



CITIZEN PARTICIPATION PLAN

COMMUNITY DEVELOPMENT BLOCK GRANTS HOME INVESTMENT PARTNERSHIP PROGRAM

URBAN DEVELOPMENT DEPARTMENT-FEDERAL PROGRAMS DEVISION
350 COMMERCIAL STREET NE, SALEM, OREGON 97301

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I. INTRODUCTION

As an entitlement community, City of Salem is eligible to receive Community Development Block Grants (CDBG) and HOME Investments partnership program (HOME) funds from the U.S Department of Housing and Urban Development (HUD). These funds are used to administer housing and community development loans and programs within the cities of Salem and Keizer. The goals of CDBG and HOME investments are to develop viable urban communities through the provision of decent housing and economic opportunities for low- and moderate-income residents. Federal law requires the City to develop a detailed Citizen Participation Plan to describe the City's policies and procedures for public involvement in the use of CDBG and HOME funds. Salem receives HOME funds as part of a consortium with the City of Keizer.

The Citizen Participation Plan provides for and encourages citizens to participate in the planning, development, implementation, and evaluation of the City's Housing and Community Development plans and programs. The Citizen Participation Plan focuses on public involvement in the process of developing the City's Housing and Community Development Consolidated Plan (Consolidated Plan), Annual Action Plan, and a review of the Consolidated Annual Performance Report (CAPER). Substantial amendments to the Consolidated Plan and the Annual Action Plan go before citizens for evaluation and comments before they are approved.

DEFINITIONS

Community Development Block Grant

Community Development Block Grant (CDBG) is a formula grant provided annually to the City to administer, subject to federal regulatory requirements. It is used for a variety of housing and community development programs and activities with the objective of providing decent housing, a suitable living environment, and expanded economic opportunities that benefit low- and moderate-income persons in the City.

HOME Investment Partnership Program (HOME)

HOME program funds are provided by HUD to carry out activities that expand the supply of decent affordable housing to low- and moderate-income households, expand the capacity of non-profit housing providers, strengthen the ability of State and Local government to provide housing, and leverage private sector participation in the provision of decent affordable housing.

Housing and Community Development Consolidated Plan

Every five years, the Housing and Urban Development Advisory Committee, with the assistance of staff of the Urban Development Department develops a new Housing and Community Development Consolidated Plan (Consolidated Plan). The Consolidated Plan identifies community needs and formulates a Five-Year strategic plan with objectives, implementation strategies, and outcomes that

address the needs for housing, community and economic development, and human service needs of residents within the cities of Salem and Keizer.

Annual Action Plan

The Consolidated Plan guides the development of an Annual Action Plan. The Annual Action Plan outlines the City's funding priorities and set goals during the program year for assisting citizens of Salem and Keizer in obtaining clean, safe, and affordable living conditions. The plan outlines the City's efforts towards reducing homelessness, and lists community and economic development projects targeted for funding. The City works with neighborhood associations, advisory boards, social service agencies, non-profits, and interest groups to develop the Annual Action Plan.

Before the Consolidated and Annual Action Plans are adopted, the city will make public the amount of funds available (including program income), the range of activities that can be undertaken with each grant, the estimated amount of funds that will benefit low- and moderate-income persons, the City' plans to minimize displacement, and when and how the city will make this information available.

Consolidated Annual Performance Report (CAPER)

Performance measurements are designed to monitor all applications and to determine the impacts of the City's housing and community development programs and activities. The City has established a vigorous performance measurement system to review the outcomes of all programs funded with HUD dollars. The Consolidated Annual Performance Report (CAPER) documents accomplishments of CDBG and HOME programs investments in the City. The CAPER presents information to assist citizens to evaluate the City's performance in meeting goals of the Consolidated Plan.

II. FEDERAL CITIZEN PARTICIPATION REQUIREMENTS

Annual program application submitted to the U.S Department of Housing and Urban Development (HUD) must:

1. Give maximum feasible priority to programs that will principally benefit low – and moderate income families or aid in the prevention of slum and blighted conditions.
2. Have provided citizens with information as to the amount of funds expected to be annually available (including the annual grant program income that is expected to be received during the program year, together with any program income received during the preceding program year that has not yet been allocated to a project during the development of the annual program.
3. Set out costs and other resources to be used, as well as a description of the targeted areas.
4. Contain proper provisions for community involvement in the review and preparation of the Consolidated Plan and Annual Action Plan.

Encouraging Public Participation

Citizen Participation Plan requirements are designed to encourage participation by low- and moderate-income persons particularly those living in low- and moderate- income areas where CDBG funds are proposed to be used. Local and regional institutions and organizations, including business, non-profits, neighborhood associations, and faith based groups are encouraged to take part in the process of developing and implementing the City's housing and community development plans and programs.

Low- and moderate-income individuals, minorities, non-English speakers, and residents of public and assisted housing benefiting from CDBG and HOME programs will be notified and encouraged to participate through neighborhood newsletters and neighborhood group meetings.

The City will consider all comments received in writing or orally at public hearings and during the preparation of the Consolidated Plan, Annual Action Plan, and the CAPER.

The Role of Low Income Persons

Citizen Participation Plan requirements are aimed at developing viable urban communities through the provision of decent housing and the implementation of mechanisms that enhance community progress. This includes assisting low- and moderate-income persons to find suitable living environments, decent housing, and sustained livable wage jobs.

A variety of local service agencies and private groups are involved in recommending and implementing specific funding strategies that address affordable housing, homelessness, and community development activities in the City. In order to grasp the true needs of low income residents, representatives of social services agencies and the low- and moderate-income individuals they serve are encouraged to take part at all stages of the process including:

- Identifying needs
- Setting priorities and goals
- Funding allocation
- Recommending strategies and programs that best serve the needs of individuals benefiting from CDBG and HOME funded activities.

III. STAGES OF THE CITIZEN PARTICIPATION PLAN DEVELOPMENT PROCESS

1. Assessment and identification of housing and community development needs.
2. The Draft Consolidated Plan and or Annual Action Plan.
3. Formal approval by the City Council of the Consolidated Plan and/or final Annual Action Plan.
4. Substantial and Minor amendments necessary to change the use of funds already budgeted in an Annual Action Plan or established in the Consolidated Plan.
5. Performance Reviews in the CAPER.

STRUCTURE OF CITIZEN PARTICIPATION PLAN

1. Citizens will be given reasonable and timely access to local meetings, information, and records relating to the proposed use of community development funds. Copies of all reports and material relevant to a Salem Council meeting will be available on the Thursday before the Monday meeting at the Urban Development Department, 350 Commercial St. NE.

HOME Consortium amendments affecting the City of Keizer will be provided to the Keizer City Council as specified. Materials relevant to the Keizer City Council meetings will be made available according to City of Keizer policy.

2. Technical assistance will be provided to groups and agencies representing low- and moderate-income person in requesting assistance in developing project/funding proposals. Typical entities requesting technical assistance may be neighborhood associations, City advisory boards and Commissions, interest groups, non-profit agencies, and citizens. Such groups will be responsible for the actual writing and submission of proposals.
3. At least two public hearings will be held every year to obtain citizen views and to respond to proposals at different stages of the programs administered by the Urban Development Department, specifically: the development of the Consolidated Plan, the solicitation of project proposals for the Annual Action Plan; and the annual hearing on the prior year's CAPER.
4. The meeting place of public hearings shall be suitable to accommodate persons with disabilities.
5. Written answers to complaints and grievances will be provided within 15 working days. Complaints and grievances may either be addressed to the Urban Development Department, 350 Commercial St. NE, or the City Manager's Office, Salem Civic Center, 555 Liberty St. S.E., Salem, Oregon 97301.
6. Efforts will be made to meet the needs of those likely to benefit from housing and urban development programs including persons with special needs, the homeless, minorities, and non-English speaking residents by providing opportunities for participation in plan development and in public hearings. Alternative forms of the documents including translated versions will be provided upon request, as long as at least a 48 hour advanced notice is provided for those who can reasonably be expected to attend and participate in such activities.
7. Consultation efforts will be made with social service agencies, State of Oregon departments specifically concerned with lead based paint hazards and non housing activities, adjacent local government entities, and local housing authorities.
8. A variety of methods, including the City's internet site, shall be used to facilitate the review and evaluation of proposed housing and urban development policies, programs, and projects.

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Each year citizens and interested agencies will be notified of the funding level of assistance expected in the upcoming year when that information is received from HUD. Initial information may be based on local estimates. Citizen and interested entities will also be informed of the amount of funding expected to benefit low- and moderate- income persons.

Except outlined in Amendments, the types of activities funded each year will be determined through the process outlined in this Citizen Participation Plan. Programs and activities administered by the Federal Programs Division of the Urban Development Department will be aligned directly to the needs and goals identified in the Consolidated Plan.

PUBLIC NOTICE

City of Salem will provide advanced notice once any of the following documents are available for public comment.

1. Consolidated Plan
2. Annual Action Plan
3. Proposed Amendments and
4. Consolidated Annual Performance Report.

Notice will be published in a newspaper of general circulation to advise citizens of the hearings and deliberations scheduled. Information of the date, time and place of these hearing will be made available through these advertisements and other publication. Efforts will be made to advertise in media that serves non-English speaking households in the community.

Prior to final adoption of the Consolidated Plan and Annual Action Plan, a 30 day comment period will be required to receive written comments. A brief summary of the plan will be published in the Statesman Journal and if feasible, in media that serves non-English speaking persons. The notice will also provide information about the location where complete copies of the plan may be reviewed

IV. CITY OF SALEM NEIGHBORHOOD ASSOCIATIONS

A primary vehicle for the citizen participation element of the Community Development Block Grant Program will be the City's neighborhood associations. These associations are officially recognized by the Planning Commission and City Council. The City has adopted policies and procedure ensuring fair and open access by citizen pursuant to SRC 64.250-64.350.

All of Salem's 19 neighborhood associations have a Neighborhood Services Specialists and staff liaisons from the City assigned to assist them with communications, obtaining information, and better organizing. Neighborhood association volunteers make a difference in the Salem community by

providing information to decision-makers, working on self-help projects, and acting as a communication link between the City and other citizens.

To support the activities of neighborhood associations, the City publishes a monthly newsletter – Salem Community Connections. The purpose of the Salem Community Connections is to engage citizens in activities that benefit their neighborhoods as well as the general community. Information presented includes educational workshops, volunteer activities, the opportunity to review and comment on proposed City Plans, City news and updates, and an overview of City Council activities.

V. AMENDMENTS TO ANNUAL ACTION PLAN (and/or CONSOLIDATED PLAN)

Substantial and minor amendments to the Consolidated Plan and Annual Action Plan may be made subject to the following procedure and requirements. The Housing and Urban Development Advisory committee may allow the Urban Development Director or designee, the authority to decide minor amendments to the Consolidated Plan or Annual Action Plan. All substantial amendments must be acted on by Salem City Council. Amendments affecting housing related policies or projects within the Keizer City Limits must also be addressed by the Keizer City Council as described below.

A. CONSOLIDATED PLAN

1. Substantial Amendment

A substantial amendment to the Consolidated Plan means an amendment that changes the intent of the plan by modifying adopted priority needs, implementation strategies, or location policies. Substantial amendments require a public hearing and City Council approval. The Housing and Urban Development Advisory Committee and City staff shall review substantial amendments. Either the Committee or City staff may provide recommendations to the City Council. Written notices of City Council consideration of substantial amendment shall be provided to the City's recognized neighborhood associations and published in a newspaper of general circulation to provide a period, not less than thirty days, to receive comments on the substantial amendment before implementation.

2. Minor Amendment

- a. Amendments that change the text of the Consolidated Plan to correct errors, or changes to text, which will not modify the intent of the plan by changing adopted priority needs, implementation strategies or location policies; or
- b. Any amendment that does not qualify as a substantial amendment as defined above.
- c. The Urban Development Department Director or designee is granted authority to decide minor amendments to the Consolidated Plan. Notwithstanding this authority, the Urban Development

Department Director or designee may refer a minor amendment to the Housing and Urban Development Advisory Committee for action. The decision of the Urban Development Department Director and the Housing and Urban Development Advisory Committee is the final local determination unless acted upon by City Council.

3. *Housing Program (HOME Consortium) Amendments*

- a. The City of Keizer may initiate amendments to housing-related policies in the adopted Consolidated Plan. Such amendments shall be referred to the Housing and Urban Development Advisory Committee and Urban Development Department staff, for recommendation to the Salem City Council. Such amendments must be approved by the Keizer City Council and Salem City Council.
- b. The City of Salem may initiate amendments to change the adopted Consolidated Plan. Amendments to change housing related policies shall be approved by both the City of Keizer and the City of Salem.
- c. Written notice of an amendment to program policies acted on by Salem or Keizer City Council shall be provided to the affected Salem or Keizer recognized neighborhood association and published in a newspaper of general circulation to provide a period, not less than 30 days to receive comments on the substantial amendment before implementation.

B. ANNUAL ACTION PLAN

1. *Substantial Amendments*

Substantial amendments to the Annual Action Plan means an amendment that changes an approved project if at least one of the conditions listed below exist:

- a. A proposed project site is relocated a distance greater than ½ mile radius from the site identified in the Annual Action Plan;
- b. There is a change in approved federal funding sources;
- c. A proposal that changes a land use to one that requires a special or conditional use permit or is likely to result in a 50% change in capacity or amount of service provided;
- d. There is a change in the priority needs served by the original proposal;
- e. The cost of completing the project or conducting a program exceeds the original approved budget by 50% or more; or
- f. A project is added.

Substantial amendments require a public hearing and City Council approval. The Housing and Urban Development Advisory Committee and City staff shall review all substantial amendments. Either the Committee or staff may provide recommendations to the City Council. Written notices of City Council consideration of substantial amendments shall be provided to affected recognized neighborhood

associations and published in a newspaper of general circulation to provide a period, not less than thirty days, to receive comments on the substantial amendment before implementation. HOME Consortium amendments shall be processed according to Section 3 below.

2. *Minor Amendments*

- a. Any change to a project contained in the Annual Action Plan that does not meet the conditions for a substantial amendment.
- b. The Urban Development Department Director or designee is granted authority to decide minor amendments to the Annual Action Plan. Notwithstanding this authority, the Urban Development Director or designee may refer a minor amendment to the Housing and Urban Development Advisory Committee for action. This is the final local determination unless acted upon by City Council.

3. *Housing Program (HOME Consortium) Amendments*

- a. The City of Keizer may initiate amendments to modify the funding of any project located within the Keizer city limits and approved in the Annual Action Plan. Such amendments shall be referred to the Housing and Urban Development Advisory Committee and Urban Development Department staff, for recommendation to the Salem City Council. Such amendments must be approved by the Keizer City Council and Salem City Council.
- b. The City of Salem may initiate amendments to modify program projects approved in the Annual Action Plan. Amendments that require Salem City Council action to modify funded projects approved in the Annual Action Plan shall also be approved by the City of Keizer, if the project is located within the Keizer city limits. An amendment requiring Salem City Council action to modify a funded project within the Salem city limits shall be approved by the Salem City Council. The City of Keizer shall be provided with written notice at least 30 days in advance of Salem City Council consideration of such an amendment to provide the City of Keizer with an opportunity to comment on proposals prior to Salem City Council action.
- c. Written notice of an amendment to projects acted on by the Salem or Keizer City Council shall be provided to the affected Salem or Keizer recognized neighborhood association and published in a newspaper of general circulation to provide a period, not less than 30 days, to receive comments on the amendment prior to implementation.

VI. CONSOLIDATED ANNUAL PERFORMANCE REPORT (CAPER)

Citizens and citizen groups will be requested to assess and comment on the performance of programs, projects, and services funded through the Federal Program division of the City's Urban Development Department. A 15-day comment period is required prior to Council approval of the CAPER.

VII. RESPONSE TO SUBMISSION OF VIEWS AND PROPOSALS

The City will respond to all complains or grievances submitted. Project proposals shall be responded to and addressed at the public hearing for the program year. Testimony received at public hearing, if properly addressed, will not require a written response.

VIII. COMPLAINT PROCEDURES

When complaints are addressed to the City regarding the Housing and Urban Development programs, every effort will be made to respond in writing within fifteen (15) working days of receipt of such complaint. Complaints should be addressed to: Urban Development Department, 350 Commercial St. NE, Salem, Oregon 97301, 503.588.6178; or to the City Manager's Office, 555 Liberty St. SE, Salem, Oregon 97301, and 503.588.6255.

IX. AVAILABILITY OF PROGRAM RECORDS AND INFORMATION

The Consolidated Plan and other documents, including citizen comments related to the final plan and relevant to covered programs will be made available for public inspection at the Urban Development Department, 350 Commercial St. NE, Salem, Oregon 97301, 503.588.6178. These documents include but are not limited to the Consolidated Plan, Annual Action Plan, Citizen Participation Plan, Annual Performance Report, and minutes of public meetings. Copies will be provided free of charge. Copies of the Consolidated Plan, Annual Action Plan, Citizen Participation Plan, proposed and approved applications and the CAPER will also be made available at the Salem Public Library and posted on the City's Internet site. The Library is open evenings and weekend hours. An alternative format will be made available upon request.