

COMMUNITY PARTICIPATION PLAN¹

WASHINGTON COUNTY CONSORTIUM Washington County/City of Beaverton/City of Hillsboro 2020-2024 CONSOLIDATED PLAN

1. Background

This Community Participation Plan (CPP) sets forth policies and procedures to provide for and encourage participation by community members of Washington County and the Cities of Beaverton and Hillsboro (the Washington County Consortium) in the development of the jurisdictions' Consolidated Plan and Analysis of Impediments. The CPP also applies to any substantial amendments to the Consolidated Plan and to the preparation of the annual performance report, which evaluates progress in meeting Consolidated Plan objectives.

The provisions of the CPP fulfill statutory and regulatory requirements for community participation specified in the US Department of Housing and Urban Development's (HUD) rules for the Consolidated Plan, the Analysis of Impediments, the Community Development Block Grant (CDBG) Program, the HOME Investment Partnerships (HOME) Program, and the Emergency Solutions Grant (ESG) Program.

2. Encouraging Community Participation

The Consolidated Plan states the Washington County Consortium's overall strategy for coordinating federal and other housing and community development resources is to provide decent housing, establish and maintain a suitable living environment, and expand economic opportunities, particularly for low and moderate-income persons.

Interested groups² and individuals are encouraged to provide input into all aspects of the Consortium's consolidated planning activities—from assessing

¹ 24 CFR Part 91.105 requires that jurisdictions adopt a citizen participation plan that sets forth the jurisdiction's policies and procedures for citizen participation in the HUD-funded programs. As an effort to be more inclusive and use inclusive language, Washington County, the City of Beaverton and the City of Hillsboro refer to this document as the Community Participation Plan (CPP). The CPP adheres to all the federal requirements under Part 91. The CPP has been reviewed by Root Policy Research as part of its scope of work on the Consolidated Plan.

² Interested Groups include local and regional institutions, the Public Housing Authority, the Continuum of Care and other organizations (including businesses, developers, nonprofit organizations, philanthropic organizations, and community-based and faith-based organizations) in the process of developing and implementing the Consolidated Plan.

needs and setting priorities through performance evaluation. The CPP offers numerous opportunities for community members to contribute information, ideas, and opinions about ways to improve our neighborhoods, promote housing affordability, and enhance the delivery of public services to all community members.

In developing its Consolidated Plan and the Analysis of Impediments, the Consortium will undertake community engagement efforts that are culturally responsive and encourage hard to reach populations, including:

- Low and moderate-income persons, particularly those living in areas where CDBG funds are proposed to be used,
- Community members of predominantly low- and moderate-income neighborhoods,
- Communities of Color
- Limited English Proficiency and/or Non-English-speaking persons,
- Persons with disabilities, and
- Community members of public and assisted housing developments.

Washington County, the City of Beaverton, and the City of Hillsboro are committed to keeping all interested groups and individuals informed of each phase of the consolidated planning process, and of activities being proposed or undertaken under HUD entitlement programs. Opportunities to comment on or participate in planning community development and affordable housing activities and projects will be publicized and disseminated throughout the Washington County Consortium. Each Entitlement jurisdiction will post comment periods in publications that serve those specific geographies. Any city mailing lists that might capture entities not covered by the County's master list and the Continuum of Care listserve may be used to encourage participation.

Innovative tactics to public involvement will be utilized for Consolidated Plan and Analysis of Impediments planning efforts: focus groups, communitywide surveys (in multiple formats), listening sessions, public meetings, public hearings, etc. To increase participation and ensure authentic engagement during these public involvement efforts, the following supportive services will be secured: interpretation, translation, child care provision, meal provision, participant compensation, etc.

To ensure broad outreach, the County, the City of Beaverton and the City of Hillsboro will make all housing and community development plans and reports available via computer technology, i.e., websites will contain summaries of programs and reports and links to specific documents. Likewise, public comments may be accepted via email during specific comment periods.

3. Policy Advisory Board, Beaverton City Council, and Hillsboro City Council

The Washington County Policy Advisory Board (PAB) serves as the advisory board to the Washington County Board of Commissioners for the planning, implementation, evaluation and policy formulation for the County's CDBG, HOME and ESG programs. The City of Beaverton and the City of Hillsboro's respective City Councils are the final approving authority for each City's CDBG funding activities.

4. Public Hearings and Meetings

The Consortium will conduct at least two public hearings a year to obtain community members' feedback and to respond to comments and questions. The hearings will take place at different stages of the consolidated planning and fair housing process and together address:

- Housing and community development needs,
- The proposed use of program funds, and
- Program performance during the past year.

At least one hearing will be held before each year's proposed Action Plan is published for comment so that the Consortium may obtain community members' feedback on needs and priorities in the areas of housing and community development. In addition, at least one public hearing will be held to solicit comments on draft plans.

Information about the time, location, and subject of each hearing will be provided to community members at least two weeks in advance through adopted public notice and outreach procedures.

Every effort will be made to ensure that public hearings are inclusive and culturally responsive. Hearings will be held at convenient times and locations, preferably in the evening, near public transit, and in places where people most affected by proposed activities can attend. The Consortium will utilize public hearing facilities that are accessible to persons with mobility challenges. The Consortium will provide appropriate materials, equipment, and interpreting services to facilitate the participation of limited-English proficient/non-English speaking persons and persons with visual and/or hearing impairments when notice is received, preferably seven days in advance of the public hearing date. Interpreters will be provided at public hearings where a significant number of limited English/non-English speaking community members are expected to participate.

If, in the event of a declared city, state or national emergency declaration; every attempt will be made to hold the public hearing either completely virtually or in person with a secondary method of interaction such as conference call, social

media or web crossing option for virtual participants. In such an event, access information will be posted to the Community Development website at: <https://www.co.washington.or.us/CommunityDevelopment/>

Depending on available resources and staffing, the Consortium may exceed these basic requirements.

All public hearings and public meetings associated with the Consolidated Planning process will conform to the Oregon Open Meetings Law.

5. Publication of the Proposed Consolidated Plan/Related Action Plans and the Analysis of Impediments

The Consortium will publish its proposed Consolidated Plan/related Action Plans and the Analysis of Impediments in a manner that affords community members, public agencies, and other interested parties a reasonable opportunity to examine its contents and submit comments. The proposed or “public comment” draft of the Annual Action Plan will be a complete document that includes:

- The estimated amount of assistance the participating jurisdictions expect to receive (including grant funds and program income), and
- The range of activities that may be undertaken, including the estimated amount that will benefit persons of low and moderate income.

A summary of the proposed Consolidated Plan/Analysis of Impediments/Action Plan will be published in one or more newspapers of general circulation at the beginning of the required public comment period. The summary will describe the contents and purpose of the plan and include a list of the locations where copies of the proposed Plans may be obtained or examined. The following are among the locations where copies of the public comment draft will be made available for inspection:

- All public library members of the Washington County Cooperative Library Services;
- City of Hillsboro, Community Development Department, 150 E. Main Street 5th Floor, Hillsboro;
- City of Beaverton, Community Development Department, 12725 SW Millikan Way, Beaverton;
- City of Beaverton, Office of the Mayor, 12725 SW Millikan Way, Beaverton;
- Washington County Office of Community Development, 328 West Main, Suite 100, Hillsboro.

Community members and community groups may obtain a reasonable number of free copies of the proposed Consolidated Plan by contacting the Washington County Office of Community Development at (503) 846-8814.

6. Public Comments on the Proposed Consolidated Plan

The Washington County Consortium will receive comments from community members on its proposed Consolidated Plan for a period not less than 30 days prior to submission of the plan to HUD.

Feedback or comments received in writing or orally at public hearings, will be considered in preparing the final Consolidated Plan. A summary of the feedback and comments, including a summary of any feedback and comments not accepted and the reasons therefore, shall be attached to the final Consolidated Plan.

7. Public Notice and Outreach

An informed community is critical to effective and responsive housing and community development programs. Efforts to educate community members and empower their participation are an ongoing element of the consolidated planning process.

As the fundamental means of notifying interested community members about the Consolidated Plan and related activities, the Consortium will utilize display ad notices in newspapers of general circulation. Such notices will be published at least two weeks prior to public hearings or other events of record. All notices will be written in plain, simple language. Due to the high cost of publishing in the paper, the following process shall be used at a minimum:

Action Plan/Consolidated Plan/Analysis of Impediments

- Public notices will be distributed in The Oregonian, Hillsboro Tribune and the Beaverton Valley Times as well as in one Spanish language newspaper.

Action Plan Substantial Amendments

- Notices will be published in a newspaper that covers the affected project area.

Consolidated Annual Performance and Evaluation Report (CAPER)

- Public notices will be distributed in The Oregonian, Hillsboro Tribune and the Beaverton Valley Times.

Public education and outreach will be facilitated through the maintenance of a mailing list (electronic and/or paper) of parties interested in the Consolidated Plan and/or funding availability for projects. The Consortium's mailing list includes social service organizations, local jurisdictions, neighborhood groups, previous participants and commentators, and others expected to have an interest in providing feedback on the plan. This list is updated continuously and available for inspection at the Washington County Office of Community Development. In addition, e-mail listserves, such as the Housing and Supportive Services (HSSN)

or Coalition of Housing Advocates (CHA) will be utilized to expand the outreach effort.

Washington County, the City of Beaverton and the City of Hillsboro conduct ongoing outreach efforts and provide other opportunities for community involvement that support the Consolidated Plan process and expand the continuing dialogue between community members and program administrators. Examples of standard program practices that enable community involvement include:

- Outreach to community participation organizations on all mass program mailings.
- Publish notices in newspapers as identified in this section above.
- Monthly meetings of the PAB, which are open to the public.
- Use of the County and the Cities' websites for informing the community of all public comment periods and public review drafts.

8. Technical Assistance

Groups or individuals interested in obtaining technical assistance to develop project proposals or apply for funding assistance through HUD entitlement programs covered by the Consolidated Plan may contact the staff of Washington County's Office of Community Development, the City of Beaverton's Community Development Department and the City of Hillsboro's Community Development Department. Such assistance may be of particular use to neighborhood improvement organizations, nonprofit service providers, and for-profit and non-profit housing development groups that serve or represent persons of low-and moderate-income. Pre-application workshops offer basic program information and materials to potential project sponsors, and staff from all three offices provide in-depth guidance and assistance to applicants and program participants on an on-going basis.

In addition to the information available at regular funding workshops and public hearings, the Consortium will hold special workshops when it initiates its five-year Consolidated Plan process. In addition to other topics covered, these workshops will educate agencies, local governments, nonprofits, and members of target groups on the elements of the Consolidated Plan process, the relationship between the Consolidated Plan and funding decisions on CDBG, HOME and ESG applications.

9. Displacement

Displacement of persons by activities or projects funded through HUD entitlement programs is discouraged by Washington County, the City of Beaverton and the City of Hillsboro. All written materials regarding funding programs, all workshops for potential applicants, and all application materials

include information on anti-displacement policies and caution applicants to discuss any activities that may entail displacement with the local jurisdiction staff in advance of submitting funding proposals. If displacement is unavoidable, full benefits and assistance will be provided according to appropriate provisions of Uniform Relocation Act regulations. Sponsors of projects that may involve displacement must submit a General Information Notice (GIN) to every person or business impacted at the point of application for federal assistance. In addition, the Sponsor of the project must submit a Relocation Plan to the respective entitlement grantee. Subsequent notices (type of notice and expected due date) to affected parties must be identified in the Plan.

10. Amendments to the Consolidated Plan and Action Plan

Pursuant to HUD regulations, an amendment to the Consolidated Plan and Action Plan is required whenever the local jurisdiction intends to:

- Change allocation priorities or its method of distributing HUD entitlement funds;
- Utilize entitlement funds (including program income) to carry out an activity not previously described in the Action Plan; or
- Change the purpose, scope, location or type of beneficiaries of an activity.

Such changes, prior to their implementation, are reviewed under various federal or local requirements (particularly rules on procurement and/or policies on the allocation of public resources). The approved amendments that do not qualify as a substantial amendment will be noted in the applicable CAPER.

Substantial amendments to the Consolidated Plan and Action Plan are, in addition, subject to a formal community participation process. The Washington County Consortium has defined a substantial amendment to be any amendment that will:

- Change the approved allocation priorities in the Consolidated Plan or
- Change the use of CDBG funds from one eligible activity to another if the new eligible activity was not included in the Action Plan.

A proposed substantial amendment triggers special procedures for community participation. Notice and the opportunity to comment will be given to community members through public notices in local newspapers (at a minimum) and other appropriate means (when appropriate), such as direct mail or public meetings. A public comment period of not less than 30 days will be provided prior to implementing any substantial amendment to the Consolidated Plan. Washington County Office of Community Development staff will prepare a summary of all comments received and, in cases where any community members' feedback are not accepted, provide reasons for the decision. This documentation will be attached to the substantial amendment, which will be available to the public.

11. Annual Performance Reports

Performance reports on programs covered by the Consolidated Plan are to be prepared by Washington County, the City of Beaverton and the City of Hillsboro for annual submission to HUD 90 days after the start of each program year (July 1). Draft performance reports will be made available through the established network of program participants, service providers, local jurisdictions, and partner agencies. The draft performance report will be available for comment for no less than fifteen (15) days, and any public comments received will be reported in an addendum to the final performance report.

12. Access to Records

To the extent allowed by law, interested community members and organizations shall be afforded reasonable and timely access to records covering the preparation of the Consolidated Plan, Analysis of Impediments and Action Plan, project evaluation and selection, HUD's comments on the plan, and annual performance reports. In addition, materials on entitlement programs covered by the Consolidated Plan, including activities undertaken in the previous five years, will be made available to any member of the public who requests information from the Washington County Office of Community Development, the City of Beaverton Community Development Department or the City of Hillsboro's Community Development Department. A complete file of community comments will also be available for review by interested parties.

After receiving notice of HUD's approval of the Consolidated Plan, Analysis of Impediments, Action Plan and annual performance reports, Washington County Office of Community Development staff will post final versions on its website.

13. Community Member Complaints

All materials relating to the Consolidated Plan, Analysis of Impediments and Action Plan, and to specific programs governed by the plan shall include the names and telephone numbers of appropriate persons designated as lead contacts. Inquiries, complaints, or grievances raised by members of the public will be addressed immediately, with every effort made to satisfactorily resolve issues prior to their becoming the subject of a formal complaint. Any written complaint or grievance will be investigated promptly and reviewed by the appropriate program manager or department head. A written response will be made to the complainant within no more than fifteen (15) working days, where practicable. Public review materials and performance reports will include data, as appropriate under confidentiality regulations, on any written complaints received and how each was resolved.

14. Amendments to the Community Participation Plan

The Consortium will provide community members with a reasonable opportunity to comment on any substantial amendments to the Community Participation Plan.

15. Availability of the Community Participation Plan

Copies of the Community Participation Plan may be obtained by contacting the Washington County Office of Community Development. Upon request, Washington County Office of Community Development will make the plan available in an alternative format accessible to persons with disabilities or translated for persons who are speakers of languages other than English.

Contact Information:

Washington County Office of Community Development
328 West Main Street, MS #7
Hillsboro, OR 97123-3967
503-846-8814
Email: cdbg@co.washington.or.us
Website: <http://www.co.washington.or.us/CommunityDevelopment/>

City of Beaverton
12725 SW Millikan Way
PO Box 4755
Beaverton, OR 97076
CDBG Contact: 503-526-2433

City of Hillsboro
Community Development Department
150 E. Main Street, 5th Floor
Hillsboro, OR 97123-4028
503-681-6100
Email: cdbg@hillsboro-oregon.gov

