City of Lewisville
Citizen Participation Plan
Amended November 3, 2025

I. Introduction..... 2
II. Public Documents..... 3
III. Encouraging Participation & Consultation..... 3
IV. Public Comment and Public Hearing Procedures..... 5
V. Amendments & Revisions..... 9
VI. Public Comment on the Citizen Participation Plan..... 10
VII. Access to Public Information..... 11
VIII. Technical Assistance..... 12
IX. Anti-Displacement..... 12
X. Complaints and Grievances..... 13
Attachment A..... 14

I. Introduction

The City of Lewisville's Citizen Participation Plan is created to allow all Lewisville residents the opportunity to comment and provide feedback on the Consolidated Plan, the Annual Action Plan, the Consolidated Annual Performance and Evaluation Report, the Assessment of Fair Housing, and plans developed to Affirmatively Further Fair Housing. Residents and organizations can provide comments to the Neighborhood and Inspection Services department, Community Grants Division:

- In person: 151 W. Church Street, Lewisville, TX 75057
- Via mail: P.O. Box 299002 Lewisville, TX 75029, Attention: Community Grants Division
- Telephone: (972) 219-3470
- Email: communitydevelopment@cityoflewisville.com

The City of Lewisville is an Entitlement Recipient of grants through the U.S. Department of Housing and Urban Development (HUD), including Community Development Block Grant (CDBG) Funds under Title I of the Housing and Community Development Act of 1974, as amended, and HOME Investment Partnerships Program (HOME) funds under Title II of the National Affordable Housing Act of 1990. The City of Lewisville Citizen Participation Plan was prepared in accordance with Section 104(a)(3) of the Housing and Community Act of 1974 and has been amended as required for the Consolidated Plan for Housing and Community Development in accordance to 24 CFR 91.105, including revisions resulting from a Final Rule at 24 CFR Part 5 regarding the City's obligations to Affirmatively Further Fair Housing.

II. Public Documents

A. The Citizen Participation Plan overviews the requirements of the City of Lewisville to ensure residents have the opportunity to comment on the following plans and documents. Specific requirements regarding notices, public comment periods, and public hearings can be found in Section IV.

i. **Consolidated Plan:** A five-year strategic plan required by the US Department of Housing and Urban Development for the receipt of Community Development Block Grant (CDBG) and HOME Investment Partnerships Program (HOME) funds. The Consolidated Plan is designed to assess local affordable housing and community development needs and market conditions. Data is then used to identify housing and community development priorities that align with the focus of CDBG and HOME programs. The Consolidated Plan identifies priority needs and goals and is carried out through Annual Action Plans.

ii. **Annual Action Plan:** A one-year plan providing a concise summary of the actions, activities, and specific resources to be used to address the priority needs and specific goals identified by the Consolidated Plan.

iii. **Consolidated Annual Performance and Evaluation Report:** An annual report of accomplishments and progress toward Consolidated Plan goals.

iv. **Assessment of Fair Housing:** An analysis of a community's housing data and demographics to identify fair housing needs and barriers or obstacles to housing. It includes analysis requiring consultation and community participation in the analysis of fair housing data, an assessment of fair housing issues and contributing factors, and an identification of fair housing priorities and goals.

III. Encouraging Participation & Consultation

A. The City of Lewisville will encourage residents to participate in the development, administration, and evaluation of community development and fair housing activities. To ensure equal access to opportunities for feedback, the City will encourage participation from the following groups:

i. All Lewisville residents, regardless of race, ethnicity, disability status, and/or primary language spoken

ii. Low-to-moderate income households and/or areas with predominantly LMI census tracts. A map of Lewisville, indicating the areas of the City that have been identified as predominantly low-to-moderate income by HUD guidelines, is included in Attachment A.

iii. Residents of public and assisted housing developments, including any resident advisory boards, resident councils, and resident management corporations

B. The City will encourage residents to participate in the development, administration, and evaluation of community development and fair housing activities through the following methods:
    i. Printed notices in the current newspaper of record
    ii. Advertisements on the City of Lewisville's website
    iii. A public survey to be released at a minimum once annually
    iv. Public hearings or public meetings held annually, whenever possible held at a location within a low-to-moderate income neighborhood or area
    v. Email notices to interested parties, including service agencies, churches, existing neighborhood associations, local businesses, developers, and other organizations
    vi. Notice in City newsletters or media releases
    vii. Notification of all Community Development Block Grant (CDBG) Advisory Committee meetings at least three (3) business days before the scheduled date of the meeting at City Hall and on the City of Lewisville's website
    viii. Provide information to the Denton Housing Authority so that the information can be made available at the annual public hearing(s) required for public housing authorities and made available to residents of assisted housing developments

C. The City will encourage participation, particularly from low-to-moderate income residents who reside in areas where public or assisted housing is located and/or for which grant funding is proposed to be used. After proposals are received and evaluated, and authorization is given by the City Council for the City Manager to negotiate the final funding decision, additional citizen participation procedures will be implemented. The specifics of these procedures may vary from project to project in order to respond to unique circumstances. The general process will be as follows:
    i. Identify the geographic boundaries of the area most likely to be affected by the proposal and the principal organizations known to represent or otherwise affiliated with the low and moderate-income residents
    ii. Proactively communicate the purpose of and means by which grant funding will be used
    iii. Provide reasonable opportunities for low and moderate-income residents to ask questions and receive answers regarding how they might be affected by the proposed use of grant funding

D. All aspects of resident participation will be conducted in an open manner, with freedom of access for all interested persons and at handicap accessible locations.

E. The City of Lewisville will take reasonable steps to provide language assistance to ensure meaningful access to participation by non-English speaking residents and those

with limited English proficiency. Language assistance may be in the form of real-time translation and translated materials or allowing for individual appointments following a public hearing if such assistance was not possible at the hearing.

F. All participation and public input will be shared with the City's Community Development Block Grant (CDBG) Advisory Committee, composed of citizens appointed by City Council. The CDBG Advisory Committee will either assist in receiving public input from the community or will review all public comments, recommendations, and proposals received concerning the development of needs, proposed activities, program amendments, and program performance before submitting recommendations to City Council. If public hearings are hosted by the CDBG Advisory Committee, notices will be posted at Lewisville City Hall and on the City of Lewisville website, and in the current newspaper of record as described in Section IV.

G. In addition to the encouragement of resident participation, the City of Lewisville will consult local and regional entities (including the Continuum of Care) public and private agencies, and community groups in accordance with 24 CFR 91.100 in the development of the Consolidated Plan.

IV. Public Comment and Public Hearing Procedures

A. **Public Comment -** All public documents identified in Section II must be released for public comment to afford residents a reasonable opportunity to examine the contents and to comment prior to adoption.
   i. The public comment periods required for each public document are as follows:
      a. Consolidated Plan requires a public comment period of at least thirty (30) calendar days.
      b. Annual Action Plan requires a public comment period of at least thirty (30) calendar days.
      c. Consolidated Annual Performance and Evaluation Report requires a public comment period of at least fifteen (15) calendar days.
      d. Assessment of Fair Housing requires a public comment period of at least thirty (30) calendar days.
   ii. Timely notice is required for all public comment periods, public hearings, plans, and performance reports relating to the City's proposed and actual use of CDBG and HOME funds. Notice will be posted in the current newspaper of record at the beginning of the public comment period. For any public hearings, notice will be posted in the newspaper of record a minimum of ten (10) calendar days before the date of the hearing.
      a. The current newspaper of record is the Denton Record Chronicle.

b. A summary of the proposed plan or report must be posted in the current newspaper of record at the beginning of the public comment period for the Consolidated Plan, Annual Action Plan, and the Assessment of Fair Housing. The summary should include, but is not limited to:
    1. Dates of the public comment period and of any public hearings.
    2. Locations where copies of the entire plan can be examined.
    3. A summary of program objectives, proposed use of funds, and the range of activities that may be undertaken.
    4. Amount of grant funding and program income anticipated in the coming year.
    5. Estimated amount of grant funding and program income proposed to be used for activities that will benefit low-to-moderate income persons.
    6. Any proposed activities likely to result in displacement and the City of Lewisville's plan for minimizing displacement and assisting any persons displaced, including the types and levels of assistance the local government will make available (or require others to make available) to persons displaced.
c. A summary of the Consolidated Annual Performance and Evaluation Report must be posted in the current newspaper of record at the beginning of the public comment period. The summary should include but is not limited to:
    1. Dates of the public comment period and of any public hearings.
    2. Locations where copies of the report can be examined.
    3. A summary of report objectives.
d. The Grants Division of the Neighborhood and Inspection Services Department will notify interested parties at the beginning of the public comment period. Reasonable notice will be provided to:
    1. Denton Housing Authority and assisted housing developments, with a request that notice be made available to their residents
    2. Neighborhood and homeowner associations and identified neighborhood leaders in locally designated targeted revitalization neighborhoods and low-to-moderate income neighborhoods
    3. Community Development departments and Public Housing Authorities in neighboring cities and within Denton County

iii. Public comments can be submitted during the public comment period in writing or orally. Methods of submission of public comments include, but are not limited to, comments made in-person at a public hearing or public input session, or by contacting the Community Grants Division of the Neighborhood and Inspection Services Department through the contact methods outlined in Section I.

B. **Public Hearings** - The City of Lewisville must hold public hearings for the purpose of obtaining the views of residents and responding to proposals and questions. Meetings will be held in accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act, and at times and locations convenient to potential and actual beneficiaries of grant-funded activities.

   i. A minimum of two annual public hearings is required to obtain the views of residents on fair housing, community development, housing, social service needs, and program performance. The two public hearings will be conducted at a minimum of two different stages of the program year, with at least one public hearing being held before the Consolidated Plan (or proposed Assessment of Fair Housing, as applicable) is published for comment. The hearings will be facilitated by the Grants Division of the Neighborhood and Inspection Services Department. Additional public forums may be held to provide for additional citizen participation.

   ii. A minimum of one annual public hearing is required to obtain the views of residents on fair housing, community development, housing, social service needs, and program performance prior to releasing a Request for Proposals soliciting proposed projects for the upcoming Plan Year.

      a. Feedback received at public forums or hearings will be presented to the CDBG Advisory Committee for consideration.

      b. Public input forums or public hearings will be held in facilities accessible to the public, including persons with disabilities, and may be held at locations in targeted revitalization areas as will be identified in the notice of the meeting.

         1. Reasonable accommodation for persons with disabilities and/or with limited English proficiency will be made to the greatest extent possible at public hearing locations. Persons needing assistance are encouraged to contact the Neighborhood and Inspection Services Department prior to the meeting to request accommodations. At least 48 hours (two complete business days) advance notice is required.
         2. Throughout the program year, public input forums or public hearings will be held at varying times of the day in order to accommodate the varied schedules of residents and the broader public.

      c. In years when a new Consolidated Plan or Assessment of Fair Housing is developed, the hearing will be conducted near the beginning of the planning process and prior to publication of the draft Consolidated Plan or Assessment of Fair Housing for public comment.

iii. A minimum of one annual public hearing is required to obtain the views of residents on fair housing, community development, housing, and social service needs that will be held by the Lewisville City Council during the thirty (30) calendar day public comment period required for the Consolidated Plan, Annual Action Plan, and/or the Assessment of Fair Housing.
    a. The public hearing will be held in the City Council Chambers at Lewisville City Hall. This site is equally accessible to all sections of the City and is the normal location for public hearings.
        1. Real-time responses and accommodation for persons with disabilities and/or with limited English proficiency will be made available to the greatest extent possible. Persons needing assistance are encouraged to contact the Neighborhood and Inspection Services Department prior to the meeting to request accommodations. At least 48 hours (two complete business days) advance notice is required.
        2. The City of Lewisville will take reasonable steps to provide language assistance to ensure meaningful access to participation by non-English speaking residents and those with limited English proficiency. Language assistance may be in the form of real-time translation and translated materials or allowing for individual appointments following a public hearing if such assistance was not possible at the hearing.

iv. Other public hearings or meetings may be held as deemed necessary to increase or encourage feedback.

v. Official notice of public hearings or public meetings regarding fair housing, community development, housing, and social service needs will be posted in the newspaper of record at least ten (10) calendar days before the date of the hearing and at least three (3) business days before the scheduled date of the meeting at Lewisville City Hall.

vi. The Grants Division of the Neighborhood and Inspection Services Department will notify interested parties at least seven (7) calendar days prior to public hearings. Reasonable notice will be provided to:
    a. Denton Housing Authority and assisted housing developments, with a request that notice be made available to their residents
    b. Neighborhood and homeowner associations and identified neighborhood leaders in locally designated targeted revitalization neighborhoods and low-to-moderate income neighborhoods
    c. Community Development departments and Public Housing Authorities in neighboring cities and within Denton County

C. Actions to be taken with public comments received include the following:
    i. The City will consider comments or views of residents, whether received in writing or orally during the public comment period or at public hearings, in preparing the final Consolidated Plan, Annual Action Plan, Consolidated Annual Performance and Evaluation Report, or Assessment of Fair Housing.
    ii. Comments received during the public comment period and at public hearings will be recorded and taken into consideration for this or future Consolidated Plans, Annual Action Plans, Consolidated Annual Performance and Evaluation Reports, or Assessments of Fair Housing (AFH). A summary of any comments or views, and a summary of any comments or views not accepted and the reasons why, will be attached to the final Consolidated Plan, Annual Action Plan, Consolidated Annual Performance and Evaluation Report, or the final Assessment of Fair Housing as submitted to the US Department of Housing and Urban Development.

V. Amendments & Revisions

A. The City of Lewisville will amend its Consolidated Plan or Annual Action Plan whenever one of the following decisions is made:
    i. To make a Substantial Change in its allocation of priorities or a substantial change in the method of distribution of funds; or
    ii. To carry out an activity, using funds from any program covered by the Consolidated Plan (including program income), not previously described in the Annual Action Plan; or
    iii. To substantially change the purpose, scope, location, or beneficiaries of an activity.

B. A Substantial Change is defined by the City of Lewisville to be:
    i. A proposed new activity which cannot reasonably be construed to have been included within the programmatic intent of the adopted application or in the commitment of funds to a specific project; or
    ii. An activity that was identified in the adopted application, but which subsequently is proposed to be deleted; or
    iii. An activity that is proposed to be altered in terms of its purpose, scope, location, or beneficiaries to such an extent that it can no longer reasonably be construed as the activity reviewed by the public and approved by the Lewisville City Council. This can include substantial changes in the use of CDBG funds from one eligible activity to another.

C. Revisions to the Assessment of Fair Housing are defined by the City of Lewisville to be:

i. A material change in circumstances in the City that affects the information on which the AFH was based, to the extent that the analysis of data, the fair housing contributing factors, or the priorities and goals of the AFH no longer reflect actual circumstances.

ii. Proposed changes in the priorities and goals of the AFH that would alter the assessment to such an extent that it can no longer reasonably be construed as the intent reviewed by the public in the original plan.

D. Any revisions to the AFH and its goals and strategies or any funded activity that is judged to be at risk of substantially changing from its originally intended purpose, scope, location, or beneficiaries will be reviewed in a public hearing prior to a decision by the City Council as to whether the performance objectives of the project shall be amended.

E. If the Consolidated Plan, Annual Action Plan, or Assessment of Fair Housing is approved and it subsequently becomes necessary to substantially change or revise the content, a formal amendment process will be followed to provide residents with reasonable notice and opportunity to comment on proposed changes or revisions.

i. Amendments to the Consolidated Plan and Annual Action Plan will follow the procedures outlined in Section IV concerning required public comment periods, public hearings, and consideration of public comments for the Consolidated Plan and Annual Action Plan.

a) The amendment to the Consolidated Plan or Annual Action Plan or revision of the Assessment of Fair Housing will require a thirty (30) calendar day public comment period.

b) A minimum of one (1) public hearing is required during the public comment period.

c) The notice for an amendment to the Consolidated Plan or Annual Action Plan or revision of the Assessment of Fair Housing will be placed in the newspaper of record and will include a summary of the changes or revisions made to the plan with sufficient detail to allow residents to determine if they are affected and desire to comment on the proposed change.

VI. Public Comment on the Citizen Participation Plan

A. The following opportunities will be provided for feedback and comments on the Citizen Participation Plan and any amendments to the Citizen Participation Plan.

i. The Citizen Participation Plan and any amendments to the Citizen Participation Plan will be made available for review for a minimum fifteen (15) calendar day public comment period.

ii. A summary of the proposed Citizen Participation Plan or amendments to the Citizen Participation Plan will be placed in the current newspaper of record and will allow at least fifteen (15) calendar days for persons to comment. The summary will describe the contents and purpose of the Citizen Participation Plan and include a list of the locations where copies of the entire plan may be examined.

iii. Locations where the Citizen Participation Plan will be available may include City Hall, Lewisville Public Library, recreation centers, and the City of Lewisville's website. The Citizen Participation Plan will be made available in a format accessible to persons with disabilities, upon request.

iv. A minimum of one public hearing is required to obtain the views of residents on the Citizen Participation Plan that will be held by the Lewisville City Council during the fifteen (15) calendar day public comment period.

VII. Access to Public Information

A. Members of the public can request access to information and records regarding CDBG, HOME, and other grant programs. The City will provide for full and timely disclosure of its program records and information for the preceding five years consistent with applicable state and local laws regarding personal privacy and obligations of confidentiality.

B. Documents relevant to the program shall be made available at the City of Lewisville, Grants Division of the Neighborhood and Inspection Services Department at 151 W. Church Street, Lewisville, Texas 75057, during normal working hours for residents' review upon either written or oral request. Such documents include:

i. All mailing and promotional material

ii. Records of public hearings

iii. All key documents, including all prior applications, letters of approval, grant agreements, the Citizen Participation Plan, performance reports, evaluation reports, Consolidated Plan, Annual Action Plan, Consolidated Annual Performance and Evaluation Report, other reports required by HUD, and the proposed application for the current year

iv. Copies of the regulations and issuances governing the program

v. Documents regarding other important program requirements, such as contracting procedures, environmental policies, fair housing and other equal opportunity requirements, and relocation provisions.

C. Based on the details of the request, the requester may be asked to complete a Public Information Request through the City Secretary's office. A reasonable number of free

copies of the Assessment of Fair Housing or Consolidated Plan must be provided to residents and groups that request a copy.

D. Copies of the Assessment of Fair Housing, Consolidated Plan, and Annual Action Plan will be available at the City of Lewisville, Grants Division of the Neighborhood and Inspection Services Department at 151 W. Church Street, 2nd floor, and at the Lewisville Public Library Reference Desk when documents are open for a public comment period. When not open for public comment, documents can still be found on the City of Lewisville's website or requested through the process identified above. These documents will be made available in a format accessible to persons with disabilities, upon request.

E. The City will make available to the public the HUD-provided data and any other supplemental information to be incorporated into the Assessment of Fair Housing at the start of the public participation process. HUD-provided data may be made available, as possible, by cross-referencing to the data on HUD's website.

VIII. Technical Assistance

A. The City of Lewisville Grants Division of the Neighborhood and Inspection Services Department will provide for and encourage the submission of views and proposals regarding the CDBG and HOME funded activities by residents, particularly low-to-moderate income persons and residents of blighted neighborhoods. The City will provide technical assistance to groups representing persons of low-to-moderate income, or of protected classes per the Fair Housing Act as amended, or of assisted housing developments that request such assistance in developing proposals for funds under any of the programs covered by the Consolidated Plan.

B. Groups interested in receiving technical assistance may contact the City of Lewisville, Grants Division of the Neighborhood and Inspection Services Department through the contact methods outlined in Section I.

C. An assessment of the type and extent of the technical assistance needed by the representative group will be made by City staff upon request. The City will provide a timely written response to all written proposals submitted within thirty (30) calendar days stating the reasons for the action taken by the City of the Proposals.

IX. Anti-Displacement

A. The City of Lewisville intends to minimize displacement of persons in the implementation of CDBG and HOME activities. If displacement becomes necessary in

order to accomplish program objectives, persons displaced will be assisted according to the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, Section 104(d) of the Housing and Community Development Act of 1974 including any amendments, and 24 CFR part 92.353 displacement, relocation, and acquisition regulations.

X. Complaints and Grievances

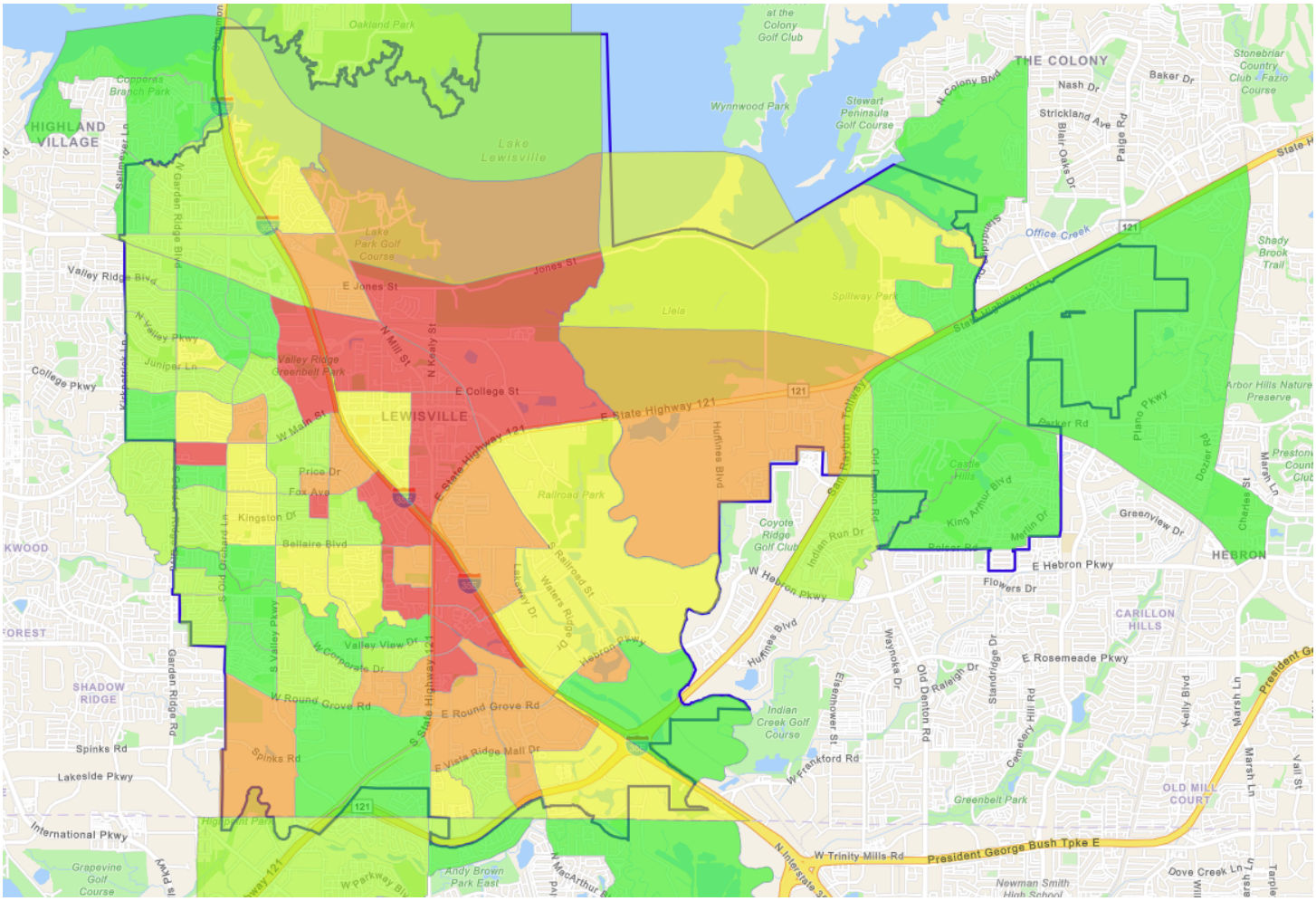
A. The City of Lewisville must take reasonable steps to address concerns expressed by residents and to respond to any formal complaints or grievances in a timely manner. Resident complaints or grievances regarding the Consolidated Plan, Annual Action Plan, Consolidated Annual Performance and Evaluation Report, Assessment of Fair Housing, or activities funded through grants received from the U.S. Department of Housing and Urban Development should be directed to the Grants Division of the Neighborhood and Inspection Services Department through the contact methods outlined in Section I.

B. In order for the City to respond effectively, any formal complaint or grievance must be in writing and follow the procedures below:
   i. Communication must be legible - typed correspondence is strongly urged.
   ii. It must be signed, dated, and indicate if the correspondent is representing their personal concerns or those of a larger group, in which case the name and description of the group must be stated.
   iii. It must clearly identify the specific complaint or grievance and should state what corrective action is being sought.

C. A written response will be provided within fifteen (15) business days where practicable to all written complaints and grievances received by the Grants Division of the Neighborhood and Inspection Services Department.

Attachment A
Low-to-Moderate Income Census Blocks

Below is a map of Lewisville, indicating the areas of the City that have been identified as predominantly low-to-moderate income by HUD guidelines based on census data. The map identifies the percentage of the population of each census block group within the City that is considered low-to-moderate income.



For questions or additional information regarding areas identified as low- and moderate-income by HUD guidelines, contact the Community Grants Division of the Neighborhood and Inspection Services Department through the contact methods outlined in Section I.