

Appendix A

Citizen Participation Plan Amendment

See the Citizen Participation Plan online:

www.portlandonline.com/phb/cpp

Citizen Participation Plan

The Citizen Participation Plan is a framework and process for public involvement. The Plan is updated for every multi-year Consolidated Plan; amendments are made annually when necessary for each year's Action Plan. This is the first amendment to the Citizen Participation Plan since the multi-year plan was published in 2005.

The amendment only affects Section V of the plan, *Public Meetings and Hearings Related to Substantial Amendments to the Five-Year Consolidated Plan/Annual Action Plan*. Updated text is **bolded**.

The new text specifies that a substantial amendment is required when a jurisdiction changes the method of distributing federal funds or allocates guaranteed loan funds to a project. It also gives a jurisdiction more authority to change the budget for a project without requiring a substantial amendment. The amendment provides that the 30-day public inspection/comment period begins the day the summary is posted on the jurisdiction's website. Finally, Section V has been reorganized for clarity.

The full Citizen Participation Plan can be viewed on the Portland Housing Bureau's website, <http://www.portlandonline.com/phb/CPP>.

V. PUBLIC MEETINGS AND HEARINGS RELATED TO SUBSTANTIAL AMENDMENTS TO THE FIVE-YEAR CONSOLIDATED PLAN/ ANNUAL ACTION PLAN

A substantial amendment to an Annual Action Plan is defined as:

- a. Adding a new project;
- b. **Changing the method of distributing federal funds;**
- c. **Changing the amount budgeted for a project by plus or minus \$750,000 or 25% of the total federal housing and community development funds budgeted for the project, whichever is greater. A change to the budget as a result of a cost under-run does not require a substantial amendment;**
- d. Changing the purpose, scope, location, or intended beneficiaries of a new project. A minor change in location is not a substantial amendment if the purpose, scope and intended beneficiaries remain essentially the same;

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- e. Changing from one eligible activity to another. If capital dollars are simply used for a different portion of the project (e.g. rehabilitation rather than acquisition) this does not constitute a substantial amendment; or
- f. **Allocating guaranteed loan funds to a project.**

The jurisdictions will process amendments and substantial amendments to the Consolidated Plan and annual Action Plan by:

- a. Publishing a summary of the substantial amendment in the Oregonian; and
- b. Posting a summary of the substantial amendment on the jurisdiction's website; and
- c. Having copies of the summary and/or text of the substantial amendment available at the jurisdiction's office for distribution to the public free of charge; and
- d. E-mailing a summary and/or the text of the substantial amendment to interested stakeholders, community groups and other parties that have requested to be so notified.
- e. The summary of the amendment shall include the name, e-mail, and mailing address of a contact person for public comments.

The jurisdictions will receive and consider public comments on substantial amendments by providing for a 30-day public inspection/comment period for substantial amendments. **The 30-day public inspection/comment period for substantial amendments shall commence on the date the summary of the amendment is posted on the jurisdiction's website.**

After the close of the comment period, the jurisdiction shall prepare a summary of public comments to the substantial amendment along with the jurisdiction's responses.

Note: Amendments and substantial changes to the use of ESG and HOPWA funds may require review by other planning bodies since eligible activities and recipients are countywide (ESG) or multi-county (HOPWA).