

CITIZEN PARTICIPATION PLAN

Month XX, 2026

2026– 2030

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 (CPP) 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. The State will encourage all of its residents to participate in the development of the Consolidated Plan, including but not limited to elderly residents, low- and moderate-income residents, people experiencing homelessness or near homelessness, or residents needing language accommodations.

During the development of Consolidated Plan, the public will have the opportunity to comment on the CPP and any substantial amendments to the CPP during the initial public hearing. The current version of the CPP is available at oregon.gov/ohcs/development/Pages/consolidated-plan.aspx. The CPP is also available in hard copy and accessible formats, upon request.

UNIVERSAL ELEMENTS

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
- Housing developers
- Philanthropic organizations
- Broadband internet service providers
- Organizations addressing the digital divide
- Agencies that manage flood prone areas, public land, and water resources
- Emergency management agencies
- 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

COMMUNITY ENGAGEMENT APPROACH

In addition to consulting with its partners, the State of Oregon works closely with organizations that serves residents of the state to identify housing, community development, and economic development needs, challenges, and solutions. The State is continuously looking at different public involvement techniques that encourage more participation to ensure all residents have the opportunity to participate in the development of the Consolidated Plan.

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

Information related to all covered documents, including the availability of materials in a form accessible to persons with disabilities upon request, can be found at the following websites and physical locations:

- 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

PUBLIC HEARINGS

The State will hold two public hearings at a minimum during the development of the Consolidated Plan. Specifically:

- The first public hearing will be held during the development of the Consolidated Plan before the plan is published for public comment. The public will have an opportunity to provide information on housing and community development needs, as well as the opportunity to comment on the CPP and any substantial amendments made to the CPP.
- The second public hearing will be held during the 30-day comment period where the public will have an opportunity to comment on the draft Consolidated Plan. Information provided during this public hearing will include, but is not limited to, the amount of assistance the State expects to receive, the range of activities that may be undertaken, the estimated amount of funding that will benefit low- to moderate-income residents, and plans to minimize displacement of persons and to assist any displaced persons. For all public hearings, the State will provide notice of the hearing at least 2 weeks (14 calendar days) in advance of the date of the hearing. At a minimum, the notice will include the date, time, location, format (e.g., in-person, virtual, hybrid), and information related to the content and purpose of the plan. For public hearings that include a review of a plan and/or document, the notice will include information on locations of where copies of the entire plan/document may be examined.

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 residents living with physical disabilities;
- 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 and
- 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 an 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	Yes	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 a reasonable time thereafter ⁴	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.

CDBG RECIPIENTS

CDBG recipients are required to follow citizen participation requirements contained in the Method of Distribution, **as required by 24 CFR 570.486.**

ACCESS TO RECORDS

The State will provide residents, public agencies, and other interested parties with reasonable and timely access to information and records relating to the State's Consolidated Plan and use of assistance under the programs during the preceding five years on the following websites:

- OHCS web site <http://www.oregon.gov/ohcs/pages/consolidated-plan-five-year-plan.aspx>
- OBDD web site <http://www.orinfrastructure.org/>

COMPLAINTS

Oregon will respond, in writing, within fifteen working days 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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