

CITIZEN PARTICIPATION PLAN

May 7, 2021

2021 – 2025

for HUD Funding of CDBG, HOME, HTF, ESG, and HOPWA
by Oregon Business Development Department, Oregon Health Authority
and Oregon Housing and Community Services



PURPOSE

The purpose of this Citizen Participation Plan is to encourage collaborative problem solving through involvement of the residents of Oregon along with public and private agencies that serve their needs through use of the covered funds available from HUD.

UNIVERSAL ELEMENTS

TARGETED POPULATIONS

- Elderly including frail elderly
- Low and moderate income persons
- Minorities and People of Color
- Persons with Disabilities, including physical, mental, developmental, intellectual, and persons experiencing chemical or other addictions
- Persons with HIV/AIDs and their families
- Persons experiencing homelessness or near homelessness
- Farm workers

CONSULTING PARTNERS

- Residents of Oregon
- Oregon Department of Human Services
- Oregon Health Authority
- Oregon Public Housing Authorities
- Oregon CDCs, including CHDOs
- Oregon economic development organizations
- Oregon Association of Community Development Officials
- League of Oregon Cities
- CASA of Oregon
- Oregon Association of Counties
- Oregon Council on Developmental Disabilities
- Oregon Disability Commission
- Oregon Indian Nations
- Faith-based groups
- Oregon Continuums of Care
- Local governments, port authorities and economic development agencies
- Oregon non-profit and for-profit groups providing services to targeted populations
- Local business and civic leaders
- publicly funded institutions and systems of care that may discharge persons into homelessness
- agencies and entities providing data or services relating to Lead Based Paint
- Rural Development (U.S. Department of Agriculture)
- Oregon Community Action Agencies

TARGETED NOTICE CONTACTS

- Newspaper of general circulation formal hearing and comment period notices
- Media outlets
- Consulting partners
- Various neighborhood, public housing, religious and other organizations providing services to targeted populations by press release or notice.
- Any person or group requesting notice

DOCUMENT AVAILABILITY

- OHCS web site <http://www.oregon.gov/ohcs/pages/consolidated-plan-five-year-plan.aspx>
- OBDD web site <http://www.orinfrastructure.org/>
- Reasonable numbers of print copies will be made available free of charge
- OBDD, 775 Summer Street NE, Suite 200, Salem, OR 97301
- OHCS, 725 Summer Street NE Suite B, Salem, OR 97301

ACCOMMODATION AT MEETINGS AND HEARINGS

Public meetings or hearings will be held

- at locations convenient for targeted populations
- in a facility which is fully accessible to the physically handicapped
- at a time convenient for targeted populations (generally over the noon hour)
- accommodation for translation/interpreter services for limited English proficient persons will be provided upon request.
- with accommodations made for special needs when accommodation is requested at least five days prior to the event

PUBLIC AND PARTNER INPUT

- all citizen input will be considered by Oregon in determining final decisions on all covered documents
- a summary of all citizen input will be included in all covered documents along with Oregon's response to the input, including changes to the covered document or an explanation of why the comments did not elicit any changes
- minutes from all public hearings will be included in submission of covered documents
- translation services will be provided for any public hearing where a significant number of non-English speaking residents can be reasonably expected to participate or if requested at least five days prior to the event.

COVERED DOCUMENTS

- Consolidated Plan – a document generally projecting the five year amount, use, and beneficiaries of the HUD funds for Community Development Block Grant, Emergency Solutions Grant Program, Home Partnership Grant (including American Dream Down payment Initiative), Housing Trust Fund and Housing of Persons with Aids grants

- Annual Action Plans – individual detailed annual plans for each of the five years of the Consolidated Plan.
- CDBG Method of Distribution
- Consolidated Annual Performance Evaluation Reports (CAPER) outlining actual results of Action Plan activities for the previous calendar year
- Substantial Amendments to the Consolidated Plan – defined as one or more the following
 - Changes to fund allocation priorities
 - Changes in method of distribution of funds not already discussed in the Consolidated Plan
 - Use of funds (including program income) for an activity not previously described in the CDBG MOD or Annual Action Plan
 - Substantial¹ changes in the purpose, scope, location, or beneficiaries of and activity.

FORM OF NOTICE CHART				
DOCUMENT	PUBLIC HEARING	COMMENT PERIOD	SUBMIT TO HUD ²	FORM OF NOTICE
Consolidated Plan	Yes	30 days	No later than 45 days prior to start of next planning period	Newspaper OHCS Website Via e-mail to Partners
Annual Action Plan and CDBG MOD	Optional	30 days	No later than 45 days prior to start of next planning period	Newspaper OHCS Website Via e-mail to Partners
CAPER and PER	Not required	15 days	No later than 90-days following end of Program Year. ³	Newspaper OHCS Website Via e-mail to Partners
Amendments	Optional	30 days	At time of amendment or no later than end of Program Year.	Newspaper OHCS Website Via e-mail to Partners
All Documents During a Public Health Emergency or	Optional	5 days	As required	Newspaper OHCS Website Via e-mail to Partners

¹ Substantial is defined as a variance of 20% or more from the average of the previous five years funding and/or goals.

² Periodically the schedule submission will shift based on guidance or extensions. For a complete Consolidated Plan submission schedule please check the following website <http://www.oregon.gov/ohcs/pages/consolidated-plan-five-year-plan.aspx>.

³ Current Program Year is January to December.

⁴ Reasonable to be determined by State or Federal program guidelines as determined during the emergency.

a reasonable time thereafter ⁴				
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CDBG RECIPIENTS

CDBG recipients are required to follow citizen participation requirements contained in the Method of Distribution.

COMPLAINTS

Oregon will respond, in writing, within fifteen working days of to any comment related to the Consolidated Plan, Annual Action Plan, Method of Distribution, PER, CAPER, or any substantial Program Amendment.

CONTACTS

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