Citizen Housing and Community Development Committee

Tenth Street Place, 1010 10th Street, Room 2001
Modesto, California

Thursday, January 9, 2020 at 12:00 PM

Roll Call - Silent

Declaration of Conflict of Interest

Public Comment Period
Only interested persons in the audience may present these matters. Under State law, the Citizen’s Housing and Community Development Committee may respond to matters being presented under the item only as follows:
- a) Briefly respond to statements made or questions raised.
- b) Ask a question for clarification
- c) Provide a reference to staff or other resources for factual information.
- d) Request staff to report back at a subsequent meeting.
- e) Finally, a Committee member or the Committee itself may take action to direct staff to place a matter of business on a future agenda.

Consent Items - Unless withdrawn from consent, items are approved at one time.
.1. Consider approving minutes for the December 12, 2019 meeting.

Documents:

12 12 2019 MINUTES.PDF

New Business
.1. Consider approving a First Amendment to the Cloudburst Consulting Group Inc. agreement increasing the contract amount for expanded consultant services related to the development of the City’s 2020-2025 Consolidated Plan and Annual Action Plan by up to $16,590 from $44,304 to a new total amount of $60,894.

Documents:

AR CLOUDBURST CONTRACT AMENDMENT - ADDITION OF FUNDS.PDF
.2. Informational Presentation on CDBG/ESG Notice of Funding Availability

Comments and Committee Reports

Matters Too Late for the Agenda
(These may be presented by members of the Citizens’ Housing and Community Development Committee and staff upon determination by a majority vote that an emergency exists, as defined by State Law, or by a 2/3 vote that (1) there is a need to take immediate action, and (2) that the need for action came to the City’s attention after the agenda was posted.)

Adjournment

Posted pursuant to Government Code Section 54954.2 on bulletin board at Tenth Street Place on

Name ___________________________ Date ___________________________ Time ___________________________

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MINUTES

CITY OF MODESTO
CITIZENS’ HOUSING & COMMUNITY DEVELOPMENT COMMITTEE
1010 10th Street, Modesto, CA 95354 Suite 2005
Modesto, California

Thursday, December 12, 2019 at 12:00 p.m.

The meeting was called to order by Chairperson Councilmember Kenoyer at 12:08 p.m.

ROLL CALL

Members Present: Chairperson Councilmember Kenoyer, Councilmember Ah You, David Wright, and Julie Scherer

Members Absent: Rachel Hernandez, Doug Parman, Hank Pollard and Philip Anselmo (Inactive)

Staff Present: Juan Gonzalez, Monica Bielefeldt, and Jessica Narayan, Adam Barth, Michael Sacuskie

Public Present: Michael Schaier (EAH)

DECLARATION OF CONFLICT OF INTEREST

PUBLIC COMMENT PERIOD

CONSENT ITEMS – UNLESS WITHDRAWN FROM CONSENT, ITEMS ARE APPROVED AT ONE TIME.

1. Consider approving minutes for the November 14, 2019 meeting.

   ACTION: Motion (David Wright / Jenny Kenoyer; 2-0) approving minutes for the November 14, 2019 meeting, 2 members abstained due to absence.

NEW BUSINESS
1. Consider approving submittal of a joint application with EAH Housing to apply for Affordable Housing and Sustainable Communities (AHSC) Program Funds for the construction of Archway Commons Phase II and related transportation improvements.

**ACTION:** Motion (Councilmember Ah You/Julie Scherer; 4-0) approving submittal of a joint application with EAH Housing to apply for Affordable Housing and Sustainable Communities (AHSC) Program Funds for the construction of Archway Commons Phase II and related transportation improvements.

**COMMITTEE COMMENTS & REPORTS**

**MATTERS TOO LATE FOR THE AGENDA**

(These may be presented by members of the Citizens’ Housing and Community Development Committee and staff upon determination by a majority vote that an emergency exists, as defined by State Law, or by a 2/3 vote that (1) there is a need to take immediate action, and (2) that the need for action came to the City’s attention after the agenda was posted.)

**ADJOURNMENT**

There being no further business, the meeting was adjourned at 12:44 p.m. by Chairperson Councilmember Kenoyer.

Respectfully submitted and approved by,  
Jessica Narayan, Community Development Manager  
Community and Economic Development Department
TO: Citizens’ Housing & Community Development Committee

FROM: Jessica Narayan, Community Development Manager

SUBJECT: First Amendment to the Cloudburst Consulting Group Inc. Agreement

CONTACT: Jessica Narayan, Community Development Manager
          jnarayan@modestogov.com, 577-5321

DESCRIPTION:
Consider approving a First Amendment to the Cloudburst Consulting Group Inc. agreement increasing the contract amount for expanded consultant services related to the development of the City's 2020-2025 Consolidated Plan and Annual Action Plan by up to $16,590 from $44,304 to a new total amount of $60,894. (Funding: Community Development Block Grant Funds)

STRATEGIC PLAN ELEMENT:
This item supports the City of Modesto’s 2020-2025 Strategic Plan Initiative: Quality of Life to implement a housing and homelessness action plan.

BACKGROUND:
As a Housing and Urban Development (HUD) entitlement community, the City receives a formula grant allocation each year for the following type of funding: Community Development Block Grant (CDBG), HOME Investment Partnerships (HOME), and Emergency Solutions Grant (ESG) funds under the HUD Community Planning and Development Division.

To remain eligible as a HUD entitlement community, the City of Modesto must comply with Consolidated Planning requirements as required by Title 24 – Housing and Urban Development of the Code of Federal Regulations (24 CFR) Part 91 – Consolidated Submissions for Community Planning and Development Programs. The Consolidated Plan, as required by 24 CFR Part 91, requires the City to prepare a five-year Consolidated Plan describing its plan to pursue the goals for the CDBG, HOME, and ESG programs.

DISCUSSION:
Currently, the City is in its fifth year of the current 2015-2020 Consolidated Plan which is set to expire June 30, 2020. As such, the City must prepare and submit a new Consolidated Plan for
On July 1, 2019, the City entered into an agreement for consultant services with the Cloudburst Consulting Group, Inc. (Cloudburst) in the amount of $44,403 for the development of the City’s 2020-2025 Consolidated Plan and Annual Action Plan with a contract completion deadline of June 2020.

Since contract execution, Cloudburst staff has been working hand in hand with City staff in the development of the City’s Consolidated Plan. As part of the development of the Consolidated Plan, the City is required to establish a Strategic Plan to address the needs and priorities identified. In developing a Strategic Plan, staff recommends the City conduct a Request for Proposals (RFP) during the Consolidated Plan development process to solicit project proposals, and create competitive project selection criteria to establish a five-year project list that addresses the needs and priorities identified in the newly developed 2020-2025 Consolidated Plan. The intent will be to competitively select and establish five-year CDBG and HOME project lists with the resources anticipated to be received during the five fiscal years.

Conducting an RFP will require the current Cloudburst consultant contract to be amended. Cloudburst has the expertise to conduct the RFP process and establishing competitive project selection criteria needed to establish eligible CDBG and HOME project lists. Staff solicited pricing proposal from Cloudburst for this additional work and has proposed to conduct this work for an additional amount of up to $9,779. This amount is for time and materials, therefore only the actual cost of direct labor and materials will be charged to the City.

In addition, staff will be conducting up to seven public community meetings (including CoC and CH&CDC) during the months of March and April to present the draft Consolidated Plan and Annual Action Plan for public review. It is anticipated that the City will need Cloudburst support to assist in the facilitation of up to four community meetings at a cost of up to $6,811. It is important to note that number of meetings is an “up to” amount and it is not anticipated that Cloudburst will be needed for all four meetings; Cloudburst will only charge for time and materials related to the number of meetings the City requests.

Staff is proposing a First Amendment to the Cloudburst Consulting Group Inc. Agreement, increasing the agreement amount by up to $16,590 from $44,304 to a new total amount of up to $60,894 for services related to the development of the RFP and related tasks.

Modesto Municipal Code Section 8-3.203 generally requires all purchases, which meet or exceed $50,000 for material, equipment or contractual services to follow formal bid procedures.

**FISCAL IMPACT:**
The Program Year 2019-2020 Annual Action Plan budget includes funding for Administrative Activities from Community Development Block Grant (CDBG) Entitlement program funds. There will be no impact to the General Fund.

**COMMITTEE RECOMMENDATION:**
Motion approving a First Amendment to the Cloudburst Consulting Group Inc. agreement increasing the contract amount for expanded for consultant services related to the development
of the City’s 2020-2025 Consolidated Plan and Annual Action Plan by up to $16,590 from $44,304 to a new total amount of $60,894, and forwarding the item to Council for approval.

Prepared By:Juan Gonzalez, Sr. Community Development Program Specialist

Approved By:Jessica Narayan, Community Development Manager

Attachments:
1. First Amendment to Consultant Agreement