

Sustainable Communities Public Engagement Declaration

Commitment:

The coordinating committee values both an inclusive process and equitable outcomes. We want to increase the capacity of local stakeholders for meaningful participation in the decision-making processes for sustainable community and regional planning as to ensure that the outcomes of such planning efforts are in line with our goals for social equity.

The committee requires an inclusive process that embraces the diversity of our local stakeholders, including those representing vulnerable populations, place-based communities, and special-interests.

The committee believes the approach to participation will vary with each of the major stages of planning process for example, assessment of existing conditions, setting goals and objectives, and implementing and that it must be reflective of the unique attributes and needs of the each specific stage.

Purpose:

A public participation process that integrates key regional planning issues including

- Housing
- Land use
- Economic development
- Transportation
- Infrastructure investment

in order to enable, empower and engage the public to better address the opportunities in

- Economic competitiveness and revitalization
- Social equity and access to opportunity
- Public health and safety
- Energy efficiency
- Environmental protection
- Climate change

Principles:

Planning and Preparation

Ensure the design, organization and process of the plan meets the needs and values of the diverse makeup of our 13-county region and serves the goal of creating a feasible regional sustainable development plan.

Inclusion and Diversity

Equitable incorporation of diverse people, ideas and information to engage the maximum range of voices and views in the planning process is of highest priority.

Collaboration and Capacity Building

Support and encourage participants, government, community institutions, and all additional stakeholders to build local capacity for informed decision-making that leads to inclusive implementation.

Technical Advisory Group Participation Form

Background

A group of 25 Coordinating Consortium partners received a \$3.75 Million Sustainable Communities Regional Planning Grant from the Department of Housing and Urban Development to develop a Regional Plan for Sustainable Development for the 13-county Houston Gulf Coast Planning Region. The plan development will be driven by extensive public engagement, technical advisement and fact-based analysis. Stakeholder groups, including subject matter experts (Technical Advisory Groups) and regional representatives (Regional Transect Groups), will meet independently as well as collectively to coordinate efforts, share ideas and review recommendations.

Responsibilities of the Technical Advisory Groups

The Technical Advisory Groups will assist in the creation of the plan development by providing subject matter expertise to help complete the work tasks in the planning process. Work tasks include identifying barriers and challenges to sustainability, developing metrics to assess sustainability, analyzing regional scenarios, and recommending implementation strategies.

Time Commitment Needed from Technical Advisory Groups

The Technical Advisory Groups will meet approximately nine times over the next three years. Each meeting is estimated to take place over the course of a morning or afternoon. Group members will also be asked to review and participate in the development of work products for the plan via electronic means.

Deadline

All forms must be completed and returned to H-GAC by DATE. Members of the Technical Advisory Groups will be notified by DATE.

YES! I am interested in participating as a member of a Technical Advisory Group.

Contact Information:	Name	
	Address	
	City, State, Zip	
	Phone	E-Mail
	Entity/Organization	Title

Check the group(s) in which you are most interested in participating.	<input type="checkbox"/> Housing	<input type="checkbox"/> Economic Development
	<input type="checkbox"/> Healthy Communities	<input type="checkbox"/> Environment
	<input type="checkbox"/> Social Equity	<input type="checkbox"/> Transportation

Check all that apply to you or your organization	<input type="checkbox"/> Elected Official	<input type="checkbox"/> Industry	<input type="checkbox"/> Non-Profit
	<input type="checkbox"/> Community Leader	<input type="checkbox"/> Local Government	<input type="checkbox"/> Other _____
	<input type="checkbox"/> Business Owner	<input type="checkbox"/> Interested Resident	

Please provide a brief narrative detailing your interest and expertise.* You may also attach a resume.	Interest/Expertise
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* See page 2 for examples of specific group expertise areas needed.

Submit

Specific Group Expertise Examples

Housing

- Public Housing, Housing Authorities
- Builder/developer, multi-family/single-family
- Rural housing
- Affordable housing
- Affirmatively Furthering Fair Housing
- Elderly/Senior/Assisted housing
- Homeless
- Temporary Housing, Housing Rehab.,
- Manufactured Housing
- Rental/Home Ownership
- Housing Finance
- Institutional/Group Quarters
- Historic Preservation
- Other

Healthy Communities

- Access to health care, pharmacy, insurance
- Food security/hunger, healthy food, local food
- Clinic/hospital advocates
- Healthy aging
- Healthy neighborhoods/walkable/parks/safety
- Healthy environment/lead based paint
- Public health, obesity
- Mental health
- Other

Social Equity

- Access to information, art and cultural amenities, libraries, schools
- Access to quality transportation, jobs, services, Workforce/skills training
- Childcare access
- Language barriers, social capital, isolation
- Family disintegration
- Gentrification
- Environmental justice
- Community leaders, social scientists
- Perspectives of people with disabilities
- Perspectives of specific racial/ethnic groups
- Other

Economic Development

- Workforce, Labor Demand
- Entrepreneurship, Small Businesses
- Community Development Financing
- Regional Economic Competitiveness
- Education and Training Opportunities
- Adequate and Reliable Infrastructure
- Agribusiness, aquaculture, and farming
- Tourism
- Tax rates, incentives, labor relations
- Diversification of economy
- Trade, international, imports/exports
- Quality of Life Amenities
- Revitalization/redevelopment, brownfields
- Other

Environment

- Water, Wastewater, Storm Water, Flooding, Drainage
- Air quality, Climate Change, Energy and Alternative Energy
- Solid Waste/Land Recycling
- Conservation, Habitat Preservation
- Natural Disasters and Resiliency Planning
- Parks and Open Space
- Green infrastructure
- Low Impact Development, Green Building, Heat Island Impact
- Sustainable Farming, Ranching, and Fishing
- Other

Transportation

- Transit (rural/urban/different modes)
- Pedestrian/Bicycle
- Freight (maritime shipping, road, rail, air)
- Transportation Safety, Security, and Evacuation
- Travel Demand Mechanisms (Carpooling, etc).
- Transportation Financing
- Ports/Airports/Waterborne Transportation
- Operations, ITS, Congestion Management
- Transit Oriented Development/Transportation-Land Use
- Other

The above list is meant to be for example purposes only and is not intended to be a comprehensive list.

Regional Transect Group Participation Form

Background

A group of 25 Coordinating Consortium partners received a \$3.75 Million Sustainable Communities Regional Planning Grant from the Department of Housing and Urban Development to develop a Regional Plan for Sustainable Development for the 13-county Houston Gulf Coast Planning Region. The plan development will be driven by extensive public engagement, technical advisement and fact-based analysis. Stakeholder groups, including subject matter experts (Technical Advisory Groups) and regional representatives (Regional Transect Groups), will meet independently as well as collectively to coordinate efforts, share ideas and review recommendations.

Responsibilities of the Regional Transect Groups

The Regional Transect Groups will assist in the creation of the plan development by reviewing the work tasks of the planning process for applicability in urban, rural, suburban, and coastal areas. Work tasks include identifying barriers and challenges to sustainability, developing metrics to assess sustainability, analyzing regional scenarios, and recommending implementation strategies.

Time Commitment Needed from Regional Transect Groups

The Regional Transect Groups will meet approximately nine times over the next three years. Each meeting is estimated to take place over the course of a morning or afternoon. Group members will also be asked to review and participate in the development of work products for the plan via electronic means.

Deadline

All forms must be completed and returned to H-GAC by DATE. Members of the Regional Transect Groups will be notified by DATE.

YES! I am interested in participating as a member of a Regional Transect Group.

Contact Information:	Name		
	Address		
	City, State, Zip		
	Phone	E-Mail	
	Entity/Organization	Title	
Check all geographic descriptors that apply to you or your community	<input type="checkbox"/> Urban	<input type="checkbox"/> Coastal	
	<input type="checkbox"/> Suburban	<input type="checkbox"/> Port	
	<input type="checkbox"/> Rural	<input type="checkbox"/> Other _____	
Check all that apply to you or your organization	<input type="checkbox"/> Elected Official	<input type="checkbox"/> Industry	<input type="checkbox"/> Non-Profit
	<input type="checkbox"/> Community Leader	<input type="checkbox"/> Local Government	<input type="checkbox"/> Other _____
	<input type="checkbox"/> Business Owner	<input type="checkbox"/> Interested Resident	
Please provide a brief narrative detailing your interest and expertise. You may also attach a resume.	Interest/Expertise		
Submit			

Sustainable Communities Regional Planning Grant

MEMORANDUM OF AGREEMENT

THIS MEMORANDUM OF AGREEMENT (“Agreement”) is entered into as of ____, 2011, by and between the Houston-Galveston Area Council (“H-GAC”) and ____ (“Entity”). The entities listed are individually referred to herein as a “Party” and collectively as the “Parties.”

RECITALS

A. The Sustainable Communities Regional Planning Grant Program will support metropolitan and multijurisdictional planning efforts that integrate housing, land use, economic and workforce development, transportation, and infrastructure investments in a manner that empowers jurisdictions to consider the interdependent challenges of: (1) economic competitiveness and revitalization; (2) social equity, inclusion, and access to opportunity; (3) energy use and climate change; and (4) public health and environmental impact.

B. The purpose of this Agreement is to form a Coordinating Committee that will carry out the Sustainable Communities Regional Planning Grant Program.

C. Together, the Coordinating Committee has the capacity and experience to develop a Regional Plan for Sustainable Development for the Gulf Coast Planning Region of Texas.

The Parties therefore agree as follows:

AGREEMENT

1. **Formation of the Coordinating Committee.** The Parties hereby form the Sustainable Communities Regional Planning Grant Program Coordinating Committee (the “Coordinating Committee”). The Purpose of the Coordinating Committee is to create a regionally-adopted, consensus-based sustainability plan for the Gulf Coast Planning Region of Texas.

2. **Lead Member.** H-GAC shall be designated as the Lead Member and shall execute the cooperative agreement with HUD and will assume fiscal responsibility for the grant on behalf of the Coordinating Committee in compliance with all HUD and program requirements.

3. **Obligations of Parties; Funding Agreements.** The Parties shall cooperatively carry out the Sustainable Communities Regional Planning Grant Program described in the Regional Plan for Sustainable Development Grant Application. Each entity agrees to execute this Agreement no later than 120 days after the effective start date of the grant agreement.

a. Entity’s specific activity under the Program:

1. The entity’s Chief Elected Official or Chief Executive Officer shall designate by letter a voting representative and an alternate representative, both of whom shall be authorized to vote on behalf of the entity.

2. The entity agrees to provide \$____ as a (cash match/in-kind match), specifically through (salary time/meeting space/other) in support of the program.

4. **Term of Agreement.** This agreement is in effect for 36 months after the date of the grant execution with HUD, or until the grant expires, whichever is later.

5. **Amendments.** No amendment or modification to this Agreement is valid unless approved by the Committee and executed by the Entity and H-GAC on behalf of the committee. This Agreement supersedes any oral promises, representations, or other agreements with respect to the subject matter of this agreement.

6. **Approval of Agreement.** By execution of this Agreement, the signatories of each Entity certify and represent that this Agreement has been authorized by its governing body or authorized officer, as applicable.

7. **Counterparts.** This Agreement may be executed in counterparts, each of which shall be deemed an original and all of which together shall be considered one and the same agreement.

The parties have executed this Agreement as of ___th day of _____, 20__.

COORDINATING COMMITTEE ENTITY

Signature

**HOUSTON-GALVESTON AREA COUNCIL,
a political subdivision of the State of Texas**

Jack Steele
Executive Director

**Advance Notification: Request for Proposal to be Issued
for Public Engagement for Sustainable Communities Grant**

Background: A group of 25 Coordinating Consortium partners received a \$3.75 Million Sustainable Communities Regional Planning Grant from the Department of Housing and Urban Development to develop a Regional Plan for Sustainable Development for the 13-county Gulf Coast Planning Region of Texas. The plan development will be driven by extensive public engagement, technical advisement and fact-based analysis. H-GAC and members of the Coordinating Consortium will release a request for proposals in late February or early March for a consultant team to facilitate public engagement and marketing components of the Regional Plan for Sustainable Development.

For more information about the Sustainable Communities Regional Planning Grant and the Gulf Coast Planning Region's application, please visit www.h-gac.com/community/sustainability

Some tasks that the consultant will be asked to complete include, but are not limited to:

- Develop strategies to engage communities that have traditionally not participated in planning processes
- Design a process and accompanying educational materials for leadership training sessions
- Develop a media and messaging strategy that will generate interest and participation
- Design web-based tools that allow people to participate in various elements of the planning process in an engaging and user-friendly format
- Design activities to be conducted at public meetings and visioning sessions to gain hands-on participation of residents.

A full scope of work will be included in the Request for Proposal, including budget amount.

The contract will be awarded through H-GAC's procurement process. The RFP will be posted online at <http://www.h-gac.com/purchasing>. Please e-mail sustainability@h-gac.com if you are interested in receiving a notification when this RFP is published or if you have questions about the RFP.

Openness and Barriers

Explore new ideas unconstrained by conventional and traditional proceedings, and explore and apply information in ways that generate new options for input while maintaining a continuous two-way dialogue and feedback with the community throughout the entirety of the process.

Transparency and Accountability

Maintain an open process, providing easy public access to engagement opportunities, outcomes and the full range of planning efforts allowing for feedback to be given and implemented as a collaborative plan is developed.

Impact and Action

Ensure all efforts have potential for specific results while ensuring an interactive, trackable process.

Sustained Engagement and Participatory Culture

Build a culture of meaningful participation to cultivate ongoing quality public engagement with a strengths focused perspective valuing the community experience and values.

DRAFT - updated 1-13-2011