

# Coordinating Jurisdiction Staff

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## **Objective**

The objective of this activity is to promote consultation and coordination with local government staff regularly interfacing with neighborhood, regional, or other segments of the population, with the goal of developing local relationships and facilitating a broader dialogue at the local level.

## **Summary**

The existing relationship between local staff and specific neighborhoods or between state staff, regions, and cities is the starting point for the community outreach that initiates the Consolidated Planning process. Nearly every state and local jurisdiction has staff who regularly interface with regional populations. The quality of citizen participation and consultation outcomes depends on how well these relationships are incorporated into outreach methods to produce dynamic and compelling Consolidated Plans.

Additionally, grantees may want to survey local government programs and staff who regularly interact with grassroots organizations to reach out for broader participation in the Consolidated Planning process.

State grantees may want to liaison with the governor's office or consult broadly with other state departments that have local contacts connected to Consolidated Planning issues, including offices of economic development, human services, historic preservation, low-income tax credit programs, land use, transportation, etc.

## **Application to the Consolidated Plan**

Coordinating outreach and planning efforts with other agencies' staff enhances the consultation and citizen participation process by leveraging the efforts and resources of these organizations to benefit the Consolidated Plan.

## **Target Audience/Usage**

The target audience for this activity is representatives of other government agencies, especially representatives from agencies working in the same target area or with mutual goals or priorities.

## **Logistics and Materials Needed**

Every neighborhood, city, county, or region has institutions with which grantees can partner to achieve wider participation in the Consolidated Plan. Local planning staff is often best equipped to provide outreach to special populations or interest groups, such as homeless persons or non-English speakers, or for initiating discussions around areas of special interest like parks and recreation or historic preservation. Potential partners for coordination include citizen liaisons from organizations such as:

- Ombud's Office
- Office of Neighborhood Involvement
- Local Advisory Councils
- Housing Bureaus
- Homeless Services Providers
- Institutions such as neighborhood associations that regularly interface with the community

Tools that can help grantees coordinate with local organization staff include:

- Use of email lists to facilitate wider publicity about hearings, online tools, and other Consolidated Plan materials within a geographic area. Many local planning staff will maintain email distribution lists of citizen contacts, and will be willing to help distribute information to their constituents.
- Coordinate market and demographic analysis with place-based populations or special interest groups through local liaisons. The best place to start is [HUD's eCon Planning Suite](#) for an overview of the tools and resources available to assist grantees.
- Coordinate with local staff to conduct educational sessions with citizen groups to present information on market and demographic analysis and request feedback on Consolidated Plan goals and priorities.