Eugene-Springfield HUD Community Participation Plan (Feb. 2025)

The Cities of Eugene and Springfield encourage active participation in preparation of the Consolidated Plan by all community members who are affected by Community Development Block Grant (CDBG) and HOME Investment Partnership (HOME) funds. The Community Participation Plan (also known as the US Department of Housing and Urban Development's Citizen Participation Plan) outlines local responsibilities to provide opportunities for community involvement. Policies and procedures outlined below guide the preparation of the Consolidated Plan, Annual Action Plans, amendments, and the Consolidated Annual Performance and Evaluation Reports (CAPERs).

Encouraging Community Participation

Community engagement is a critical component of the Consolidated Plan (Plan), Annual Action Plans, substantial amendments, and CAPERs. The planning processes for these activities are designed to stimulate interaction between community members, agency staff, advisory committee members, and elected officials regarding housing, homelessness, and community development issues. The process for development of the Consolidated Plan includes both small- and large-scale community engagement activities to inform the identification of needs and objectives for use of CDBG and HOME funds. The process for development of Annual Action Plans and CAPERs during the Consolidated Plan period includes opportunities for community comments.

The Cities encourage participation by low- and moderate-income persons throughout the community through avenues, such as outreach to Affordable Housing organizations, human service agencies, boards, and commissions. Emphasis will be placed on reaching out to historically marginalized populations, non-English speaking persons, and persons experiencing physical and mental disabilities in the preparation of the Consolidated Plan. The Cities will also notify and seek the participation of public agencies, the Continuum of Care, community organizations, including businesses, developers, emergency management agencies, broadband providers, and faith-based organizations in the development and implementation of the Consolidated Plan.

The Cities encourage tenants of assisted Affordable Housing developments and of the Lane County Public Housing Authority (PHA), Homes for Good Housing Agency, to participate in the development and implementation of the Plan. The Cities will provide timely information on all aspects of the planning process for Homes for Good so that agency staff can make the information available to tenants and rent assistance voucher recipients.

Access to Information and Records

The Cities will make available vital information that pertains to the Consolidated Plan, the Annual Action Plan, and the CAPER to community members, public agencies, and other interested parties. The information to be made available includes: the amount of assistance the Cities expect to receive (including grant funds and program income); and the range of strategies and programs that may be undertaken, including the estimated amount that will be expended on low- and moderate-income persons. All documents referenced in the Community Participation Plan are available online at:

City of Eugene website - http://www.eugene-or.gov/hudplans

City of Springfield website - https://springfield-or.gov/city/development-public-works/hud-funds/

The Consolidated Plan, Action Plan, CAPER, and amendments to these documents are available for review during business hours, on an on-going basis, at the City of Eugene Planning and Development Department, 99 West 10th Avenue, Eugene, Oregon and at the City of Springfield Development and Public Works Department located in Springfield City Hall, 225 Fifth Street, Springfield, Oregon.

Anti-Displacement and Relocation Plan

The City of Eugene and the City of Springfield have a Residential Displacement and Relocation Assistance Policy that complies with federal regulations. The policy applies to displacement of residents caused by activities directly funded by the CDBG and HOME programs and outlines steps to be taken by both jurisdictions to minimize displacement. A copy of the policy can be found on the Cities' websites provided in the Access to Information and Records section of this document.

Notice of Draft Plan Availability

Notice of a 30-day review and comment period on a summary of the draft Consolidated Plan is published in The Register-Guard or The Chronicle. The summary describes the contents and purpose of the Consolidated Plan and includes the locations where copies of the entire proposed Consolidated Plan could be reviewed. Notice is also distributed to an interested parties list and posted on the Cities' websites along with information detailing the comment time period and comment submittal requirements. Hard copies are made available for review at the City of Eugene Planning and Development Department and Springfield Development and Public Works Department.

Drafts of Annual Action Plans will similarly be made available for review for a 30-day comment period following the same notice and access to information procedures for the Consolidated Plan.

Community Response Time Frame

The Cities of Eugene and Springfield provide interested parties with a reasonable opportunity to comment on the Consolidated Plan and Annual Action Plan as defined by this Community Participation Plan. The Cities will consider any comments or views of interested parties received in writing or orally at any of the public hearings, or during the specified public comment review period, and will address those comments in the preparation of the final documents. The Cities will include a summary of any written or oral comments in the final Consolidated Plan and Annual Action Plan submitted to HUD.

Public Hearings

Each year the Cities of Eugene and Springfield will hold two public hearings to obtain community views and to respond to proposals and questions. The hearings address housing and community development needs, development of proposed activities, and review of program performance. An additional public hearing will be held when the Consolidated Plan is under development.

Each winter through spring, the Cities of Eugene and Springfield allocate HOME and CDBG funds for the next fiscal year through development and submission of the Eugene-Springfield Annual Action Plan. The public hearing for use of Consortium HOME funds is held by the HOME Consortium Governing Board. The public hearings for use of Eugene CDBG funds and performance reports are held by staff. Staff will consider any comments or views of community members received in writing or orally at the public hearing. The public hearing for use of Springfield CDBG funds is held by the Springfield Community Development Advisory Committee. The public hearing for the Eugene-Springfield Consolidated Plan will be held by staff and attended by the Eugene-Springfield Consolidated Plan Advisory Committee.

Each year, Eugene and Springfield will issue a joint request for proposal (RFP) for use of HOME funds. A public hearing will be held as a part of this process by the HOME Consortium Governing Board.

Access to Meetings

Meetings are announced through electronic mailings to interested parties and on the Cities' websites. All public hearings are advertised in the legal section of The Register-Guard or The Chronicle at least 14 days prior to the hearing with sufficient information published about the subject of the hearing to permit informed comment. Eugene or Springfield may elect to reduce the number of days prior to a hearing that public hearings are advertised to match the review and comment period, if permitted by HUD (such as during times of disaster response or other urgent matters). Public meetings and hearings are held at times convenient to potential and actual beneficiaries in locations that meet Americans with Disabilities Act accessibility standards, including evenings.

With 48 hours' notice prior to any public meeting, the Cities of Eugene and Springfield can provide the following services: an interpreter for the hearing impaired, an Induction Loop for the benefit of hearing aid users, and a City staff member or other reader to review printed materials with the sight impaired. In addition, the City of Eugene can provide a foreign language interpreter for non-English speaking community members.

Arrangements for these services can be made by contacting the City of Eugene or the City of Springfield City Manager's Office. Materials presented at the public hearings will also be made available on the Cities' web sites.

The Cities may hold public meetings and public hearings in-person or virtually, with the option for attendees to call in using a telephone. All efforts will be made to accommodate participation as described above.

Substantial Plan Amendments

The community will be notified and will have the opportunity to review all proposed substantial amendments to the Consolidated Plan or the Annual Action Plan. Notice of a 30-day review and comment period on a proposed substantial amendment to the Plans will be published in The Register-Guard or The Chronicle. Eugene or Springfield may elect to reduce the review and comment period, including notice of the public hearing, as permitted by HUD (such as during times of disaster response or

other urgent matters). A public notice of 14 days will be given for the review and comment period proposed changes to the Community Participation Plan.

Depending on the program area, the draft Substantial Amendment will be available for viewing on the Cities' websites and physical locations provided in the Access to Information and Records section of this document. The Springfield Community Development Advisory Committee will conduct a public hearing on the proposed action, will consider any comments or views of community members received in writing or orally at the public hearing, and will make a recommendation to the Springfield City Council. Eugene staff will conduct their public hearing and consider any comments or views of community members received in writing or orally at the public hearing. City of Eugene staff will give a final recommendation to the Eugene City Council. The HOME Consortium Governing Board will conduct a public hearing on the proposed action for HOME funds and will consider any comments or views of community members received in writing or orally at the public hearing.

After receiving a recommendation, the applicable City Council will take final action on the proposed CDBG amendment. The HOME Consortium Governing Board will take final action on the proposed HOME amendment. A summary of any comments or views and a summary of any comments or views not accepted and the reasons thereof will be attached to the substantial amendment.

Substantial changes to the Consolidated Plan or Action Plan are defined as:

• Changes in the use of CDBG or HOME funds from one eligible strategy or program to another, when that change increases or decreases funding level for a given strategy or program by 51% more or less than the previously accepted and adopted amount.

• Allocating funds for a new strategy or program that was not previously included or described in an adopted Consolidated Plan or Action Plan.

Performance Report/CAPER

The Cities of Eugene and Springfield will provide interested parties with a reasonable opportunity to comment on the annual CAPER which describes performance related to Consolidated Plan activities. The CAPER will be available for review and public comment for 15 days prior to submission to HUD, usually by September 30 of each year. Eugene or Springfield may elect to extend the submission to HUD if permitted. The CAPER is available on the Cities' websites provided in the Access to Information and Records section of this document. Notice of performance report availability will be provided in the legal section of The Register-Guard or The Chronicle. All written and oral comments received during the 15-day comment period will be considered in preparing the final performance report, which will include a summary of comments.

Technical Assistance

Technical assistance is provided by City staff for each particular program area. In addition, Lane County Human Services Division staff work with local service providers who receive funding.

Staff from each City will be responsible and will make every reasonable effort to provide access and technical assistance to community members, and agencies representing low and moderate-income persons, in order that they may participate in planning and assessing projects. Staff from each City will also respond to those who request assistance in developing proposals for CDBG or HOME funding and will provide technical assistance to assist in the implementation of the project.

In Springfield, the Development and Public Works Department provides assistance on an ongoing basis relating to housing and public facilities, including housing rehabilitation and down payment assistance programs. Department staff also provide assistance related to service provider facility improvement projects.

In Eugene, the Planning and Development Department provides assistance relating to the CDBG business development and housing rehabilitation loan programs, as well as Affordable Housing projects on an on-going basis. The City's Community Development staff provide support with service provider facility improvement projects with human service providers.

Response to Written Complaints/Grievances

The Cities will provide timely and substantive written responses to written complaints from the community regarding the Consolidated Plan, Annual Action Plans, amendments, and the CAPER. Written responses to written complaints will be provided within 15 business days, when practical.