

City of Modesto

CITIZEN PARTICIPATION PLAN

INTRODUCTION

It is the intent of the City of Modesto to encourage and facilitate the participation of the residents of Modesto in the formulation of priorities, strategies, and funding allocations in the Consolidated Plan and Annual Action Plan, substantial amendments thereto, and the Consolidated Annual Performance Evaluation Report for the following three programs funded by the U.S. Department of Housing and Urban Development:

- Community Development Block Grant (CDBG);
- HOME Investment Partnerships (HOME);
- Emergency Shelter Grant (ESG); and

DEFINITIONS

Consolidated Plan: This document is submitted to HUD and serves as the planning document of the jurisdiction and application for funding for CDBG, HOME, and ESG. The document is developed in accordance with 24 CFR Part 91 and sets forth the priorities and strategies of the programs for a five-year period.

Annual Action Plan: This document updates the Consolidated Plan on an annual basis and allocates one year's funding (entitlement and program income) to specific projects and activities for the CDBG, HOME, and ESG programs.

Consolidated Annual Performance Evaluation Report (CAPER): This document reports on the progress made in carrying out the Consolidated Plan and One-Year Action Plan. The City of Modesto prepares the report annually in accordance with 24 CFR Part 91.

Substantial Amendment: An amendment to the Consolidated or Action Plan which involves carrying out an activity not previously described, or a change in the purpose, scope, location or beneficiary of an activity, or an increased appropriation to an existing activity in excess of \$25,000. However, an increase or decrease in the amount of HOME funds appropriated to an approved HOME activity shall not be considered a substantial amendment.

Community Meetings

Public comments are welcome at any time. Individuals may submit comments or proposals verbally or in writing directly to staff, as well as at public meetings. The public may submit comments at any time through links that are available at the City's website, or by sending an email to housing@modestogov.com.

Community and neighborhood meetings will be organized by City staff to seek community input and identify community needs. These meetings serve several purposes:

- To receive input from the community regarding allocation of HUD funds
- To build community among the neighborhood residents in an effort to attain community empowerment and greater community voice
- To determine the needs/concerns of a particular neighborhood
- To provide the neighborhoods information on city services

A minimum of two neighborhood meetings will be held each prior to the development of the Annual Action Plan and/Consolidated Plan, and one community meeting with service providers as the primary audience. Other neighborhood meetings may be held during the year as the City identifies need.

A minimum of two neighborhood meetings will be held in low-income census tract areas to encourage participation of low- and moderate-income persons. The neighborhood meetings will be held at public buildings that are accessible to persons with disabilities. Spanish speaking translators will be available at all meetings. If request for other language translators are made at least five working days prior to a public meeting, translators will be provided. A minimum of one neighborhood meeting will be held in the evening to accommodate household members who work during City business hours. The meeting for service providers will be held during the day to accommodate the service providers. The City will also endeavor to make presentations at meetings hosted by civic groups, ecumenical groups and other community based groups.

The meetings organized by the City and held prior to the Annual Action Plan and/or Consolidated Plan will be advertised in the local paper of general circulation, as well as the local Hispanic paper of general circulation. These public notices will be published at least one week prior to the neighborhood and community meetings. A press release will also be submitted to the local newspaper, radio and television stations. Notices will also be sent to neighborhood organizations, the local public housing authority, and agencies providing services to the residents of the community and neighborhoods. Notices may also be mailed directly to residents and property owners of selected neighborhoods.

Public Hearings and Notices

The City shall notify the community of any public hearings to be held by the Modesto City Council regarding the development of the Consolidated Plan, the Annual Action Plan, substantial amendments thereto, and the CAPER. A minimum of two public hearings will be held each year at different stages of the program year.

Notification of the public hearings and the public comment period will be published in the local newspaper of general circulation, as well as the Hispanic paper of general circulation. Press releases will be distributed to local newspaper, radio, and television stations. Notices may also be sent to neighborhood organizations.

The public hearings will be held at scheduled City Council meetings. These meetings are typically held in the evenings for the benefit of working persons at city hall in the City Council chambers. Each resident choosing to speak will be allowed to make a verbal presentation. Any comments received, orally or in writing, will be submitted to HUD with the applicable written report and will be considered in the preparation of the report.

The public notices for public hearings will include the following:

- Description of activity
- Estimated amount of funding pertinent to the funding source,
- Date, time and place of the public hearing,
- How the written report can be obtained,
- Contact information for city staff.

The public hearings will include the following:

- The amount of grant funds and program income expected to be made available during the fiscal year and/or the amount actually received
- The range of activities that may be undertaken during the year and/or the accomplishments of the activities undertaken
- The proposed and/or undertaken activities that resulted in relocation assistance, the City intent to minimize relocation, and the levels of assistance available or given.

Public Access to Information

As required by law, the City of Modesto will provide the public with reasonable and timely access to information and records relating to the date or content of the Annual Action Plan, the Consolidated Plan, substantial amends thereto, and the CAPER. The drafts and written reports submitted to HUD each year will be available to the public at the following location:

City of Modesto
Parks, Recreation and Neighborhoods Department
Tenth Street Place
1010 Tenth Street Suite 4400
Modesto, California

These reports will be available free of charge. Additionally, the City will attempt to make such documents available on-line through the City's web page located at www.modestogov.com

Technical Assistance

City staff will work with organizations and individuals who are interested in submitting a proposal to obtain funding for an activity. All potential applicants for funding are encouraged to contact City staff for technical assistance before completing a proposal.

City staff will hold two workshops for technical assistance each year. These workshops will be held prior to the funding cycle for public service grants available during the following fiscal year.

The technical workshops will include the following:

- Types of eligible activities for CDBG and ESG
- Required leverage of funds
- Rating criteria for proposals
- Documentation required to be submitted with the proposal

These workshops will be held during the day at the city hall, Tenth Street Place. This public building is accessible to persons with disabilities. The notifications for these workshops will be sent to service providers who have received funding in prior years and any organizations making inquiries during the year. Ten days prior to the workshops, a public notice will be published in the local English and Hispanic newspapers of general circulation.

Complaints

Citizens with complaints concerning the Consolidated Plan, the Annual Action Plan, substantial amendments thereto, and the CAPER, should contact the Deputy Director, Recreation and Neighborhood Services Division, by phone or in writing at:

City of Modesto
Parks, Recreation and Neighborhoods Department
1010 Tenth Street, Suite 4300 (95354)
P O Box 642
Modesto, CA 95353
Telephone (209) 577-5247

If the matter is not resolved with staff, the Deputy Director will consider the complaint and respond in writing within 15 days. A record will be maintained of all complaints received that will include the nature of the complaint, referrals made, and the final disposition.

Citizen's Housing and Community Development Committee

The role of the Citizens Housing and Community Development Committee (CH&CDC) is to provide overall review and make recommendations to the City Council regarding the City's CDBG, ESG, and HOME programs; to review annual reports and applications pertaining to those programs; to monitor and evaluate the programs; to involve citizens; and to formulate and transmit recommendations regarding policy matters to the City Council.

The CH&CDC consists of thirteen members, five citizens at-large, three representatives from the Citizens Redevelopment Advisory Commission and one representative from the Housing Rehabilitation Loan Committee, the Human Relations Commission, the Modesto Planning Commission, the Stanislaus County Board of Supervisors, and the Modesto City Council. To avoid a perceived conflict of interest, no person who is a member of the board of directors of, or is employed by, an agency that applies for or receives CDBG, ESG, or HOME funding will be eligible to vote on funding decisions involving the said agency regarding that funding source.

The CH&CDC meets approximately once a month. The meetings are public meetings and comments from the public are welcome. There is at least one meeting scheduled during the public comment period for the Annual Action Plan, the Consolidated Plan, and substantial amendments thereto, and the CAPER. The meetings are generally held on a weekday at 12:00 noon.

Residential Anti-displacement and Relocation Policy

The City of Modesto will comply with all federal regulations governing residential antidisplacement and relocation assistance as they pertain to the CDBG and HOME programs.

The City of Modesto will:

- Identify the reasonable steps it will take to minimize the displacement of persons from their homes as a result of an assisted project;
- Replace all occupied and vacant occupiable "low/moderate-income dwellings" that are converted to a use other than "low/moderate-income dwellings" or are demolished for a project;
- Provide relocation assistance to low/moderate-income households (including families and individuals) displaced as a direct result of the conversion of a low/moderate-income dwelling or the demolition of any housing for a project, and
- Provide reimbursement for actual reasonable out-of-pocket costs incurred in connection with temporary relocation, including moving expenses and increased housing costs, if the person must relocate temporarily because continued occupancy of the unit constitutes a substantial danger to the health or safety of the person or public.

Amendments to the Citizen Participation Plan

This Citizens Participation Plan can be changed only after the public has been notified of the intent to modify it, and only after the public has had a reasonable opportunity (30 days) to review and comments on the proposed substantial changes to it.