

Topic-Oriented Stakeholder Sessions

Objective

The objective of this activity is to generate detailed responses from stakeholders on specific topics or activities.

Summary

The grantee conducts stakeholder meetings focused on specific topics. These sessions could focus on an on-site tour of an existing activity, development, or project, or be a roundtable discussion facilitated by a subject matter expert on a specific topic.

By conducting a meeting at a project site, stakeholders may better understand the development conditions and thus provide more informed and detailed feedback on past projects as well as community needs and proposed goals. On-site meetings or facilitated discussions can also serve to increase interest in a project or topic beyond what may be achievable through the traditional public meeting format. Tours can include a presentation from the project manager to discuss the components of the project and the effect it has had on the surrounding community.

State grantees may be unable to coordinate an in-person meeting that is accessible to stakeholders from across the state. Alternatively, states could design a remote video tour that is presented via webinar or sent electronically to stakeholders or invite a project manager or subject matter expert to participate in a conference call with the stakeholder group to facilitate a discussion on the needs and potential approach to various community development projects.

Additionally, grantees can facilitate meetings with a group of stakeholders to discuss a specific topic of local interest and the associated needs and potential goals around that subject. For example, the grantee could conduct a meeting session on potential or active housing development and invite developers, lenders, realtors, CHDOs, CDFIs, and other housing stakeholders to discuss needs and challenges associated with for-sale housing development in the jurisdiction. Grantees could invite a subject matter expert to facilitate this discussion and use maps and data as presentation aids during the meeting.

Application to the Consolidated Plan

Topic oriented meetings or tours offer the grantee a means to generate interest in Consolidated Plan goals and priorities among consultation partners with interest in specific housing and community development activities.

Target Audience/Usage

The target audience for this activity is public and private stakeholders. When coordinating and planning a meeting, the grantee can either target stakeholders by geographic area (specific neighborhoods or regions, etc.) or by subject matter (housing, special needs populations, homelessness, etc.)

Logistics and Materials Needed

When preparing for a meeting or tour with a group of stakeholders, the grantee must:

- Coordinate schedules with stakeholders

- Prepare meeting topics and discussion questions
- Identify a tour guide or meeting facilitator
- Locate meeting space (if meeting is held on-site)
- The data and maps from the eCon Planning suite can help grantees identify projects and locations that may be useful for conducting on-site tours or topic oriented sessions that both align with these groups' concerns, based on the demographics and or/needs of the area.