



## Appendix G

### Community Engagement Requirements and Reporting for Metro Regional Housing Bond

Project Sponsors and development teams awarded PHB Metro Regional Housing Bonds are responsible to ensure ongoing community engagement to *inform project implementation*, including:

- Strategies for ensuring that ongoing engagement *around project implementation* reaches communities of color and other historically marginalized community members, including:
  - people with low incomes
  - seniors and people with disabilities
  - people with limited English proficiency
  - immigrants and refugees
  - existing tenants in acquired buildings
  - people who have experienced or are experiencing housing instability
- Strategy for ensuring community engagement *“to shape project outcomes to support the success of future residents.”*

Community engagement is intended to gather feedback to affect project outcomes, regardless of who conducts the engagement (e.g. developer, partner).

Metro interprets “project outcomes” to mean permanent or long-range aspects of the housing development that can improve resident experiences, which are flexible enough in nature to allow community influence. Examples of project outcomes include location, unit composition, individual project design principles or specific features (such as external landscaping, community space, etc.), development of service partnerships, onsite services, and property management practices. A good neighbor agreement could be developed as part of this engagement, but this type of agreement would not, in and of itself, be considered a project outcome because it is non-binding and doesn’t typically improve the resident experience.

#### **How to fulfill this reporting requirement:**

Project Sponsors will produce an engagement report using the **REPORTING TEMPLATE** below and submit to PHB at least 30 days prior to the project’s financial close.

Additional, optional forms are available that may find useful in documenting your project’s engagement work:

- Metro Affordable Housing Bond event worksheet
- Sign-in sheet with demographics template
- Event evaluation with demographics template

## **REPORTING TEMPLATE**

for reporting on community engagement that informs project implementation

- 1. Describe the community engagement that informed project implementation (format of the activity(ies), agenda, questions posed, etc.). (Max 500 words)**
- 2. Describe outreach strategies and methods used to encourage participation, their effectiveness, any lessons learned. (Max 200 words)**
- 3. If you used partnerships in this engagement, please describe them: who you partnered with (culturally specific, community-based, faith-based, or other organizations), how you worked together, and lessons learned. (Max 300 words)**
- 4. Report on who was engaged (number of community members who participated in the activity/ies, and relevant demographics that show participation of communities of color and other historically marginalized community members). Please do not share names or other personal information. (Max 200 words)**
- 5. Summarize the feedback received (major themes). (Max 300 words)**
- 6. Describe how feedback from communities of color and other historically marginalized community members directly informed the project implementation and outcomes. (Max 300 words)**
- 7. (Optional) Evaluation of engagement activity/ies from staff, participants, and partners. (Max 300 words)**