

APPENDIX A: CITIZEN PARTICIPATION PLAN

The purpose of this Citizen Participation Plan is to provide a framework of policies and procedures to guide Clackamas County's efforts to encourage citizen participation in the process governing the County's community planning and development programs. Community Development (CD) programs include: the Community Development Block Grant (CDBG), the Emergency Shelter Grant (ESG), the HOME Investment Partnership (HOME) and Housing Opportunities for Persons with AIDS (HOPWA). The CD programs are all funded by the U.S. Department of Housing and Urban Development and governed by federal regulations. The Citizen Participation Plan is part of the Consolidated Plan adopted by Clackamas County and is subject to the same public review and comment process for adoption and amendment.

GENERAL POLICIES

The primary goal of the Citizen Participation Plan is to provide for and encourage participation in all phases of the CD program by low- and moderate-income persons, especially those residing in neighborhoods which are considered slum and blighted areas, are predominately low- and moderate-income, or are areas where program funds are proposed to be used. Staff will provide technical assistance in developing proposals for CD program funding to any individuals or groups requesting such assistance.

Citizens, public agencies and other interested parties will be provided with access to program records and information related to the Consolidated Plan, amendments to the Consolidated Plan, performance reports, and the use of CD program funds during the preceding three-year period at the CD program office during normal working hours.

Copies of program documents and reports will be available at no charge, and will be available in a form accessible to persons with disabilities upon request. Availability of key documents will be included in the ads published to solicit comments on the program documents.

A citizen participation electronic distribution mailing list shall be the primary method of notifying interested persons of CD program activities. Interested persons who do not have access to electronic notifications will be mailed paper notices via the postal system. The Citizen Participation list (CP List) is made up of members of the Policy Advisory Board, representatives of government agencies, community planning organizations, public housing developments, neighborhood associations, all persons who have submitted project proposals in the last three-year cycle, and any persons requesting to be placed on the mail list and e-mail distribution list.

Notification of public hearings and advisory committee meetings will be given electronically and by public notices which will be placed in the two County newspapers of record. Ads will be placed in newspapers so as to appear a minimum of ten days prior to

the meetings. Public hearings and advisory committee meetings will also be included in the agency schedule, which will be mailed to persons and groups on the CP list. All meetings and public hearings held for the purpose of discussing the CD program will be held in locations accessible to people with physical disabilities.

Local project specific meetings will be held with neighborhood groups and affected citizens on an as-needed basis. These meetings will be publicized through direct contact with representatives of the affected citizens, flyers or newspaper ads, where appropriate.

Due to the very small population of non-English speaking residents in the County, there shall be no routine provision for translators or translation of printed materials at public hearings or meetings. In the event issues or projects scheduled to be discussed at public hearings are determined by program staff as likely to result in attendance by a significant number of non-English speakers, pertinent printed documents shall be printed in the appropriate language, and a translator shall be provided.

POLICY ADVISORY BOARD

The primary forum for making recommendations to the Board of County Commissioners relative to the usage of funds under the CD program shall be the Policy Advisory Board (PAB). The PAB is comprised of 15 members, each representing one of the cities which are partners with the County in the CD program. Members are selected by their respective cities. The committees meet on an as-needed basis. The meetings are open to all interested persons. Notification of the meetings and periodic packets of information are sent electronically and via postal service to PAB members as well as the Citizen Participation list.

PROGRAM AND POLICY DEVELOPMENT PHASE

In the fall of each program year, a planning schedule will be prepared and distributed to the CP list. The schedule will inform persons of the date and purpose of public hearings, advisory committee meetings and key events in the consolidated planning process. Funding policies for the CDBG program will be revised and adopted on a three-year cycle. Other CD program policies will be subject to annual review.

The beginning of each program cycle will start with a review of the relevant funding policies. The policies will be used to set funding priorities and guide the project selection process and the overall administration of the program. The PAB process mentioned above will be used to review and recommend changes to the policies as part of the Consolidated Planning process. The policies will be adopted by the Board of County Commissioners who will be responsible for the final decision on their content.

In the fall or winter of each year, a public hearing on the County's housing and community development needs will be held. The hearing will be held in the evening at a centrally located public building convenient for potential beneficiaries of the CD program to attend. The amount of CD program funds available and the range of eligible activities will be discussed. The hearing will be publicized in the two County newspapers of record as well as by a notice sent to the CP list via e-mail and postal service mail.

PROJECT EVALUATION AND SELECTION PHASE

Solicitation of proposals for grant funds for the CDBG program will be done on a three-year cycle. Advertisements announcing the availability and amount of the funds and the program's intent will be published in all newspapers printed within the County in the fall prior to the beginning of the new cycle. The program's national objective of benefit to lower-income persons and neighborhoods will be emphasized, and individuals will be encouraged to submit proposals.

Proposals for other CD programs will be solicited annually according to individual program policies and regulations. Project sponsors representing governmental agencies requesting funds for projects located in incorporated areas of the County will be required to gain approval of the governing body of the affected area. This process will take place at public hearings held before the respective city councils/commissions.

The Policy Advisory Board (PAB) will hold a series of meetings, after proposals are submitted, for the purpose of selecting projects to be funded. The PAB recommendations will be presented to the Board of County Commissioners (BCC) at an annual public hearing held in the spring during daytime hours at the BCC hearing room in Oregon City. The hearing will be publicized in the two County newspapers of record as well as by a notice sent to the CP list. This hearing will deal with the proposed Consolidated Plan as well as past use of the funds and CD program performance. Comments from the public will be considered by staff and a final Consolidated Plan will be prepared and submitted to the BCC for their approval. In the second and third years of the CDBG program cycle, the proposal solicitation and project selection process will be minimized. Decisions regarding CDBG funds in these years will only be made for carryover funds, program income or an increase in the amount of available grant funds.

During the development to the Consolidated Plan, citizens, public agencies and interested parties will be kept informed of the amount of funds available, the range of eligible activities, and the estimated amount of program funds which will benefit low- and moderate-income persons. This will be accomplished through a combination of public notices and mailings to the CP list. Once a proposed Consolidated Plan is prepared, a public notice containing a summary of it will be published in the two County newspapers of record. The summary will contain the contents and purpose of the plan as well as a list of locations where complete copies of the plan may be viewed. A draft copy of the Consolidated Plan will be posted on the Clackamas County Community Development

Division Web site. The summary will also be sent to the CP list. Complete copies of the proposed plan will be available at County libraries, government offices that deal with potential beneficiaries of the CD program and public places such as senior centers. The publication of the summary of the proposed plan will begin a thirty-day period during which citizen comment on the plan will be accepted. During this period a public hearing before the Board of County Commissioners will be held on the proposed plan. CD program staff will consider all comments received during the thirty-day period. A summary of all comments received and the reason for not accepting any particular comments will be attached to the final Consolidated Plan.

PROJECT DEVELOPMENT AND MANAGEMENT PHASE

Program staff will attempt to involve affected citizens in project development and management where feasible. Depending on the type of project, this effort will vary. Some projects such as senior center construction or park improvements will be undertaken in cooperation with local advisory groups or neighborhood associations. These groups will be included in the project design process and in setting project priorities. Other types of projects such as housing rehabilitation loans, and neighborhood paint, security and clean up programs will be targeted to occur in lower-income and blighted neighborhoods. Mailings to residents will be used to encourage participation in these programs.

The primary focus of the CD program's outreach effort to residents of publicly-assisted housing will be through consultation with the Housing Authority of Clackamas County (HACC). The appropriate staff persons will be kept informed of CD program activities during all phases of the program year. Residents will be kept informed of CD program activities through contact with the staff liaison to the HACC Comprehensive Grant Committee and through mailings to the committee members that are included on the CP list. CD program staff will provide HACC staff with information about Consolidated Plan activities which are related to its housing developments and the surrounding communities through direct contact, mailings or project specific meetings, where appropriate. Prior to the annual public hearing held by HACC to satisfy Comprehensive Grant requirements, CD staff will make relevant Consolidated Plan information available to HACC staff and/or the Comprehensive Grant Committee.

AMENDMENTS TO THE CONSOLIDATED PLAN

Clackamas County's CD program will amend its Consolidated Plan when any of the following occur:

1. An activity described in the annual Action Plan is not going to be carried out;
2. An activity not described in the annual Action Plan is going to be carried out;
3. The location of an activity described in the annual Action Plan is changed so that it is located in a different service area than originally described;

4. The beneficiaries of an activity described in the annual Action Plan are changed so that the predominant group of beneficiaries is different from those which were described;
5. The purpose or scope of work of an activity described in the annual Action Plan are changed in essential, important or significant ways from those described, as determined by the CD Program Director; or
6. The purpose or scope of work of an activity described in the annual Action Plan is changed such that the budget of the project is increased by more than 25 percent.

Notice of proposed amendments to the Consolidated Plan will be published in the two County newspapers of record. Amendments may also be posted on the Clackamas County Community Development Division Web site. Citizens will be given a 30-day period in which to comment on the proposed amendment, and CD program staff will consider all comments received. A summary of all comments received and the reason for not accepting any particular comments will be attached to the amendment.

PERFORMANCE REPORTS

Notice that performance reports that have been prepared will be published in the two County newspapers of record. Citizens will be given a 15-day period in which to comment on the performance reports, and CD staff will consider all comments received. A summary of all comments received and the reason for not accepting any particular comments will be attached to the performance reports.

Displacement Policy

The CD program shall avoid, whenever possible, and in all cases minimize, the permanent involuntary displacement of persons as a direct result of activities assisted under the CD program. The CD program's Funding Policies discourage proposals for grant funds that cause individuals or businesses to be displaced. Projects with potential for displacement, will, whenever feasible, be structured to reduce the occurrence of displacement by phasing the work or providing temporary housing.

Clackamas County's CD program will provide assistance to persons displaced in compliance with the Housing and Community Development Act of 1974, as amended, the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, and HUD regulations pursuant to the Acts. Generally, this assistance consists of reasonable moving and related expenses, assistance in relocating, and financial assistance to secure replacement housing.

Information regarding assistance to displaced persons will be provided by contacting the affected persons as soon as the possibility of displacement is determined. The appropriate HUD booklets explaining relocation assistance will be provided, and technical assistance will be offered.

COMPLAINTS

CD program staff will provide a substantive written response to all written citizen complaints received related to the Consolidated Plan, plan amendments, and performance reports, within 15 working days from receipt of the complaint. Citizens not satisfied with the staff response may request a review of the complaint by the CD Program Director.