Vegas Libraries
- City of North Las Vegas website : <http://www.cityofnorthlasvegas.com>

- Other locations may be determined appropriate based on the type and scope of the projected activity

PUBLIC MEETINGS

The City will hold public meetings related to the Consolidated Plan process in each year. Anyone interested in being notified of the meetings can call or otherwise contact the City to be placed on the community meeting mailing list.

PUBLIC HEARINGS

In addition to the public meetings held in the community regarding proposed Plans, public hearings about proposed Plans are held by the City Council. All comments from the public meetings, as well as those received in writing during the 30-day public comment period, are presented to the City Council for their consideration. All such comments are considered by staff and presented in the final Plans.

Public hearings will be held at key stages of the process to obtain the public's views and to provide the public, to the greatest extent possible, with responses to their questions and comments. The City holds public hearings to obtain input regarding community needs during development of a Plan, to review proposed uses of the funds in a Plan, and to review program performance.

A. Access to Public Hearings

Public hearings will be held only after there has been adequate notice as described in "Public Notice" of this Citizen Participation Plan. At a minimum, an advertisement in the *local newspapers must be* published at least 10 business days (two weeks) in advance before the hearing. The City web-site at www.cityofnorthlasvegas.com also posts the City Council meeting agendas and information on each agenda item.

B. Public Hearings and Populations with Unique Needs

All public hearings are held at locations accessible to people with disabilities. If non-English speaking or hearing impaired residents request assistance to participate in a public hearing, the City will provide appropriate assistance to the greatest extent feasible, for persons with disabilities, limited English proficiency and/or persons with LEP.

C. Amendments

The following are defined as substantial amendments by the City and will require public notice and provision of a public comment period:

1. A change in the allocation priorities

2. A substantial change which increases or decreases the amount allocated to a category of funding within the grant programs by 35 percent.
3. To implement an activity using funds for new programs that were not described in the Consolidated Plan.
4. To change the purpose or intended beneficiaries of an activity approved for funding, e.g., instead of primarily benefitting lower income households the activity instead proposes to benefit mostly moderate income households.

The Analysis of Impediments to Fair Housing Choice will be revised in the event of a significant material change in circumstances that call the Analysis of Impediments to Fair Housing Choice into continued validity.

1. The City has experienced significant demographic changes related to zoning, housing plans or policies or development plans or policies;
2. The City is subject to significant civil rights findings, determinations, voluntary compliance agreements or other settlements.

Revisions to the AFH will provide 30 days for public comment. All comments received will be handled pursuant to this Citizen Participation Plan.

The City will provide reasonable notice of a proposed Substantial Amendment so that residents will have an opportunity to review and comment on it. Notice will be made according to the procedures described in “Public Notice” of this Citizen Participation Plan and will allow a public comment period acceptable to HUD. In preparing a final Substantial Amendment, due consideration will be given to all comments and views expressed by the public. The final Substantial Amendment will have a section that presents all comments and explains why any comments were not accepted. All comments are to be submitted in writing either by electronic mail or paper mail.

- **Minor Amendments** Minor amendments represents any changes to the Consolidated Plan or Action Plan that do not qualify as “substantial amendments”, and changes that are 24 percent or less in each funding category (ESG, CDBG, and Administration) by designated staff, and do not require public notice of 15 days or City Council approval.
- **Amending The Citizen Participation Plan** This Citizen Participation Plan can be amended only after the public has been notified of the City’s intent to modify it and only after the public has had a reasonable chance to review and comment on proposed substantial changes. The City of North Las Vegas’ will review its Citizen Participation Plan annually, as part of its preparation for the Action Plan, and will identify sections which need updating.

General Information

At the beginning of this stage the City will provide public notice of the anticipated receipt of grant funds, including an estimate of the amount of CDBG and ESG, funds it expects to receive in the following year and a description of the range of types of activities that can be funded with these resources. Also, the notice will provide an estimate of the amount of these funds that will be used in ways that will benefit low, moderate and middle income people. Contact information will be included in the notice so that interested persons can obtain additional information.

Technical Assistance

City staff will work with organizations representative of low and moderate income people who are interested in submitting an application to obtain funding for an activity. Technical assistance workshops regarding the funding process and how to apply will be provided to interested organizations early in the process, as deemed necessary.

D. Final Plan

Copies of the final Plan and a summary will be made available to the public upon request. In addition, copies will be available at the locations specified above in “Public Access to Information.” This includes but is not limited to, the City of North Las Vegas Website and /or the City of North Las Vegas Library located at City Hall.

COMPLAINT PROCEDURES

The following citizen complaint procedures are intended to provide a timely written response to all complaints and grievances made against the City of North Las Vegas Community Development Block Grant (CDBG) Program and/ or Emergency Solutions Grant (ESG) Program efforts:

1. A person who has a comment or complaint about the services funded or to be funded by a CDBG or ESG Program administered by the City; may submit such comment or complaint in writing to the Department.
2. The City will, within 15 work days of receiving the comments or complaints, conduct an investigation and determine an appropriate response. The City will advise the person who made said comments or complaints, in writing. If, for any reason this cannot be done, the City will, within five working days, provide feedback as to when a response can be expected.
3. The City shall notify the person who made the comment or complaint, in writing, of the final results of any investigation. Unless unusual circumstances interfere, all investigative action and reports documenting the findings should be accomplished prior to the 15th working day after the comment or complaint was originally received. Should this final response be delayed, the person making the comment or complaint, shall be advised in writing, to include the problems being encountered and a new date for final resolution of the comment or complaint.

4. A copy of the above outlined comment and/or complaint procedures can be obtained on the City webpage.

Written complaints from the public about any portion of the City of North Las Vegas' Citizen Participation Process will receive careful consideration and will be answered in writing within 15 working days. Written complaints should be sent to the City, addressing the manager for the respective program, at the following address: City of North Las Vegas, Neighborhood and Leisure Services Division, Manager XXX, 2250 Las Vegas Boulevard North, Suite 208, North Las Vegas, NV 89030.