



City of Clovis Citizen Participation Plan

**Adopted by Clovis City Council:
June 10, 2024**

**City of Clovis
Affordable Housing Programs
1033 Fifth Street
Clovis, CA 93612
(559) 324-2080**

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Citizen Participation Plan**

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I. INTRODUCTION

This Citizen Participation Plan (Plan) describes how the City of Clovis will involve the Clovis community in the planning, implementation, and assessment of Community Development Block Grant (CDBG) programming. The Plan includes the City's policies and procedures for public participation in the Consolidated Plan process and the proposed programming of CDBG funds.

II. CONSOLIDATED PLAN REQUIREMENTS

The City of Clovis is a recipient of federal grant funding administered by the U.S. Department of Housing and Urban Development (HUD). The program allocates funds to eligible ("entitlement") cities and counties throughout the nation to assist low- and moderate-income households and neighborhoods in the elimination or prevention of slum and blight. As an entitlement city, Clovis receives CDBG Program funds on an annual basis. The CDBG grant funds may be used for activities such as housing rehabilitation, affordable homeownership assistance, neighborhood improvements, community or public services, as well as community development activities such as the construction or rehabilitation of community facilities, and economic development.

The City is required to prepare the following Consolidated Plan documents:

- Annual Action Plan
- Five-Year Consolidated Plan
- Consolidated Annual Performance Evaluation Report (CAPER)
- Citizen Participation Plan
- Amendments to the Plan Documents listed above.

The Plan is designed to meet the citizen participation requirements of the Federal Housing and Community Development Act of 1974, as amended. The City encourages public involvement, especially by those living in low and moderate-income neighborhoods. The City will take necessary, appropriate actions to encourage the participation of potential grant beneficiaries, protected classes, minorities, limited English proficient persons, and persons with disabilities. This Citizen Participation Plan is a public document and is available in Spanish by contacting the City of Clovis at (559) 324-2060. Este documento está disponible en español llamando a la Ciudad de Clovis al (559) 324-2060.

III. CITIZEN PARTICIPATION POLICIES

The Citizen Participation Plan is designed to facilitate and encourage citizens to participate in the Consolidated Plan process. Entitlement and State recipients must identify in their citizen participation plans how they will publish their Consolidated Plans, Annual Action Plans, CAPERs, Citizen Participation Plan and any Substantial Amendments thereto, in a manner that permits their residents, public agencies, and other interested parties an

opportunity to examine their contents and submit comments. To encourage and facilitate citizen participation, the City will provide for the following public noticing, meeting and hearing noticing, public comment periods and physical availability of documents for public review and comment:

A. Public Notices, Meetings/Public Hearings and Public Review Periods

1. Legal Advertisements: The City will place legal advertisements, in English and in Spanish, noticing public hearings/meetings and draft documents available for public review and comments, in at least four (4) newspaper/newsletters/online community forums in its jurisdiction, at least two (2) of which must be in print. The City will publish Spanish-language and other LEP-language print notices in pertinent LEP-language newspaper(s), accessible free of charge and without a paid subscription. If there are no print newspapers available whose classified ads aren't behind a paywall or without a paid subscription, then the City will use an available newspaper and increase the amount of the newsletters/online forums/social media platforms from four (4) to six (6). City staff may identify additional print or online newspapers for advertising, as appropriate.
2. Public Posting of Notices: The City will post public display notices, in English and in Spanish, noticing the date of public hearings/meetings and the availability and locations of draft documents available for public review and comments, at the following locations:
 - Clovis City Hall: 1033 Fifth Street, Clovis, CA 93612
 - Clovis Senior Center: 735 Third Street, Clovis, CA 93612
 - Clovis Transit Center: 785 Third Street, Clovis, CA 93612
 - Fresno County Public Library in Clovis: 1155 Fifth Street, Clovis, CA 93612
 - Clovis Recreational Center: 3495 Clovis Ave., Clovis, CA 93612
 - City of Clovis Web Site: www.cityofclovis.com
 - City of Clovis social media sites, such as: Facebook, Instagram, and NextDoor

All of the above facilities are readily accessible to individuals with mobility impairments.

3. Additional Public Posting of Notices: Additionally, the City may post or provide for public notices, including affirmative marketing and other outreach efforts, in English and in Spanish, noticing public hearings/meetings and draft documents available for public review and comments, intended to reach persons with disabilities, LEP individuals and

minorities living in CDBG income eligible areas, at the following locations and forums:

- Local laundromats
- Clovis Pet Adoption Center
- Local thrift stores
- Distributed via e-mail to interested parties and agencies servicing low-income individuals and those with limited English proficiency (a minimum of 10 agencies is required for contact)
- Distributed to City staff, state and federal agencies, neighboring local governments and regional agencies
- Distributed to private agencies, including local non-profit service providers and advocates such as the local public housing agency, health agencies, homeless service providers, non-profit housing developers, and social service agencies (including those focusing on services to children, the elderly, persons with disabilities, persons with HIV/AIDS, persons with substance abuse problems, etc.).
- Other areas or groups as may be identified by City staff

Individuals or agencies can be added to the *interested parties* list by sending an email to housing@cityofclovis.com, by calling the City of Clovis at (559) 324-2060, or by writing to City of Clovis, CDBG Programs, 1033 Fifth Street, Clovis, CA 93612.

4. Physical Copies of Documents: Physical copies of draft documents available for public review and comments will be placed at the following locations:

- Clovis City Hall: 1033 Fifth Street, Clovis, CA 93612
- Clovis Senior Center: 735 Third Street, Clovis, CA 93612
- Clovis Transit Center: 785 Third Street,, Clovis, CA 93612
- Fresno County Public Library in Clovis: 1155 Fifth Street, Clovis, CA 93612
- Clovis Recreational Center: 3495 Clovis Ave., Clovis, CA 93612
- City of Clovis Web Site: www.cityofclovis.com (electronic version)

All of the above facilities are readily accessible to individuals with mobility impairments.

5. Public Review and Comment Periods: The City will provide the following public review and comment periods for the documents identified below:

- Consolidated Plan review period: 30 days
- Annual Action Plan review period: 30 days
- Substantial Amendments: 30 days

- CAPER review period: 15 days
- Amendments to Citizen Participation Plan: 15 days

B. Public Meetings and Public Hearings Requirements

1. Consolidated Plan (every 5 years) - three public meetings (inclusive of the meeting held by the CDBG Advisory Committee), and one public hearing (City Council hearing) will be held during the Consolidated Plan development period to encourage community participation and public comment. The City Council hearing will include outreach to protected classes at least 30-days prior to the meeting. City staff will work closely with community organizations and provide translated materials in LEP languages identified in the City's approved LAP as vital documents subject to translation requirements.
2. Annual Action Plan (yearly) - two public meetings (inclusive of the meeting held by the CDBG Advisory Committee – see below), and one public hearing (City Council hearing) will be held during the Annual Action Plan development period to encourage community participation and public comment. The City Council hearing will include outreach to protected classes at least 30-days prior to the meeting. City staff will work closely with community organizations and provide translated materials in LEP languages identified in the City's approved LAP as vital documents subject to translation requirements.
3. CAPER (yearly) - one public meeting (the meeting held by the CDBG Advisory Committee), and one public hearing (City Council hearing) will be held during the CAPER development period to encourage community participation and public comment. The City Council hearing will include outreach to protected classes at least 15-days prior to the meeting. City staff will work closely with community organizations and provide translated materials in LEP languages identified in the City's approved LAP as vital documents subject to translation requirements.
4. Substantial Amendments - one public meeting (the meeting held by the CDBG Advisory Committee), and one public hearing (City Council hearing) will be held during the substantial amendment processing period to encourage community participation and public comment. The City Council hearing will include outreach to protected classes at least 30-days prior to the meeting. City staff will work closely with community organizations and provide translated materials in LEP languages identified in the City's approved LAP as vital documents subject to translation requirements.

C. Submitting Public Comments:

Interested individuals/agencies can submit public comment(s) on draft plans, assessments or amendments via e-mail housing@cityofclovis.com, by calling

the City of Clovis at (559) 324-2060, or by writing to City of Clovis, CDBG Programs, 1033 Fifth Street, Clovis, CA 93612. Public comments can also be made at any noticed public hearing of the Clovis City Council.

IV. SUBSTANTIAL AMENDMENTS TO CONSOLIDATED PLAN DOCUMENTS

Amendments are considered "Substantial" whenever one, or more, of the following situations occurs:

- An addition or deletion of a funded activity or program, not previously identified in the Consolidated Plan or Action Plan
- A change which increases or decreases by 25%, or more, the CDBG funding amount allocated to an activity or program.

Any other amendments will be considered minor amendments and will not require public noticing or public hearings.

V. CITIZENS ADVISORY COMMITTEE

The City shall establish a citizens advisory committee of at least five (5) community members to review CDBG Project development, Consolidated Plan development, Annual Action Plans, CAPERs and substantial amendments. Members will be appointed by the City Manager, or his designee, and shall serve for a renewable 2-year period.

The committee may include members of protected classes, staff of community-based organizations serving Clovis residents, such as LEP service providers, youth counseling organizations, food banks, Fair Housing organizations, etc. The committee shall be chaired by the Assistant City Manager, or their designee.

A. Committee Responsibilities

1. Assist City staff in the development and review of community needs for the Consolidated Plan.
2. Participate every 5 years in the development of the Consolidated Plan, and review the draft document for recommendation to the Clovis City Council for their approval.
3. Meet annually, or as needed, for the development of, and providing input on, projects, programs, or activities for the Annual Action Plan, including making annual allocation recommendations to the City Council. Committee members will also be notified of the City Council public hearing dates, and encouraged to attend regarding the CDBG matters.
4. Meet annually for review of the City of Clovis' CAPER detailing the progress made towards accomplishing the goals set forth in the

Consolidated and Annual Action Plans, and recommend the CAPER for City Council approval.

5. Committee meetings will also provide an opportunity for public comment.
6. Meeting minutes will be prepared by the Assistant City Manager or their designee and presented to the committee for approval at the subsequent board meeting.

VI. LANGUAGE ACCESS PLAN

Incorporated by reference herein is the City of Clovis' Language Access Plan.

VII. PROVISION OF TECHNICAL ASSISTANCE

The City shall provide technical assistance, particularly to groups or individuals representing protected classes, LEP individuals and very-low or low-income persons. Said assistance shall be used to develop funding proposals for assistance under any of the formula programs covered by the Consolidated Plan. The City shall determine the necessary level and degree of assistance. This technical assistance may include:

- Assisting with forms/applications;
- Explaining the process for submitting proposals;
- Explaining federal and local requirements;
- Providing comments and advice on the telephone or in meetings;
- Reviewing and commenting on draft proposals.

VIII. PUBLIC COMMENT

The City shall consider any comments or complaints from interested persons or groups received in writing or orally at public hearings or meetings in preparing the Consolidated Plan, any amendments to the Plan, Annual Action Plans, or Annual Performance Reports.

A summary of public comments or complaints accepted and a summary of any comments or complaints not accepted and the reasons, therefore, shall be attached to the final Consolidated Plan, Plan Amendment, Annual Action Plans, and Annual Performance Reports. The final documents will have a section that includes all comments, plus explanations why any comments were not accepted.

IX. CITIZEN SURVEYS

The City of Clovis will employ the use of surveys to obtain information from the community regarding community development needs, use of CDBG funds, outreach effectiveness, and yearly assessments. City staff may choose to distribute Community Needs Surveys, door-to-door for citizen participation in the Consolidated Plan process.

X. PARTICIPATION GOALS AND EVALUATION OF EFFECTIVENESS OF OUTREACH

To generate significant public participation in the Consolidated Plan process, input will be sought regularly from the public at the public meetings and hearings identified above. The City will target the outreach and marketing for these meetings to potential beneficiaries of the program, including protected classes and residents of low-income neighborhoods. Residents will be asked to identify community needs and priorities in the drafting of the Plans.

All public hearings and meetings shall be conducted in the afternoon or evening hours and shall be held at convenient locations that accommodate persons with disabilities. The City shall provide interpreters for non-English speaking citizens when requests are made at least 48 hours prior to the meeting or hearing.

PARTICIPATION GOAL: The City has set a public meeting and public hearing attendee goal of a minimum of five persons per meeting, either online or virtual. City staff will review public participation after each public meeting/hearing and adjust outreach plans accordingly.

XI. SOLICITING FEEDBACK FROM COMMUNITY ORGANIZATIONS

The City will provide forms soliciting feedback from interested community organizations and individuals. The type of feedback to be solicited includes: effectiveness of outreach and outreach materials, ease of participation, level of information provided, etc.

XII. ACCESSIBILITY AND LANGUAGE SERVICES

If you require reasonable accommodation or need language assistance, services or interpretation services to participate in this meeting please contact the City of Clovis at (559) 324-2060. Notification of 48-hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility.

Translation services shall only be provided by qualified translators as defined by the City.

XIII. NOTICE OF NON-DISCRIMINATION

It is the policy of the City of Clovis to not discriminate on the basis of race, color, national origin, religion, sex, and sexual preference. If you have a complaint or concern, please contact the City of Clovis 504 Coordinator at (559) 324-2060.

Need Assistance Contacting the City of Clovis? California Relay Service provides specially trained Communication Assistants to relay conversations between deaf, hard of

hearing, or speech-loss individuals and people who use a standard telephone. You can use this service to contact the City of Clovis by dialing 711.

This notice is available in Spanish by contacting our offices at (559) 324-2060. Esta notificación está disponible en español llamando al (559) 324-2060. Si usted requiere servicios de interpretación o traducción favor de llamar a Claudia Cázares al (559) 324-2060.