

CITIZEN PARTICIPATION PLAN

1. INTRODUCTION

This Citizen Participation Plan (CPP) applies to the City of Medford’s Consolidated Plan for Housing and Community Development. The CPP is required by the U.S. Department of Housing and Urban Development (HUD) in order for the City to receive Community Development Block Grant funds and other HUD funding for federal programs.

Opportunities for citizen participation and consultation are required by Federal law. The City’s CPP is intended to encourage citizens, community partners and stakeholders to participate in the development of the Consolidated Plan, to participate in any substantial amendments to the Plan, and to participate in the performance report which is prepared annually. The CPP particularly is intended to encourage citizens of low- and moderate-income (LMI) and residents of LMI areas in Medford. The following table summarizes the citizen participation opportunities in the Consolidated Plan process.

Public Participation in the Consolidated Plan Process

Process	Plan Preparation	Consolidated Plan Amendment	One Year Action Plan Amendment	Annual Report
1. Information about the amendment process and content	Yes	Yes	Yes	Yes
2. Review and comment period	Yes	Yes	Yes	Yes
3. Public hearing	1	1	1	2
4. Comment period	30 days	30 days	30 days	15 days
5. Summary of comments and response	Yes	Yes	Yes	Yes

2. CONSOLIDATED PLAN PREPARATION

(1) Information will be provided to citizens, public agencies, community partners, stakeholders and other interested parties information during the consolidated planning process that includes:

- The amount of assistance Medford expects to receive
- The range of activities that may be undertaken
- Estimated amount that will benefit LMI persons and families
- Efforts to minimize displacement of persons and assistance if displacement occurs
- Instructions on how to provide feedback on the critical needs of LMI persons and families
- Instructions on how to provide recommendations on needed programs

Information will be provided by public notices, social media postings, through public input meetings and other public meetings held by City Council's advisory bodies on the development of the Consolidated Plan, and notification to organizations that have participated in previous consolidated plan development planning or have requested information.

(2) The City of Medford shall provide reasonable opportunities for review and comment on the draft Consolidated Plan as follows:

- Publish a notice of the availability of the draft Plan for review
- Offer a summary of the draft Plan electronically upon request
- Provide hard copies of the summary to interested parties and individuals upon request

(3) The City of Medford shall provide at least one public hearing during the development of the Consolidated Plan.

(4) A period of not less than 30 days shall be provided to receive comments from citizens.

(5) The City will consider any comments whether written or submitted orally in public hearings in preparing the final Consolidated Plan and will include a summary of these comments or views and the reasons for adjusting or not adjusting the Consolidated Plan.

3. AMENDMENTS TO THE CONSOLIDATED PLAN

(1) The following process is required for substantial amendments to the Consolidated Plan. A substantial change is defined as the addition or deletion of a strategy or a goal in the Strategic Plan section of the Consolidated Plan. A change in the objectives of the Strategic Plan section including additions or deletions of the objectives is not considered a substantial change and does not require the amendment process.

(2) Prior to amending the Consolidated Plan, the City of Medford shall provide citizens with 30 days' notice and opportunity to comment on substantial amendment(s). Notice shall be given by a public notice, website update, and email or letter notification to persons and organizations which have previously been involved in the consolidated planning process or have requested their name be placed on the consolidated plan mailing list.

(3) All comments received in writing or orally at the public hearings will be considered, and if deemed appropriate, the City shall modify the amendment(s). A summary of these, and a summary of any comments not accepted and the reasons therefore shall be attached to the substantial amendment(s) of the Consolidated Plan.

4. AMENDMENTS TO THE ONE YEAR ACTION PLAN

(1) The following process is required for substantial amendments to any annual action plan. A substantial change is defined as: (a) for projects over \$25,000 increasing or decreasing the amount budgeted for a project by 25% (unless a decrease is due to an under run of the project); (b) for projects under \$25,000 increasing or decreasing the amount budgeted for a project by 50% (unless a decrease is due to an under run of a project); (c) changing the purpose, scope, location, or intended beneficiaries or adding a new project.

A minor change in location is NOT a substantial change, if the purpose, scope and intended beneficiaries remain essentially the same. If capital dollars are used for a different portion of the project (e.g. rehabilitation rather than acquisition) this does not constitute a substantial change.

(2) Prior to amending an annual action plan, the City of Medford shall provide citizens with 30 days' notice and opportunity to comment on substantial amendment(s). Notice shall be given by a public notice, website update, and email or letter notification to persons and organizations which have previously been involved in the consolidated planning process or have requested their name be placed on the consolidated plan mailing list.

(3) All comments received in writing or orally at the public hearings will be considered, and if deemed appropriate, the City shall modify the amendment(s). A summary of these, and a summary of any comments not accepted and the reasons therefore shall be attached to the substantial amendment(s) of the annual action plan.

5. PERFORMANCE REPORTS

- (1) The City of Medford will provide citizens with notice and an opportunity to comment on the Consolidated Annual Performance and Evaluation Report (CAPER). Notice will be provided by a public notice, website update, email or letter notification to persons and organizations which have previously been involved in the consolidated planning process or have requested their name be placed on the consolidated plan mailing list. The review and comment period shall be at least 15 days.
- (2) The City will hold two public hearings during each action plan year to evaluate performance under the City's Community Development Block Grant (CDBG) program. One meeting will be held through the Community Development Grants Commission, as the advisory body to City Council on the appropriate implementation of the City's CDBG program, in accordance with Medford Municipal Code 2.441; and one public hearing will be held by City Council.

6. MISCELLANEOUS

- (1) Bilingual Opportunities. Upon reasonable request, or upon identification of a specific need, the City of Medford will provide public notices and summaries of basic information in other languages. Also upon reasonable request, the City will provide translators at workshops and public hearings to facilitate participation of non-English speaking citizens. To arrange this service, contact the City at least 3 days prior to a scheduled meeting or workshop.
- (2) Accessibility. Meetings shall be held in locations that are accessible to people with physical handicaps.
- (3) Access to records. The City will provide reasonable and timely access to information and records related to the Consolidated Plan and the use of assistance under programs covered by the Consolidated Plan. Within 15 business days of a request, the City will provide opportunities for citizens to review information regarding the Consolidated Plan and reply to inquiries for information. Copies of the Consolidated Plan will be available at the City Planning Department, City Recorder's Office and the Jackson County Library.
- (4) Technical Assistance. The City will provide technical assistance to group representatives of LMI persons and families that request such assistance. Technical assistance may consist of one-on-one assistance, providing technical materials such as HUD guidelines and information, referrals to sources on the Internet, training workshops, or referrals to specialists at HUD or other communities.

(5) Complaints. Complaints, inquiries, and other grievances concerning the Consolidated Plan, CDBG program, or any annual action plan can be made to the City of Medford's Housing and Community Development Division's Principal Planner. The City will make every effort to provide a substantive, written response to every written citizen complaint within fifteen business days of its receipt.

(6) Use of the Citizen Participation Plan. The City of Medford will follow the Citizen Participation Plan in carrying out the Consolidated Plan, Annual Action Plan and Community Development Block Grant process.