

CITY OF HENDERSON

CITIZEN PARTICIPATION PLAN

Community Development Block Grant
HOME Investment Partnerships

SECTION 1. INTRODUCTION AND SCOPE OF PARTICIPATION

The City of Henderson has designed this Citizen Participation Plan to provide for and encourage citizen participation in the Community Development Block Grant (CDBG) and Home Investment Partnerships (HOME) programs. This Plan is an essential element of the City's community development process and has been developed to comply with the regulations and requirements of the CDBG & HOME programs as administered by the U.S. Department of Housing and Urban Development (HUD).

The primary goal of this Citizen Participation Plan is to provide all citizens adequate opportunity to participate in the planning, implementation, and assessment of the CDBG and HOME programs. The Plan sets forth policies and procedures for citizen participation, which are designed to maximize the opportunity for citizen participation in the process, with special emphasis on encouraging participation by persons of low and moderate incomes and residents of areas where community development funds are utilized.

The City of Henderson will undertake efforts to provide for citizen participation during the community development process and throughout the planning, implementation and assessment of all CDBG & HOME programs undertaken by the City. The Neighborhood Services Department is responsible for implementation of this Citizen Participation Plan. The City will make reasonable effort to involve citizens in the development, implementation and assessment of community development programs including, but not limited to, the following phases:

- a. identification and assessment of housing and community development needs; determination of CDBG project(s) and documentation; and the development of CDBG & HOME applications;
- b. changes and/or amendments to approved CDBG & HOME projects; and,
- c. assessment of CDBG & HOME program performance.

All phases of the process will be conducted by local officials in an open manner. Citizens are encouraged to participate at all levels and will be given access to program information during each phase of the programs as outlined herein.

SECTION 2. TECHNICAL ASSISTANCE

The staff of the City of Henderson, Neighborhood Services Department shall provide technical assistance to individual citizens and citizen groups, with particular attention to those groups representative of persons of low or moderate income, as may be required to adequately provide for citizen participation in the planning, implementation and assessment of CDBG & HOME programs.

Such technical assistance is intended to further meaningful citizen participation in the community development decision making process. Technical assistance will also be utilized to foster public understanding of CDBG & HOME program requirements.

Technical assistance will be provided on request and may include, but not necessarily be limited to: interpreting the CDBG & HOME program and its rules, regulations, procedures and other requirements; providing information and/or materials concerning the programs; and, assisting low and moderate income citizens, and residents of blighted neighborhoods to develop statements of views, identify their needs, and to develop activities and proposals for projects which, when implemented, will advance the resolution of those needs.

Technical assistance may be obtained by contacting the Neighborhood Services Department at 702 267-2000, or through the City of Henderson website or Contact Henderson, both available at www.cityofhenderson.com.

SECTION 3. CITIZEN INPUT REVIEW AND COMMENT ON DRAFT PLANS

The City of Henderson will maintain complete information on the CDBG & HOME programs, including drafts and submitted plans and reports, on its website, and make copies available to the public upon request to the Neighborhood Services Department.

3.1 Consolidated Plan Development

The City will seek input from residents regarding the priority of community development and affordable housing needs, prior to drafting the Five Year Consolidated Plan for the CDBG & HOME programs. Special efforts will be made to include participation from persons of low and moderate incomes and groups representative of such citizens. The City will make the draft Consolidated Plan available for public review and comment for a period of not less than 30 days prior to a public hearing designed to receive citizen comments.

3.2 Annual Action Plans

The City will utilize a Program Advisory Committee (PAC) to evaluate annual CDBG funding applications. Members of the PAC will be appointed by the Council in accordance with the established Bylaws. Recommendations from the PAC will be included in a draft Annual Action Plan which will include proposed CDBG & HOME project funding allocations, and which will be made available for public review and comment for a period of not less than 30 days. The PAC will present its recommendations for CDBG activity funding during a public hearing conducted to receive recommendations and comments from the general public.

3.3 Annual Assessment of Performance

At the conclusion of each CDBG & HOME program year, a Consolidated Annual Performance and Evaluation Report (CAPER) will be developed to review program activities and to assess program performance. This report shall be made available to the public for review and comment for a period of not less than 30 days prior to City Council approval and submission of the CAPER to HUD.

Citizens are provided the opportunity to comment on the performance of the City and assess the performance of the City in resolving identified community development and housing needs, and in achieving its community development goals and objectives. All comments received during the review and comment period will be included in the CAPER. On-going community assessment of the effectiveness of the community development process is considered essential to the success of the CDBG & HOME programs.

SECTION 4. PUBLIC HEARINGS

Citizen participation in the community development process will be conducted on a community-wide basis and will actively involve the views and proposals of all citizens, with particular attention to low and moderate income persons and residents of areas where CDBG & HOME activities are proposed or on-going.

Public hearings will be held during all phases of the community development process, as outlined herein, to allow citizens to voice opinions and offer proposals concerning the development and performance of CDBG & HOME programs. Local officials will respond to questions and proposals from citizens at each public hearing. Any questions that citizens may have concerning a program will be answered and their comments, suggestions, and/or proposals will be received. Citizens may also express comments and views concerning the community development process or any specific CDBG or HOME project to the City Council at any regularly scheduled meeting.

4.1 Public Hearing Times and Locations

All public hearings will be held at times and locations which will be accessible to all citizens, with particular attention to persons of low and moderate incomes, and residents of CDBG & HOME project areas.

Public hearings will be scheduled for times convenient to the general public, as determined by the City Council. Public hearings may be held at any site which, in the opinion of the local officials, provides adequate access for citizen participation.

Hearings will normally be held at City Hall Council Chambers during regularly scheduled Council meetings. The site is centrally located and generally accessible to all citizens, including persons with disabilities. Hearings may, however, at the option of local officials, be held at alternate locations to be specified in the public hearing notice(s).

4.2 Annual Action Plan Public Hearing

At least one public hearing shall be held during any program fiscal year prior to the submission of an application to HUD for CDBG and/or HOME assistance. The primary purposes of the public hearing shall be to review the most critical needs to be addressed by the CDBG & HOME programs and to present for public comment and review the program activities which have been selected by the City to address the identified needs.

Citizens will be provided information concerning the CDBG & HOME programs at this public hearing. Such information shall include the goals and objectives of the CDBG program; the total amount of CDBG funds available; the role of citizens in program planning, implementation, and assessment; the range of activities which may be undertaken; the process to be followed in developing the CDBG & HOME application; the application timetable(s); the schedule of meetings and hearings; and, an identification of projects which could result in the relocation of area residences or businesses and the actions that would be undertaken if such relocation were necessary.

A second objective of citizen participation during this stage is to inform citizens of the proposed project activities to be included in the CDBG & HOME application and to solicit comments from citizens concerning these activities.

4.3 Substantial Amendment Public Hearings

The City of Henderson will assure the opportunity for citizen participation during the implementation of any CDBG & HOME programs when changes to the project are under consideration. Citizen participation shall be obtained and considered in any amendments to CDBG & HOME programs which involve significant changes in dollar amounts spent on activities, changes in program beneficiaries, changes in the location of approved activities, and major budget shifts between approved activities.

4.4 Public Hearing Notice

Notice of public hearings will be published in a local newspaper at least seven (7) days prior to the hearing date. The City may waive hearing notice requirements in cases where unusual circumstances justify alternative means of notifying the general public. In such situations, shorter notice may be given, and public notices posted in public places may be used in place of a notice published in the newspaper. Each notice

of a hearing shall include the time, date, place, and topics and procedures to be discussed. Notices for public hearings may be run or posted, separately or together, as may be deemed necessary.

4.5 Accessibility to Persons with Disabilities

The locations of all public hearings as described herein shall be made accessible to persons with disabilities. A sign language interpreter will be provided whenever the City is notified in advance that one or more deaf persons will be in attendance, according to the instructions provided in the Public Hearing Notice. The City shall provide a qualified reader whenever the City is notified in advance that one or more visually impaired persons will be in attendance. Additionally, the City shall provide reasonable accommodations whenever the City is notified in advance that one or more persons with mobility or developmental disabilities will be in attendance.

4.6 Limited English Proficiency Residents

The City of Henderson recognizes the need to undertake reasonable actions to facilitate the participation of persons with Limited English Proficiency. Local officials will undertake all reasonable actions necessary to allow such persons to participate in the community development process. Such actions may include the provision of an interpreter and/or the provision of materials in the appropriate language or format for persons with Limited English Proficiency.

SECTION 5. PROGRAM INFORMATION

Citizens will be provided full access to CDBG program information during all phases of a CDBG project. The City shall make reasonable effort to assure that CDBG & HOME program information is available to all citizens, with particular attention to those of low and moderate incomes and/or CDBG & HOME project areas.

To facilitate citizen access to CDBG & HOME program information, the Neighborhood Services Department will keep all documents related to the CDBG & HOME programs on file in the Neighborhood Services Department and information from the project files shall be made available for examination and duplication, on request, during regular business hours. CDBG & HOME program information will also be made available on the Neighborhood Services webpage on the City of Henderson's website.

Materials to be made available shall include, but are not necessarily limited to: the Citizen Participation Plan; records of public hearings; prior CDBG & HOME program applications; letters of approval; grant agreements; labor standards materials; performance and evaluation reports; other reports required by HUD; proposed and approved CDBG & HOME program application(s) for the current year; written comments

or complaints received concerning the programs; and, copies of the applicable Federal and State rules, regulations, policies, requirements and procedures governing the CDBG & HOME programs.

SECTION 6. PROCEDURES FOR COMMENTS, OBJECTIONS AND COMPLAINTS

The scheduled public hearings described in this Citizen Participation Plan are designed to facilitate public participation in all phases of the community development process. Citizens are encouraged to submit their views on all aspects of programs during review and comment periods and public hearings. However, to ensure that citizens are given the opportunity to assess and comment on all aspects of the community development program on a continuous basis, citizens may, at any time, submit written comments or complaints to the City.

Citizens or citizen's groups desiring to comment or object to any phase of the planning, development, approval or implementation of CDBG & HOME activities should submit such comments or objections in writing to the City through a progressive level of review. The initial comment or objection should be sent to the Director of Neighborhood Services. Should, after a reasonable period, a party believe the comment or complaint has not been properly addressed or considered, then the aggrieved may appeal his/her case to the City Manager, and finally, after a reasonable period of time, to the City Council.

Local officials shall make every effort to provide written responses to citizen proposals or complaints within fifteen (15) working days of the receipt of such comments or complaints where practicable. Should the City Council be unable to sufficiently resolve an objection or complaint, it may be forwarded by the aggrieved party to HUD.

Citizens may, at any time, contact HUD directly to register comments, objections or complaints concerning the City's CDBG & HOME application(s) and/or program(s). Citizens are encouraged, however, to attempt to resolve any complaints at the local level as outlined above prior to contacting HUD.

All comments or complaints submitted to HUD should be addressed in writing to:

U.S. Department of Housing & Urban Development
Attn: Community Planning and Development Representative
1 North Central Ave., Suite 600
Phoenix, AZ 85004

Or:

U.S. Department of Housing and Urban Development
Attn: Community Planning and Development Division

600 Harrison Street, 3rd Floor
San Francisco, CA 94107-1387

SECTION 7. AMENDMENTS

The City may, from time to time, modify the provisions outlined herein through amendment to this Citizen Participation Plan. It shall be the policy of the City of Henderson to periodically review the effectiveness of this Plan in facilitating citizen participation in the process and in helping to meet the community development needs and goals identified. To this end, the effectiveness of the Plan may be discussed at public hearings held in conjunction with the community development program as discussed herein, and potential amendments to the Plan will be reviewed.

Amendments to the Plan will be made as necessary. All amendments shall be approved by resolution of the City Council and shall be incorporated into this Plan.

SECTION 8. AUTHORITY

No portion of this Citizen Participation Plan shall be construed to restrict the responsibility and authority of the elected officials of the City of Henderson in the development, implementation and execution of any CDBG & HOME program.

SAMPLE REVIEW/COMMENT AND PUBLIC HEARING NOTICE

CITY OF HENDERSON
Draft One-Year Action Plan for FY 2009/2010

Notice is hereby given that the City of Henderson's One-Year Action Plan is available for public review and comment beginning Thursday, March 5, 2009 through April 6, 2009 at the following locations:

City of Henderson Neighborhood Services Division
240 Water Street, 3rd floor, Henderson, NV 89015
Monday thru Thursday, 7:30 A.M. to 5:30 P.M.

Henderson District Library, 280 Water Street, Henderson, NV 89015,
Monday thru Thursday, 9:00 A.M. to 9:00 P.M.,
Friday and Saturday, 9:00 A.M. to 5:00 P.M., Sunday 12:00 P.M. to 4:00 P.M.

Henderson District Library - Pittman Branch Office, 1608 Moser Drive, Henderson, NV 89015,
Monday thru Thursday, 2:00 P.M. to 6:00 P.M.

The Draft One-Year Action Plan may also be viewed on the Neighborhood Services webpage on the City's website, www.cityofhenderson.com

The City of Henderson's One-Year Action Plan is a document required by the U.S. Department of Housing and Urban Development that details the City's annual plan and guidelines for the use of federal, state, and local resources to provide decent housing, a suitable living environment and expanded economic development opportunities for low and moderate-income persons and families and those with special needs. The One-Year Action Plan summarizes all planned Community Development Block Grant, (CDBG), HOME and related activities contemplated for the 2009/2010 fiscal year.

The public is invited to review the One-Year Action Plan and make written comments to the City of Henderson, Neighborhood Services Division, at 240 Water Street, Henderson, NV 89015, submitted by 5:30 p.m., Monday, April 6, 2009. Copies of these reports are available upon request.

A public hearing will be held at the City of Henderson, City Council Chambers on Tuesday, April 21, 2009 at 7pm to consider additional comments for the 2009/2010 City of Henderson Action Plan.