

CITIZEN PARTICIPATION PLAN

HOUSING AND COMMUNITY DEVELOPMENT PROGRAM  
AND  
URBAN DEVELOPMENT ACTION GRANT PROGRAM

CITY OF PORTLAND, MAINE

TABLE OF CONTENTS

	<u>Page</u>
I. Background of Citizen Participation	1
II. Purpose of This Citizen Participation Plan	1
III. Dissemination of Information to the Public	2
A. Where Citizens Can Obtain Information	2
B. Documents Which Citizens Should Be Aware Of	3
C. List of Known Community Organizations	7
D. Important Public Meetings & Hearings	11
IV. Opportunities for Citizen Participation	12
A. Names & Address of Key Public Officials	12
B. Petitions	13
C. Council Workshops & Public Hearings	13
D. City Manager's Policy Advisory Committee	13
1. Composition of the Committee	14
2. Terms of Membership	15
3. Responsibilities of the Committee	15
E. Letters	15
F. Public Opinion Survey	16
V. Key Dates & Steps in the Citizens Participation Process	16
VI. Technical Assistance Available to Citizens	19
VII. How Amendments & Major Program Amendments to the HCD Program Will Be Processed	20
VIII. How Citizens can Influence Implementation of the HCD Program & Assess Program Achievements	21
IX. How Citizens Can Participate in the Urban Development Action Grant Application Process	22
X. How Organizations & Citizens can Apply for HCD Funds	23
A. Who Can Apply?	23
B. How Can We Apply for Social Service and Physical Rehabilitation Funds?	23
C. When Must My Proposal be Submitted?	24

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I. BACKGROUND

Title 24, Chapter V, Section 570.303 of the U.S. Housing and Community Development Act of 1974 requires that a citizen participation plan be developed by a grant recipient and that citizens have an adequate opportunity to articulate input to the City's Housing and Community Development Program and any Urban Development Action Grant Program submitted to the Department of Housing and Urban Development. Citizen involvement has been an important element in municipal decision making in the City of Portland over the years. One of the more notable examples has been the involvement of over forty neighborhood and special interest groups in the preparation of the City's Land Development Plan which was adopted by City Council in September 1974. In an effort to continue the active participation and involvement of its citizens, the City of Portland wishes to do more than provide for merely "adequate" input. As such, it is the City's intention to establish a framework of participation which will serve our citizens in the appropriate manner.

II. PURPOSE OF THIS PLAN

It is the purpose of the Citizen Participation Plan to establish a series of citizen participation procedures in order that the individual can (1) be aware of the process by which Housing and Community Development Program and Urban Development Action Grant Program work elements are selected, (2) know at which stages during the decision-making process input can be most effective, (3) determine which officials, agencies or departments might provide the most effective technical assistance, and (4) provide for citizen involvement in the implementation and assessment of the HCD Program. In doing so, the plan will provide citizens with the following information:

1. When and how information will be disseminated concerning the amount of funds available for projects that may be undertaken, along with other important program requirements.
2. When in the initial stage of the planning process public hearings will be held.

3. When and how citizens will have an opportunity to participate in the development of the application and its various elements prior to submission.
4. When and how any technical assistance the recipient may choose to provide will be made available to assist citizen participation to understand program requirements.
5. The nature and timing of citizen participation in the development of any future community development program amendments, including re-allocation of funds and designation of new activities or locations.
6. When and how citizens will have an opportunity to comment on the City's performance and the progress of the HCD programs which have been implemented throughout the year.
7. The nature and responsibilities of the City Manager's Policy Advisory Committee.

### III. DISSEMINATION OF INFORMATION

In order for the involvement of the citizens to be intelligent and responsible, the citizens must have access to data, information and past City activities in housing and community development projects.

#### A. Where Citizens Can Obtain Information

On a continuing basis, much of this information is accessible at a number of locations. The Portland Public Library maintains a file of major City documents and reports in its Reference Section. These are listed under "City of Portland Documents". All reports are listed in the card files and are issued numbers; for example, the City's Land Development Plan is coded 974.194/qP85CT-L/1974. In addition to the main library, some of the more important documents are found in branch libraries. The Portland Public Library hours are from 9:00 a.m. to 5:00 p.m. Monday through Thursday, 9:00 a.m. to 6:00 p.m. on Friday and 9:00 a.m. to 5:00 p.m. on Saturday, except legal holidays. The University of Maine also maintains a file of City of Portland documents.

In City Hall, the Planning Department maintains a comprehensive library of municipal documents as well as Planning Board and City Council minutes.

In addition to the library, a research area is provided for citizens wishing to obtain information. Also available at City Hall for public review are City Council Orders and Resolutions at the City Clerk's Office, property records and maps in the Assessor's Office, and Building Permit records in the Department of Building and Inspection Services. All departments are available to the public to answer questions on issues pertinent to each department. The City Manager's office acts as a coordinator and clearing house for citizen concerns which involve more than one department. Copies of the annual Housing and Community Development Program application and Urban Development Action Grant applications, the Housing Assistance Plan and the Citizen Participation Plan are printed in quantity and are free of charge as quantities last. The Grantee Performance Report is on file at all locations listed above. City Hall is open Monday through Friday from 8:00 a.m. to 5:00 p.m., except for legal holidays.

Other resources where citizens may obtain pertinent Housing and Community Development information are: the Portland Evening Express/Press Herald newspapers for news articles on municipal activities and national policies, 390 Congress Street, Portland; Greater Portland Council of Governments, Martin's Point, Portland; State Planning Office, State House, Augusta, Maine; U.S. Department of Housing and Urban Development, Manchester, New Hampshire. These resources are open to the public during normal working hours.

B. Documents Which Citizens Should Be Aware Of

In the past and continuing today the Planning Department for the City of Portland has been active in collecting, researching and analyzing data, and preparing necessary reports which aid citizens and decision makers in judging a variety of City related issues. Among these important documents are:

1. Land Development Plan

The Land Development Plan, prepared in 1974, is the comprehensive plan for the City of Portland. As such, this plan culminates an extensive study of City needs and recommends a number of policies and actions intended to aid in decision making for future development and redevelopment of Portland. The Land Development Plan adopted

by City Council, indicates to citizens City needs relating to transportation, land use, community facilities and the environment. The Land Development Plan is a dynamic instrument which changes as needs and policies change. This plan is available for review in the Planning Department, City Hall. Also available, free of charge, is a citizen brochure on the Land Development Plan which is a synopsis of the Plan and has the double purpose of informing the citizenry of City plans and also encouraging continued input in order that the Plan be updated. The Land Development Plan should be an important resource from which yearly Housing and Community Development Program decisions will be made and from which needs are identified for the Urban Development Action Grant Program.

2. Federal Regulations

Federal regulations for the Housing and Community Development Program and the Urban Development Action Grant Program are available at the Planning Department, City Hall.

Federal regulations will provide citizens with information concerning eligible grant activities, citizen participation requirements, goals of the Housing and Urban Development Programs, and grant application deadlines and Urban Development Action Grant Programs.

3. Previously Submitted HCD Applications and UDAG Applications

Previously submitted Housing and Community Development Program applications and Urban Development Action Grant applications are available for review at the Planning Department, City Hall. A review of these applications will enable citizens to comment on the City's past performance and implementation of past projects.

4. Housing Assistance Plan

The Housing Assistance Plan, a component of the Housing and Community Development Program application consists of five parts. These include (1) survey of housing conditions,

(2) housing assistance needs of lower-income households, (3) a three year housing program and three year goals, (4) general locations for proposed housing, and (5) an annual goal.

This document is available for review at the Planning Department, City Hall and will aid citizens in researching future housing plans as well as in evaluating past activities.

5. Grantee Performance Reports

A Grantee Performance Report is available for review for each of the past years of the Housing and Community Development Program. These reports contain information related to monies expended by projects during the program years, information on populations benefitting from programs, relocations undertaken as a result of HCD activities, an assessment of programs in regard to obtaining short and long term goals, housing assistance which was provided under the program, equal employment opportunity programs, fair housing programs and citizen participation undertaken relating to Housing and Community Development Programs.

These reports may be of interest to citizens especially in terms of evaluating past and on-going programs as well as an aid in understanding all the necessary components of the HCD Program. Citizen comments and assessments are requested for inclusion to the Grantee Performance Report.

6. Neighborhood Strategy Area Application

The Neighborhood Strategy Area Program for the City of Portland builds on the neighborhood conservation effort of the HCD Program by providing an extensive commitment by the City to stabilize and improve its residential neighborhoods.

A copy of the Neighborhood Strategy Area application is available for review in the Planning Office of City Hall. This document describes the NSA area as well as plans to alleviate housing deficiencies in these areas and may help citizens to understand housing programs within the City.

7. Housing and Community Development Information Brochure

In the early stages of planning for the first year Housing and Community Development Program, a citizen information brochure was distributed in order to reach the population of the community. Prior to the preparation of the citizen brochure, a City Council meeting was held where the basic elements of the Federal Act, the City's allocation and the general timetable of program development were outlined. This brochure accomplished the objectives of informing the public by disseminating the following information:

- a. The City's three year allocation.
- b. A brief discussion of the Housing and Community Development Act of 1974 including eligible activities.
- c. Application deadlines.
- d. Discussion of past activities funded through categorical Housing and Community Development Grants.
- e. Basic data regarding population, income and housing for each neighborhood in the City.
- f. An itemization of apparent community needs by neighborhood.
- g. Criteria by which the City Council would evaluate individual project proposals.
- h. Dates, times and places when public informational meetings were held on the Federal Act, the City's grant, neighborhood needs, and citizen input.
- i. A questionnaire in which individual citizens were requested to establish their priorities for Housing and Community Development Program funding.

During succeeding Housing and Community Development Program years, the City of Portland will prepare a similar citizen brochure in the early planning stages which will serve the same purposes of the initial brochure. It will represent a survey of citizen opinion on HCD and UDAG issues for consideration in decisions on HCD and UDAG projects during the twelve month HCD year. It will contain the following:



- a. A brief discussion of the City's allocation and the Housing and Community Development Act with any pertinent changes.
- b. A summary of the preceding year's program activities.
- c. Schedules of Neighborhood Hearings.
- d. Sources of Housing and Community Development Program information.
- e. A community opinion survey and questionnaire.

C. List of known Community Organizations

The following is a listing of organizations and agencies known to the City of Portland which receive special notices by mail of meetings and hearings held with regard to the Housing and Community Development Program. Should other organizations be identified they will be added to this list.

Portland West Neighborhood  
Planning Council  
155 Brackett Street

Communities & Schools Together  
108 Eastern Promenade

Woodfords-Oakdale Neighborhood Group  
141 Falmouth Street  
Portland, Maine

Stroudwater Improvement Assoc.  
47 Roundabout Lane  
Portland, Maine

Cathedral Home & School Assoc.  
73 Anderson Street  
Portland, Maine

Casco Bay Island Development Assoc.  
Island Avenue  
Peaks Island, Maine

Citizens Who Care  
Box 388 - Pearl St. Station  
Portland, Maine

Greater Portland Landmarks, Inc.  
Station A, Box 4197  
Portland, Maine

West End Businessmen's Assoc.  
161 Rowe Avenue  
Portland, Maine

Port Development Committee  
Chamber of Commerce  
142 Free Street  
Portland, Maine

Old Port Exchange Assoc.  
165 Commercial Street  
Portland, Maine

Reed School PTA  
129 E. Commonwealth Drive  
Portland, Maine

Hall School PTA  
21 Wayside Road  
Portland, Maine

Lyseth School PTA  
134 Curtis Road  
Portland, Maine

Long Island Civic Assoc.  
Long Island, Maine

Woodford's Merchants Assoc.  
28 Nevens Street  
Portland, Maine

N.A.A.C.P.  
65 Forest Avenue  
Portland, Maine

Diocesan Human Relations Services  
87 High Street  
Portland, Maine

People's Regional Opportunity Program  
104 Park Street  
Portland, Maine

Greater Portland Building Fund  
142 Free Street  
Portland, Maine

Great Diamond Island Assoc.  
29 Rosedale Street  
Portland, Maine

Baxter School PTA  
70 Austin Street  
Portland, Maine

Cliff Island Assoc.  
Cliff Island, Maine

Summit Street Social Club  
25 Heather Road  
Portland, Maine

Public Affairs Committee YWCA  
14 Pilot Point Road  
Cape Elizabeth, Maine

Cummings School PTA  
30 Grafton Street  
Portland, Maine

Maine Home Builders Assoc.  
P.O. Box 487  
Scarborough, Maine

League of Women Voters  
157 High Street  
Portland, Maine

Maine Audubon Society  
53 Baxter Boulevard  
Portland, Maine

Ocean Ave. - Read Street Neighborhood  
316 Ocean Avenue  
Portland, Maine

Portland Board of Realtors  
55 Berkeley Street  
Portland, Maine

Reiche School PTA  
125 Western Promenade  
Portland, Maine

Chamber of Commerce  
142 Free Street  
Portland, Maine

Fifth Maine Regiment Community Center  
Peaks Island, Maine

Diamond Island Assoc.  
Diamond Island, Maine

Cummings Center  
Munjoy Hill - Congress Street  
Portland, Maine

Reiche Community Center  
166 Brackett Street  
Portland, Maine

Public Safety Building  
109 Middle Street  
Portland, Maine

Peaks Island Post Office  
Peaks Island, Maine

Munjoy Hill Neighborhood Assoc.  
24 Morning Street  
Portland, Maine

United Way  
443 Congress Street  
Portland, Maine

East Deering Neighborhood Assoc.  
Cheryl Leeman/37 Savoy Street  
Portland, Maine

Munjoy Hill Neighborhood Assoc.  
Cummings Center  
Munjoy Hill  
Portland, Maine

Sagamore Peoples Assoc.  
31 Joslyn Street  
Portland, Maine

Cumberland-York Senior Citizens Council  
142 High Street  
Portland, Maine

Portland Housing Authority  
211 Cumberland Avenue  
Portland, Maine

Central Post Office  
Forest Avenue  
Portland, Maine

Portland Public Library  
5 Monument Square  
Portland, Maine

University of Southern Maine Library  
96 Falmouth Street  
Portland, Maine

Southern Maine Assoc. of Handicapped Persons  
32 Thomas Street  
Portland, Maine

Western Promenade Neighborhood Assoc.  
119 Neal Street  
Portland, Maine

Southern Maine Senior Citizens, Inc.  
142 High Street  
Portland, Maine

Parkside Neighborhood Assoc.  
94 Park Avenue  
Portland, Maine

D. Important Public Meetings and Hearings

1. Neighborhood Hearings

Seven neighborhood public hearings will be held following the distribution of the citizen brochure during each Housing and Community Development Program year. The purposes of the meetings will be to inform citizens of the federal and municipal program, to provide the public with information regarding city plans and community needs, to obtain views of the citizenry on the City's performance under the Housing and Community Development Program, to obtain input from those in attendance, and to give citizens an opportunity to participate in the development of the Housing and Community Development Program. They will also be used to obtain neighborhood comment on needs which may be addressed by the UDAG program. It is hoped that neighborhood meetings will provide accessibility to all. These meetings will be chaired by the City Council and city administrative staff members will be available for technical assistance. The seven meetings will be oriented to neighborhoods and will be held in the respective neighborhoods, as follows:

- a. East End
- b. Downtown
- c. West End
- d. Nason's Corner, Deering Center & Ocean Ave.
- e. Stroudwater, Rosemont, Oakdale
- f. Riverton, North Deering, East Deering
- g. Portland Island

With the exception of the islands, these neighborhoods are shown on Figure 1, Neighborhood Areas. In addition to notices of these hearings in the citizen brochure, advertisements will be placed in local newspapers in the non-legal section ten days prior to the hearings advising times and places of each neighborhood meeting. Further, special notices of these meetings are sent by mail to organizations and agencies which represent minority groups, low income persons and neighborhoods.

2. Public Hearings

In addition to the seven neighborhood public hearings, previously mentioned, additional

public hearings by the City Council will be held prior to the submission of the application. Following the neighborhood meetings and prior to the public hearings, one or more public City Council workshop meetings or additional public hearings will be held to tentatively identify Housing and Community Development Program work activities. To encourage individual and organization participation, official notices of these public hearings will be published ten days prior to the hearings in city-wide newspapers. Again, special notices will be mailed to organizations representing minorities, low income persons and neighborhoods. The two major purposes for these public hearings are to provide information and to provide an additional forum for public participation in the development of the Housing and Community Development Program application. In addition, separate hearings will be held to provide citizens an opportunity to comment on revisions to the Citizen Participation Plan and to advise the city on its performance under the Housing and Community Development Program.

#### IV. OPPORTUNITIES FOR CITIZEN PARTICIPATION

Opportunities will be available for citizen participation throughout the entire Housing and Community Development Program development and implementation process. Listed below are several ways citizens and organized groups may share their thoughts and concerns:

##### A. Key Public Officials

Citizen input can be made through elected officials, the Portland City Council. Portland City Council is a nine member body with six councilors representing districts and three councilors at large. They are:

Edward I. Bernstein  
District 4  
Payson Street  
Portland, Maine  
772-4143

Clifford A. Richardson  
District 3  
161 Rowe Avenue  
Portland, Maine  
772-7829

J. Donald MacWilliams  
At Large  
51 Beacon Street  
Portland, Maine  
774-8557

John J. O'Leary  
At Large  
15 Clifford Street  
Portland, Maine  
773-8054

Paul C. Tucci  
District 5  
77 Wellington Road  
Portland, Maine  
773-0433

Matthew I. Barron  
At Large  
328 Ludlow Street  
Portland, Maine  
774-4921

Pamela P. Plumb  
District 2  
104 Parks Street  
Portland, Maine  
772-2680

Joseph D. Casale  
District 1  
39 Waterville Street  
Portland, Maine  
772-3193

Llewellyn C. Smith, Mayor  
District 6  
54 Bailey Avenue  
Portland, Maine  
797-6546

#### B. Petitions

Any citizen or group of citizens may initiate a petition to the City Council under Chapter 102 of the Municipal Code of the City of Portland. Rules governing petitions are available in the City Clerks office, City Hall. In addition, informal petitions may be submitted to the City Council regarding a specific topic at any time.

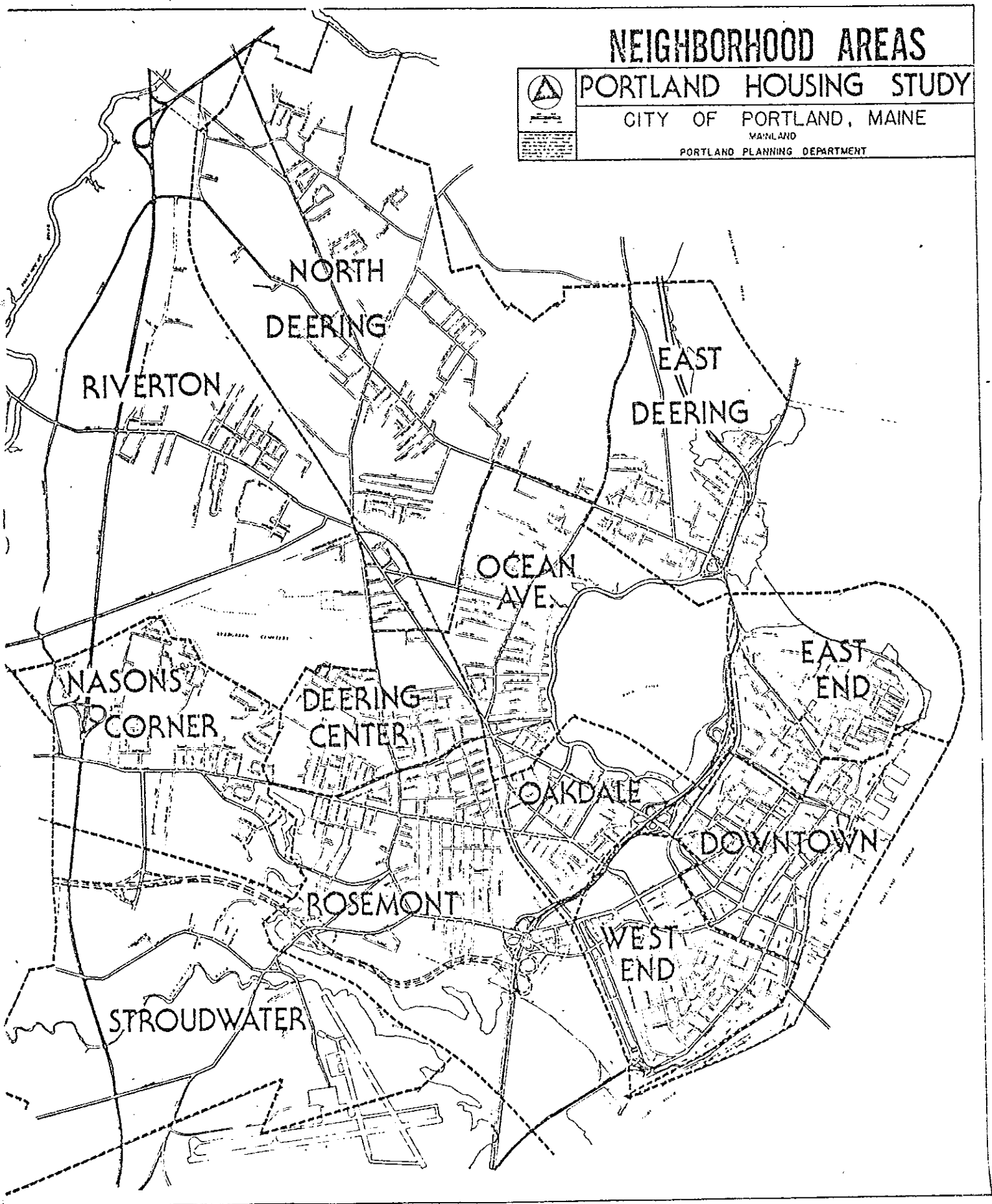
#### C. Council Workshops and Public Hearings

As described above, there will be a series of seven neighborhood hearings which will allow information to be provided to citizens and will also enable citizens to comment on a variety of City and HCD related topics. These hearings will take place 30 to 60 days prior to the planning for the Housing and Community Development Program year. Meetings will be advertised in the citizen brochure and in City-wide newspapers ten days prior to the hearings.

In addition to the neighborhood meetings the City Council will review the Housing and Community Development Program at one or more public City Council workshops. The public will be invited to attend.

It is required that two public hearings be held on the Housing and Community Development Program grant application prior to submission. City Council will advertise the date, time and place of the public hearings ten days before the hearings. Separate additional hearings will be held on Grantee Performance, the Citizen Participation Plan and the

FIGURE 1





the Housing Assistance Plan. The primary purpose of these hearings is to obtain further citizen input. Following the public hearings, City Council will formally allocate anticipated funds to program activities in order that the application can be prepared and will accept the Grantee Performance comments by citizens, the Citizen Participation Plan and the Housing Assistance Plan. Citizen comments and assessment of the program will be included in the yearly Grantee Performance Report.

Regarding the Urban Development Action Grant Program, two separate public hearings will be held. One hearing will be held on needs and one hearing will be held on the application prior to official action authorizing submission of the application.

#### D. City Manager's Policy Advisory Committee

In order to involve more fully the citizenry in the development and review of the HCD Program in the City of Portland, the City Council has established a Citizens Advisory Committee to advise the city manager on priorities and needs to be met by annual funding provided by this block grant. The following explains the committee's composition, its responsibilities and the committee's work schedule.

##### 1. Composition of the Committee

There shall be one representative from each of seven neighborhoods of the City\*. This individual shall be chosen independently by the established community organizations within each neighborhood, such as community betterment groups, parent/teacher associations, and business organizations that are based in the neighborhood. To guard against a possible conflict of interest a member of the Committee may not be employed in an HCD funded position.

Additionally, there shall be one representative from each of the following:

- United Way
- Portland Housing Authority
- Portland Chamber of Commerce
- Southern Maine Assoc. for Handicapped Persons
- Portland's Elderly Population chosen by  
the Cumberland/York Task Force on Aging
- Minority representation chosen by the NAACP

\* The neighborhoods are those seven identified in section III-D of this plan.

The Advisory Committee will be chaired by an elected member of the Committee, and will be staffed by the City departments involved in developing and implementing the Community Development Program.

2. Terms of Membership

Terms will be two years in duration except that representatives from the East End, Oakdale/Rosemont/Stroudwater, Portland Island, United Way, and the Portland Chamber of Commerce will serve only a one year term during the first year of the Committee's existence.

3. Specific Responsibilities of the Advisory Committee are as Follows

1. To advise the City Manager as to community needs which may be addressed under the Housing & Community Development Program as follows:

- a. the social needs of the community
- b. the needs for neighborhood revitalization
- c. the needs for economic development

2. To advise the City Manager as to the contents of the Draft Housing Assistance Plan.

3. To advise the City Manager as to the relative priorities for all activities under the Housing and Community Development Program.

4. To advise the City Manager as to program performance to be included in the Grantee Performance Report.

5. The Committee may hold neighborhood meetings as it deems necessary throughout the year to obtain citizen input on neighborhood needs and priorities.

E. Letters

In addition to the formalized public forums listed, a separate file for citizen letter input to the program has been established in the City Manager's office for review by City Council, administrative staff and the public in general. The city will respond in writing to any written citizen comment, proposal or complaint on the Housing and Community

Development Program within 15 days but no later than 30 days from its receipt by the City.

F. Public Opinion Survey

The Public Opinion Survey mailed each fall with the Housing and Community Development informational brochure is an excellent opportunity for citizens to express their feelings on City and HCD related issues. This questionnaire is mailed to every household and business within the City and provides information as well as an avenue for citizen participation.

V. KEY DATES & STEPS IN THE CITIZEN PARTICIPATION PROCESS

If funds are scheduled to be available to the City in July, the application deadline for submission to the U.S. Department of Housing and Urban Development is April 15th. In order to meet this deadline the following general schedule of program application development is provided:

- August - Preparation of citizen brochure
- August - Publication of citizen brochure and Community Opinion Survey
- September - Neighborhood public hearings; tabulation of questionnaire results
- October/November - Additional hearings or City Council workshops as determined necessary
- January/February - Public Hearings; City Council formal approval
- February/March - A-95 Review
- March
- March/April - Application submission
- to June/July
- June/August - Neighborhood Implementation Hearings

1. Citizen Participation Process

With regard to specific times when public participation will be encouraged, in addition to the City Manager's Policy Advisory Committee, the following is a chronological order of events for each program year during which the program application will be developed.

A. Citizen Brochure

In addition to providing the public with a wealth of information on the Housing and Community Development Program the citizen brochure contains a questionnaire which allows the individual citizen to submit his or her input on a variety of program categories. Data

obtained for the questionnaire is used to assist in the allocation of funds to program activities by the City Council.

B. Neighborhood Hearings

Like the brochure, these meetings serve the double purpose of providing information and allowing active citizen participation. Citizens may comment on city-wide issues as well as neighborhood concerns. Further items for discussion by the citizenry will be Grantee Performance in the Housing and Community Development Program, suggested revisions to the Citizen Participation Plan and special needs of low and moderate income persons and minorities. Comments will also be noted on UDAG needs. These hearings will take place 30 to 60 days prior to the planning for the Housing and Community Development Program year. Meetings will be advertised in the citizen brochure and in city-wide newspapers ten days prior to the hearings. News coverage of these meetings is anticipated. Written and oral comments will be solicited.

C. City Council Review

At one or more public City Council workshops, the Council will review the results of neighborhood meetings and questionnaire results. The public will be invited to attend. News coverage of these meetings is anticipated. Tentative allocations of funds may be made to be included in advertisements.

D. Public Hearings

City Council will advertise the date, time and place of the public hearings ten days before the hearings. Separate additional hearings will be held on Grantee Performance and the Citizen Participation Plan. If possible, advertisements will contain tentative allocations to program activities with proposed funding levels based on the anticipated Housing and Community Development Program Grant. The primary purpose of the hearings is to obtain further citizen input. At least two public hearings will be devoted to needs, priorities and requests by citizens for funding under the upcoming program year. Following the public hearings, City Council will formally allocate anticipated funds to program

activities in order that the application can be prepared. Written and oral comments at all hearings will be encouraged.

E. A-95 Review

Federal statutes require that regional and State planning agencies act as clearinghouses for any application for federal grants. These agencies will review the application and distribute information to any organization at the regional or state level which may have interest in the proposed program. The two agencies having clearinghouse responsibilities for the Portland area are the Greater Portland Council of Governments and the State Planning Office.

F. Application Submission

Following regional and state clearinghouse actions, the application will be submitted to the Manchester Area Office of the U.S. Department of Housing and Urban Development. A notice of this submission will be published in City-wide newspapers. Citizens comments and objections may be submitted to this office.

G. Environmental Review

Prior to the release of funds for each program activity, an environmental assessment must be made by the City. Federal statutes require that an Environmental Review Record be maintained by the City for public inspection. Citizen comment is encouraged for each program activity. This record will be located in the Portland Planning Department offices, Room 211 of City Hall, 389 Congress Street, Portland, during normal working hours.

H. Implementation

Individual neighborhood hearings will be held prior to the implementation of Neighborhood Conservation efforts in each neighborhood. The purpose of these hearings will be to outline the various aspects of the Neighborhood Conservation Program, obtain citizen comment on neighborhood needs and provide neighborhood residents with an opportunity to set neighborhood priorities. In addition to newspaper advertisements, notice of the hearings are mailed to each address in the neighborhood.

VI. TECHNICAL ASSISTANCE AVAILABLE TO CITIZENS

Technical assistance from City administrative staff is generally available at any time during normal working hours and at any public meeting. In most cases individual inquiries can be directed to applicable City departments; in cases where technical assistance requested might involve more than one department or may require substantial effort on the part of the City administrative staff, these should be coordinated through the City Manager's Office. Special technical assistance by the City staff to citizen organizations, groups of low and moderate income persons and neighborhood associations will be provided at a level determined appropriate by the City Manager.

The following is a listing of general subject categories and the departments which are most acquainted with each. Inquiries within these subject categories should be directed to the respective department. The City will respond, within 30 days of its receipt, to any comment, inquire, recommendation or objection submitted by a citizen in writing. In addition, the City may establish a separate telephone with the specific purpose of answering Housing and Community Development Program questions. This telephone will be advertised in the citizen brochure.

<u>SUBJECT</u>	<u>DEPARTMENT</u>	<u>PHONE #775-5451 EXT.</u>
Environmental Policies	Planning	269
Equal Oppor. Requirements	Personnel	234
Fed. & State Labor Laws; Davis Bacon Act	Personnel	234
Fire Safety	Fire	369
Funding	City Manager	200
	Finance	241
Human Services	Heath & Social Services	210
Neigh. Conservation incl. public improve. & rehab loans	Neighborhood Conservation	276
Neighborhood Facilities	City Manager	200
	Planning	269
Park & Playgrounds	Park	773-2921
Public Works Activities	Public Works	286
Relocation Provisions	Neigh. Conserv.	276
Sewers	Public Works	286
Spot Demolition	Housing Div.	358
General Information	City Manager	200
	Planning	269

VII. HOW AMENDMENTS & MAJOR PROGRAM AMENDMENTS TO THE HCD PROGRAM WILL BE PROCESSED

Due to local changes in need and Federal requirements, amendments to and reprogramming of contingencies in the City's Housing and Community Development Program will be necessary from time to time. Some may be procedural changes in order to comply with HUD regulations; others may substantially alter the funding and the programs. Most will be the minor shifting of funds from one account to another. The following procedures will govern program and funding revisions:

- A. Any new programs funded either with the reprogramming of contingencies or with monies from another account will require a Council Order passed in public session and with public involvement. The City Manager's Advisory Committee will review and recommend action to the City Manager prior to City Council action.
- B. Any fund transfers from one approved category to another approved category (including the contingency fund), on a overrun-underrun basis, will be approved by the City Manager as an administrative action.
- C. Any fund transfers within an approved category, on an overrun-underrun basis, will be approved by the Housing and Community Development Program Coordinator.

A Community Development Major Program Amendment as defined by HUD would occur if:

- 1. the City would propose to use more than 10 percent of the entitlement amount approved for the affected program year to undertake one or more new activities, other than local option activities or disaster activities.
- 2. the City would propose to alter the location or beneficiaries of previously approved activities whose cost exceeds 10 percent of the entitlement amount.
- 3. a combination of changes in location and activities would involve more than 10 percent of the entitlement amount (other than local option activities and disaster activities).

Should this occur a written program amendment must be submitted to HUD. Prior to submission a series of citizen participation procedures will be followed including:

1. The City Manager's Policy Advisory Committee will review and comment on the proposed changes to the City Manager.
2. Two public hearings will be held on the proposed Community Development Program Amendment.
3. The City shall provide the State and Council of Governments clearinghouse with 30 days to review and comment on the amendment prior to its submission to HUD.

VIII. HOW CITIZENS CAN INFLUENCE IMPLEMENTATION OF THE HCD PROGRAM AND ASSESS PROGRAM ACHIEVEMENTS

The primary objective of the Housing and Community Development Program for the City of Portland is to foster a vital urban community, including decent housing and suitable living environment and expanding economic opportunities, principally for persons of low and moderate income. The ways in which this primary objective can be served include:

1. The elimination and prevention of slums and blight.
2. The elimination of conditions detrimental to health, safety and the general welfare of the community.
3. The conservation and expansion of the City's housing stock.
4. The expansion and improvement of the quantity and quality of community services provided to Portland's low and moderate income persons.
5. A more rational use of land and other natural resources.
6. The reduction in the isolation of income groups.
7. The restoration and preservation of historic properties.
8. The alleviation of physical and economic distress through the stimulation of private investment and community revitalization.

Citizens are invited and encouraged to comment on the Housing and Community Development Program throughout the year and to evaluate the accomplishments of funded activities. In order to do this with as much information as possible citizens are invited to review the necessary documents including the Grantee Performance Report and Federal Regulations available at the Planning Department, City Hall.



Comments will be received at all times during the year through contact with City officials and letters. Further comments on implementation and assessment of the HCD Program will be solicited during the seven neighborhood hearings held in the fall of each year and during the two official public hearings on the HCD Program held in or near February of each year. Neighborhood implementation hearings are held in each NSA when the Neighborhood Conservation Department newly establishes its effort in the neighborhood or when expansions take place.

The City Manager's Policy Advisory Committee will meet and be available year round to hear citizen comments on HCD program achievements. This Committee will be able to comment to the Council through the City Manager on how HCD funds are being implemented and on how effectively programs are meeting stated objectives.

Citizen comments and program assessments through individual groups or the City Manager's Policy Advisory Committee will be included in the yearly Grantee Performance Report.

IX. HOW CITIZENS CAN PARTICIPATE IN THE URBAN DEVELOPMENT ACTION GRANT APPLICATION PROCESS

Urban Development Action Grants are available to assist distressed cities in revitalizing their economic base and reclaiming deteriorated neighborhoods. These grants, for which the City of Portland is eligible, were authorized for the first time by section 110 of the Housing and Community Development Act of 1977. Application may be submitted during the first month of each quarter or four times a year with the deadlines of January 30, April 30, July 31, and October 31.

Citizen Participation for the UDAG Program will follow the same format as that for the HCD Program. As such,

1. The annual survey will address economic development issues within the city and neighborhoods.
2. The annual neighborhood meetings will be used to provide citizens with information concerning funds available, eligible activities, program requirements and timetables. The citizen meetings will also discuss economic development issues in the neighborhoods.
3. As required, two public hearings will be held. One hearing will be held on needs and one hearing will be held on the application prior to official action authorizing submission of the application.

4. The City Manager's Citizen Advisory Committee will review the application and make recommendation to the City Manager.
5. The UDAG application will be submitted to the State and Council of Government clearinghouse agencies 30 days prior to application submission for their review.
6. The affected neighborhood will receive notice of the UDAG proposal prior to public hearings.
7. Information can be obtained at any time concerning the UDAG Program or a specific UDAG proposal from the City of Portland, Planning Department, Room 211, City Hall.

X. HOW ORGANIZATIONS AND CITIZENS CAN APPLY FOR HCD FUNDS

A. Who Can Apply?

Any group, organization or citizen may apply for HCD funds for an eligible function or activity and any proposal submitted will be forwarded to the City Council and the City Manager's Policy Advisory Committee for their review.

It is recommended that interested applicants read a copy of the Federal Register Rules and Regulations which outline eligible activities for Community Development funding. In addition, proposals which are submitted will be reviewed by city staff for eligibility. Technical assistance will be provided upon request for those who wish to submit a proposal. Proposal forms are attached.

B. How Can We Apply For Social Service Funds and Physical Improvement Funds?

In August or September of every year the Department of Health and Social Services and the Department of Neighborhood Conservation writes to each agency which has received funding from the Portland Community Development Program or which has expressed interest in Community Development funds during past years and request that interested agencies submit preliminary proposals requesting funds.

The submitted proposals are reviewed by city staff for eligibility and content and all proposals are forwarded to the City Managers Policy Advisory Committee and City Council.

Should a group, agency or citizen wish to apply for social service funding and is not currently on the mailing list to receive request letters in the fall of each year please call;

Mr. David Bittenbender, Director  
Health & Social Services Department  
# 775-5451 ext. 204

Should a group, agency or citizen wish to apply for physical improvement funding and is not currently on the mailing list to receive request letters please call:

Mr. Joseph Gray, Director  
Neighborhood Conservation Department  
# 775-5451 ext. 309

Should there be funding requests which cannot be classified as a social service or a physical improvement project please call:

Portland Planning Department  
# 775-5451 ext. 272

C. When Must My Proposal Be Submitted?

All proposals from outside groups, agencies or citizens should be received by November 30th of each year. This will allow adequate staff time for review and organization of materials for the City Manager's Policy Advisory Committee and the City Council. Final funding decisions shall take place in February of each year. Technical assistance is available upon request.