**MEMORANDUM**

**City Council Agenda Item**

**TO:** City Council

**FROM:** Planning and Urban Development Department

Housing and Community Development Division

**DATE:** March 12, 2014

**DISTRIBUTION: (**City Manager, Mayor, Corporation Counsel, Sonia Bean, Nancy English)

**SUBJECT:** Order Adopting Housing & Community Development Citizen Participation Plan

**SPONSOR:** City Manager

**COUNCIL MEETING DATE ACTION IS REQUESTED:**

1st reading March 17 Final Action April 7

**Can action be taken at a later date: \_\_\_\_\_ Yes X No (If no why not?)**

HUD is requiring that this revised plan be adopted during the approval process for the HUD Annual Action Plan.

**PRESENTATION:** Mary Davis, Housing and Community Development Division Director will be present to answer any questions.

**I. SUMMARY OF ISSUE (Agenda Description)**

As a HUD entitlement community, the City is required to have a Citizen Participation Plan. The City Council adopted Portland’s Citizen Participation Plan as part of the five year Consolidated Plan for 2010-2015 and adopted the plan it as a stand-alone plan on July 15, 2013. Upon submitting the plan to HUD we were notified that modifications to the plan would be required.

**II. REASON FOR SUBMISSION (Summary of Issue/Background)**

HUD requires that the Citizen Participation Plan be adopted by the governing body of the entitlement community. In order to recognize the City’s Citizen Participation Plan, a public comment period and public hearing process must be observed.

**III. INTENDED RESULT**

If adopted by the Council, the Citizen Participation Plan would be the guiding document which outlines community involvement in the allocation of HUD funded programs such as the Community Development Block Grant Program, the HOME Program and the ESG Program.

**IV. COUNCIL GOAL ADDRESSED**

HUD Program funds are an important resource utilized by the City to meet several of the Council Goals including:

Provide increased availability in all segments of the housing market while insuring that there is a suitable balance of housing opportunities among those sectors.

Develop a transportation system that advances healthy living, minimizes environmental impacts and promotes the local economy by advancing opportunities for mass transit, bicycle use and walking.

Promote Economic Development in the City in a manner that provides for increased property values, diversification across industry sectors, and high paying jobs.

Prevent and end homelessness in the City of Portland by continuing to implement the recommendations of the homelessness task force

**V. FINANCIAL IMPACT**

The City of Portland would not be eligible to receive HUD funding without an approved Citizen Participation Plan.

**VI. STAFF ANALYSIS**

The Citizen Participation Plan describes the processes and procedures the City follows in order to ensure that there is an open and effective public process for the allocation of Community Development Block Grant and other HUD program funds. The plan encourages input to the process, and accessibility of information for all Portland residents, regardless of physical ability or English proficiency. It also prioritizes encouraging participation from low and moderate income residents of Portland.

This newest version of the plan does not significantly alter any processes and procedures currently followed, but instead more accurately articulates and clarifies current practices, and refines others to better adhere to HUD regulations, such as timing of public comment periods.

**VII. RECOMMENDATION**

Staff requests that the attached Citizen Participation Plan, be approved and adopted by the Council at its April 7 meeting so that it can be submitted to HUD with our FY 2014-2015 Annual Action Plan.

**VIII. LIST ATTACHMENTS**

Proposed Citizen Participation Plan

Prepared by:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ March 12, 2014

Signature Date

Mary Davis, Division Director

Housing and Community Development