

State of Oregon

# Citizen Participation Plan for CDBG-DR Programs

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Version 3.0 – March 2025



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## Version History

Version Number	Date Revised	Key Revisions
1.0	05/02/2022	Initial Publication of CDBG-DR Oregon Citizen Participation Plan
2.0	12/28/2023	Updated state 504 coordinator email and phone number p.10 Updated website coordinator email and phone number p.13
3.0	3/31/2025	Updated the state 504 coordinator information. Updated the Website Coordinator information. Added direct reference to the Language Access Plan, along with a web link to the document. Updated ReOregon website links.



# State of Oregon

# Citizen

# Participation Plan

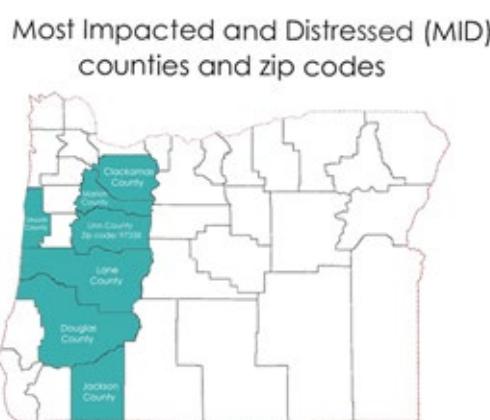
# for CDBG-DR

# 1 State of Oregon Citizen Participation Plan for CDBG-DR

## 1.1 Purpose

The state has adopted a Citizen Participation Plan (CPP) that sets forth the state's procedures for citizen participation in the development and implementation of the U.S. Department of Housing and Urban Development (HUD) Community Development Block Grant Disaster Recovery (CDBG-DR) and mitigation activities and programs. The overall purpose of the CPP is to provide for and encourage citizens to participate in an advisory role in the planning, implementing, and assessing of Oregon's CDBG-DR funded programs. The Citizen Participation Plan has been developed to comply with the requirements outlined in 24 CFR Part 91.115 (Citizen Participation Plan for States) and the HUD requirements for allocating funds for disaster recovery and mitigation contained within the Federal Register Notice issued 2/3/2022 (87 FR 6364).

## 1.2 HUD Identified Most Impacted and Distressed (MID) Areas from 2020 Disasters (DR-4562)



<b>HUD MID Zip Codes</b>	97358 (Linn County)
<b>HUD MID Counties</b>	Clackamas, Douglas, Jackson, Lane, Lincoln, Marion, and Linn* Counties

\*Within the Consolidated Notice, HUD allows grantees to expand eligibility to the whole county when HUD designated a ZIP Code as a HUD-identified MID area. The OHCS has chosen to expand eligibility to include all of Linn County as a HUD-identified MID area.

***Remaining Counties Adversely Affected and Eligible for CDBG-DR under DR-4562***

<b>State Grantee MID Counties</b>	Klamath
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## **1.3 Stakeholder Consultation During Plan Development**

To ensure consistency of the Action Plan with applicable regional redevelopment plans and other recovery initiatives, OHCS will consult with the following stakeholders:

- Tribes
- Local governments
- Federal partners
- Nongovernmental organizations
- Private sector
- Other affected parties in the surrounding geographic area
- Organizations that advocate on behalf of members of protected classes, vulnerable populations, and underserved communities impacted by the disaster
- Relevant government agencies including the state and local emergency management agencies that have primary responsibility for the administration of FEMA funds

## **1.4 CDBG-DR Action Plans – Public Notice and Comment Periods**

The state is the recipient of HUD CDBG-DR funds allocated in response to the federally declared wildfire disaster in September 2020. Citizen participation requirements for the CDBG-DR Action Plan are in the Federal Register Notice issued 2/3/2022 (87 FR 6364). The Federal Register Notice waives regular citizen participation requirements and states requirements for notifying the public regarding use of the disaster CDBG-DR funds and provides an alternative streamlined process.

## 1.5 CDBG-DR Citizen Participation Waiver (87 FR 6364, 02-03-2022)

Citizen participation waiver and alternative requirement. To permit a more streamlined process and ensure disaster recovery grants are awarded in a timely manner, provisions of 42 U.S.C. 5304(a)(2) and (3), 42 U.S.C. 12707, 24 CFR 570.486, 24 CFR 1003.604, and 24 CFR 91.115(b) and (c), with respect to citizen participation requirements, are waived and replaced by the requirements below. The streamlined requirements require the state to include public hearings on the proposed action plan and provide a reasonable opportunity (at least 30 days) for citizen comment and ongoing citizen access to information about the use of grant funds. The streamlined citizen participation requirements for a grant under this notice are:

- Publication of the Action Plan, opportunity for public comment, and substantial amendment criteria. Before the state adopts the action plan for this grant or any substantial amendment to the Action Plan, the state will publish the proposed plan or amendment.
- The manner of publication must include prominent posting on the state's official website and must afford citizens, affected agencies, and other interested parties a reasonable opportunity to examine the plan or amendment's contents.
- The topic of disaster recovery should be navigable by citizens from the state's (or relevant agency's) homepage.
- The state will notify affected citizens through electronic mailings, press releases, statements by public officials, media advertisements, public service announcements, and/or contacts with neighborhood organizations.
- Plan publication efforts must meet the effective communications requirements of 24 CFR 8.6 and other fair housing and civil rights requirements, such as the effective communication requirements under the Americans with Disabilities Act.

## 1.6 CDBG-DR Action Plan

OHCS will post the draft initial CDBG-DR action plan or any substantial amendment for **at least 30 days of public comment on the CDBG-DR website**

<https://www.oregon.gov/ohcs/disaster-recovery/reoregon/about-reoregon/Pages/plans-policies-reports.aspx>.

Additionally, OHCS will convene at least four public hearings (including in person and/or virtual hearings) on the draft CDBG-DR Action Plan after being posted on its website for public comment and prior to submission to HUD. Notice of all hearings will be posted a minimum of 10 business days prior to public hearings.

OHCS makes every effort to publish the draft CDBG-DR Action Plan in a manner that affords citizens, units of general local governments, public agencies, and other interested parties a reasonable opportunity to examine its contents and to submit comments. The plan will remain available on the OHCS website.

To notify the public of the plan's availability, public notification is provided through the following methods:

- Direct email notice to individuals who had signed up for updates on CDBG-DR Action Plan and program development.
- Email notices to local and Tribal governments and nonprofit/community-based organizations that have been active in supporting survivors in disaster recovery, e.g., long-term recovery groups, AARP, disability service advocates, and culturally specific organizations.
- Press release to all major news outlets statewide.
- Announcements on agency-managed social media accounts.
- Formal notice and public announcement on [OHCS' website](#).

The public announcement explains that interested parties are given a reasonable opportunity to examine the contents of the plans and submit comments, as OHCS will also provide a copy of the plans to interested parties upon request.

OHCS considers any comments or views of citizens and units of general local government received in writing or orally in preparing the final CDBG-DR Action Plan. OHCS will address the substance of any comments rather than only acknowledging receipt. A summary of these comments and the state's response, including those not accepted and reasons, will be attached to the final CDBG-DR Action Plan and uploaded in DRGR.

## 1.7 Website

To notify the public of the CDBG-DR plan's availability, OHCS will post the CDBG-DR Action Plan and substantial amendments on the CDBG-DR website:

<https://www.oregon.gov/ohcs/disaster-recovery/reoregon/about-reoregon/Pages/plans-policies-reports.aspx>. To ensure the public knows how all funds are used and administered, OHCS will also post all performance reports, Citizen Participation Plan, procurement policies, contracts that will be paid with CDBG-DR funds, and a description of goods or services currently being procured on the CDBG-DR website. For further information regarding the website content, see Appendix B – Website Policy and Procedure.

## 1.8 Public Hearings

Per the Federal Register's approach for CDBG-DR, at least one public hearing is required during the 30-day comment period. The process below will be followed for a public hearing regarding use of the CDBG-DR funds or a substantial amendment.

All public hearings will be held at a time and accessible location convenient to potential and actual beneficiaries, and with accommodations for persons with disabilities or limited English proficiency (LEP). Both in-person and webinar hosted hearings will be promoted for at least 10 business days prior to the hearing.

Additionally, public hearing notification is provided via:

- Direct email notice to individuals who had signed up for updates on CDBG-DR plan development.
- Email notices to local and Tribal governments and nonprofit/community-based organizations that have been active in supporting survivors in disaster recovery, e.g., long-term recovery groups, AARP, disability service advocates, and culturally specific organizations.
- Press release to all major news outlets statewide.
- Announcements on agency-managed social media accounts.
- Formal notice and public announcement on [OHCS' website](#).

## 1.9 Time Period for Comments

OHCS provides at least 30 days for public comment from citizens and units of local government on the CDBG-DR Action Plan.

Written public comments may be made to OHCS by emailing [ReOregon@hcs.oregon.gov](mailto:ReOregon@hcs.oregon.gov) or by mail to **OHCS, 725 Summer St. NE, Suite B, Salem, OR 97301-1266**.

The CDBG-DR Action Plan will be available on the OHCS CDBG-DR website:

<https://www.oregon.gov/ohcs/disaster-recovery/reoregon/about-reoregon/Pages/plans-policies-reports.aspx>.

## 1.10 Consideration of Comments

OHCS considers any comments or views of citizens and units of local government received either in writing or orally when preparing the final CDBG-DR Action Plan. OHCS will address the substance of any comments rather than acknowledging receipt. A summary of those comments and the state's response will be attached to the final Action Plan or substantial amendment and uploaded in DRGR.

## 1.11 Substantial Amendment

Substantial amendments to the CDBG-DR Action Plan will require at least 30 days of public notice. The public notice will be made in the same manner as prescribed in this document. The thresholds for a substantial amendment are as follows:

Action Plan – an amendment shall be considered substantial (requiring public notification and comment period) in the following events:

- A change in program benefit or eligibility criteria
- The addition or deletion of an activity
- A proposed reduction in the overall benefit requirement
- The allocation or reallocation of the greater of either a reallocation of \$5 million or a reallocation that constitutes a change of 15% or greater of a program budget

## 1.12 Language Access Plan and Accessibility for CDBG-DR

OHCS completed a Language Access Plan (LAP) in compliance with HUD's language access requirements (outlined in 72 FR 2732). The purpose of the LAP is to ensure that OHCS provides appropriate language assistance so individuals with limited English proficiency (LEP) receive meaningful access to OHCS' CDBG-DR programs. The LAP is detailed under a separate document and can be found on the OHCS CDBG-DR website:

<https://www.oregon.gov/ohcs/disaster-recovery/reoregon/about-reoregon/Documents/language-access-plan-ohcs-cdbg-dr-english.pdf>.

LEP individuals include persons who do not speak English as their primary language and who have a limited ability to read, write, speak, or understand English. OHCS and its subrecipients are committed to complying with HUD's language access requirements and will update this LAP as new Census data becomes available.

To ensure LEP individuals and persons with disabilities have prior notice and access to the public hearings, OHCS will:

- Announce public hearings to organizations that represent minorities and person with disabilities at least 10 business days prior to the public hearing date(s).
- Include a statement in public hearing notices indicating that participants may request language interpretation to assist in their participation, via email or phone.
- Include a statement in notices of public hearings that location of the meetings is accessible to person with physical disabilities.
- Include a statement in public hearing notices that attendees can request reasonable accommodations from OHCS to participate in the public meetings.

- Make a reasonable effort to translate significant documents and include a "Google Translate" option on the state's website to accommodate LEP communities.

Residents who require special accommodations to attend the hearing should contact OHCS by emailing **ReOregon@hcs.oregon.gov** or by mail to **OHCS, 725 Summer St. NE, Suite B, Salem, OR 97301-1266** to make advance arrangements. For hearings that are held in areas that meet the minimum threshold for LEP accommodations, translations will be provided.

OHCS provides guidance to its units of local government and subrecipients on developing a local Language Access Plan (LAP). Provisions for interpretation shall be made for LEP citizens to encourage and ensure meaningful access to participation for public hearings, communication materials, websites, and public comments.

## 1.13 Availability to the Public

OHCS will provide the Action Plan, substantial amendments, all performance reports, Citizen Participation Plan, procurement policies, contracts that will be paid with CDBG-DR funds, and a description of goods or services currently being procured to the public, including materials in a form accessible to persons with disabilities and LEP individuals. These documents are made available to the public on the OHCS CDBG-DR website, <https://www.oregon.gov/ohcs/disaster-recovery/reoregon/about-reoregon/Pages/plans-policies-reports.aspx>, to ensure the public knows how all funds are used and administered.

## 1.14 Access to Records

Citizens, public agencies, and other interested parties are given reasonable and timely access to the information and records relating to the state's CDBG-DR Action Plan and the state's use of assistance under the programs covered by the plan. Presentation materials, resources used to compile the information in the plan, comments compiled at public hearings, and all other related materials are available to the public upon request.

## 1.15 Complaints

To comply with the requirements regarding complaints, the state has designated an appropriate and practicable procedure to handle complaints from citizens related to the CDBG-DR Action Plan, substantial amendments, and performance reports. Upon receiving a complaint, OHCS will provide a timely, substantive written response within a 15 working day period.

**Complaints should be sent in writing to:**

Mary Heberling-Creighton, External Affairs Coordinator | Recovery and Resilience  
Oregon Housing & Community Services  
725 Summer St., NE, Suite B  
Salem, OR 97301

Email: [hcs\\_housinginfo@oregon.gov](mailto:hcs_housinginfo@oregon.gov)

By mail to **OHCS, 725 Summer St. NE, Suite B, Salem, OR 97301-1266**

**Complaints regarding fraud, waste, or abuse of government funds will be forwarded to the HUD OIG Fraud Hotline (phone: 1-800-347-3735 or email: [hotline@hudoig.gov](mailto:hotline@hudoig.gov)).**

Complaints regarding accessibility can be reported to the state's 504 coordinator. Plan publication efforts must meet the effective communications requirements of 24 CFR 8.6 and other fair housing and civil rights requirements, such as the effective communication requirements under the Americans with Disabilities Act.

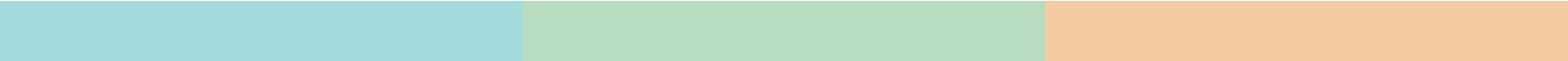
**State 504 coordinator:**

Chad Caubin, OHCS Ombudsperson  
Oregon Housing & Community Services  
725 Summer St., NE, Suite B  
Salem, OR 97301  
Email: [chad.caubin@hcs.oregon.gov](mailto:chad.caubin@hcs.oregon.gov)  
Phone: 503-383-5255

## **1.16 Use of Citizen Participation Plan**

OHCS will follow the Citizen Participation Plan in full and to the best ability possible, as described above.

# **Requirements for Local Governments Receiving CDBG-DR Funds**



## 2 Requirements for Local Governments Receiving CDBG-DR Funds

Recipients of CDBG-DR funds must comply with the state Citizen Participation Plan for CDBG-DR requirements as found in 87 FR 6364. All applicants and recipients of grant/loan funds shall be required to conduct all aspects of the program in an open manner with access to records on the proposed and actual use of funds for all interested persons. All records of applications and grants must be kept at the recipient's offices and be available during normal business hours. Any activity of the state regarding the CDBG-DR program, except for confidential matters relating to housing and economic development programs, shall be open to examination by all citizens.

The applicant/recipient must provide technical assistance to groups representative of persons of low and moderate income that request such assistance in developing proposals at the level of expertise available at governing offices. All application materials and instructions shall be provided at no cost to any such group requesting them. Citizens shall be provided adequate and timely information, to enable them to be meaningfully involved in important decisions at the various stages of the program, including at least the determination of needs, the review of the proposed activities, and the review of past program performance, in the following manner:

- 1) At least one public hearing shall be held prior to the submission of an application for housing and/or non-housing needs being submitted to the OHCS for funding through the CDBG-DR program. Hearings shall be scheduled at a time and location felt to be most likely possible for most interested citizens to attend without undue inconvenience. The development of needs and the review of the proposed activities and their possible environmental impact must be addressed at this hearing as reflected by minutes of the hearing. The hearing cannot be more than six months prior to application submittal.
  - a. The second required hearing is held to address the performance on the funded grant at a minimum of 80% completion. The review of performance (during the grant) must be addressed in public hearing prior to grant close-out. Proof of said hearing will be part of close-out documentation.
- 2) Notification of all hearings shall be given a minimum of five full days (actually, seven days, as the day of the notice and the day of the hearing cannot be counted as one of the five full days) in advance to allow citizens the opportunity to schedule their attendance. Notification shall be in the form of display advertisements in the local newspaper with the greatest distribution, and/or by posting letters, flyers, and any other forms that are clearly documented with wide circulation.

All hearings must be accessible to persons with disabilities. Provisions for interpretation shall be made at all public hearings for non-English speaking residents if such residents are expected to be in attendance. The chief elected official's office shall receive and relate to appropriate persons or groups any views or proposals submitted to aforesaid office within the decision-making time. Any criticism submitted in writing at any time should be answered in writing within fifteen working days by the chief elected official's office. If the complaint is not resolved, it shall be referred to the governing body for final disposition.

# **Appendix A: State of Oregon Website Policies and Procedures for CDBG-DR**



## **3 Appendix A: State of Oregon Website Policies and Procedures for CDBG-DR**

### **3.1 Website Purpose**

The state must maintain a public website that permits individuals and entities awaiting assistance and the general public to see how all CDBG-DR grant funds are used and administered. The website must include copies of all relevant procurement documents and all state administrative contracts, details of ongoing procurement processes, and action plans and amendments. The public website must be accessible to persons with disabilities and individuals with LEP.

### **3.2 Website Content**

To meet this requirement, the State will make the following items available on its website:

- The Action Plan created using DRGR (including all amendments);
- Each performance report (as created using the DRGR system);
- Citizen Participation Plan;
- Procurement policies and procedures;
- All contracts, as defined in 2 CFR 200.22, that will be paid with CDBG-DR funds (including, but not limited to, subrecipients' contracts); and
- A summary including the description and status of services or goods currently being procured by the state or the subrecipient (e.g., phase of the procurement, requirements for proposals, etc.).
  - Contracts and procurement actions that do not exceed the micro-purchase threshold, as defined in 2 CFR 200.1, are not required to be posted to a state's website.

### **3.3 Website Process**

OHCS will ensure that the CDBG-DR comprehensive website is updated monthly at minimum and complies with the combined CDBG-DR notice (87 FR 6364, 2/3/22). The OHCS website coordinator will use the CDBG-DR website checklist below to review the checklist for any updates 30 days prior to the end of the quarter. After completing the checklist review, any items determined to require an update will be updated before the end of the quarter.

**Website Coordinator:**

**Mary Heberling-Creighton, External Affairs** Coordinator | Recovery and Resilience  
Oregon Housing & Community Services  
725 Summer St., NE, Suite B  
Salem, OR 97301  
Email: **mary.heberling-creighton@hcs.oregon.gov**  
Phone: **971-446-3733**

### 3.4 Quarterly CDBG-DR Website Update Checklist

Table 1: Quarterly CDBG-DR Website Update Checklist

Website Reviewer	
Date of Review	
Date Updates Complete	

Required Content	Date Posted	Update Needed	Date Updated	Comments
CDBG-DR Action Plan (DRGR Version)				
CDBG-DR Substantial Action Plan Amendment				
CDBG-DR Non-Substantial Action Plan Amendment				
DRGR Performance Report				
Citizen Participation Plan				

<b>Procurement Policies and Procedures</b>				
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<b>Current Contracts with Vendors and Subrecipients</b>				
<b>Type of Contract</b>	<b>Contracts Posted?</b>	<b>Contracts Current?</b>	<b>Closed Contracts Archived</b>	<b>Comments</b>
CDBG-DR Contracts (Vendors)				
CDBG-DR Subrecipient Agreements				
<b>Active Procurement by Status</b>				
<b>List Open Solicitations</b>	<b>Date Solicitation Opened</b>	<b>Date Solicitation Closed</b>	<b>Date Solicitation Awarded</b>	<b>Date Contract Posted to Website</b>