

# City of Modesto Citizen Participation Plan



## **Introduction**

The City of Modesto invites the community to provide input on the way grant funds from the Department of Housing & Urban Development (HUD) are spent. This Citizen's Participation Plan outlines the way the City communicates with residents regarding the use and expenditure of HUD funds.

## **Contacting City Housing Division Staff**

There are a number of ways to contact City of Modesto Housing Division staff.

Telephone: (209) 577-5247

Email: [housing@modestogov.com](mailto:housing@modestogov.com)

In person: 1010 Tenth Street, Suite 4400  
Modesto, California

Mail: City of Modesto  
Parks, Recreation, & Neighborhoods Department – Housing Division  
P.O. Box 642  
Modesto, California 95353

## **Community Meetings**

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

- Obtains community input about funds should be spent;
- Solicits information about neighborhood needs;
- Builds a sense of community among neighborhood residents;
- Encourages community empowerment and greater community voice;
- Provides neighborhoods with information about city services.

The City holds a minimum of two neighborhood meetings each year in low-income census tract areas to encourage participation of low- and moderate-income persons in conjunction with development of the Annual Action Plan and/or Consolidated Plan. These are held at different times and locations in an effort to accommodate different households.

The City also conducts a minimum of one community meeting annually with service providers as the primary audience. The service provider meeting is held during the day to accommodate service providers. Additionally, the City will, as needs are identified, make presentations at meetings hosted by civic groups, faith-based groups and other community organizations.

Spanish-speaking translators are available at all meetings. If a request for other language translators is made at least five working days prior to a public

meeting, translators will be provided. All community input meetings will be held at public buildings with disabled access.

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

### **Public Hearings and Legal Public Notices**

Certain activities require a public hearing before the governing board of the City, which is the City Council. Generally, these occur in conjunction with the development of the Consolidated Plan, the Annual Action Plan, any substantial amendments to the Plans, and the CAPER.

Legal public notices for 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 at least 30 days prior to the hearing unless HUD has specified a different time period.

Press releases will also be distributed to local newspaper and other media at least two weeks prior to the hearing. Announcements may also be mailed directly to residents and property owners of selected neighborhoods.

Public hearings are held during regularly scheduled City Council meetings in the City Council Chambers. Any resident choosing to speak will be provided an opportunity to do so in accordance with established Council protocol. Any comments received, whether orally or in writing, will be considered in the preparation of the report and will be submitted to HUD with the applicable written report.

The legal public notice for public hearings conducted by the City Council must include the following:

- Summary of proposed plan;
- Estimated amount of funding by funding source;
- Date, time and place of the public hearing;
- How the written report can be obtained;
- Contact information for city staff.

### **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 development of the Annual Action Plan, the Consolidated Plan, any substantial amendments of those Plans, and the CAPER.

The written reports submitted to HUD each year will be available to the public free of charge at the following location:

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

Additionally, most documents are also available on-line at [www.modestogov.com](http://www.modestogov.com).

### **Technical Assistance**

Each year, the City accepts funding proposals for public service and emergency solutions grants. All potential applicants for funding are encouraged to contact City staff for technical assistance before completing a proposal. In addition, City staff will hold two technical assistance workshops 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:

- Activities eligible for funding;
- Required leveraging for award of funds;
- Rating criteria for proposals;
- Documentation required to be submitted with the proposal.

Service providers who have received funding in the prior two fiscal years will be notified of these workshops at least 10 days in advance of the workshop along with any others who have requested to be on the mailing list. In addition, City staff will make every effort to identify potential new service providers and others who may be interested in participation.

Notice will at a minimum be by correspondence sent directly to the known list of service providers. In addition, notice may also include press releases, email, and other forms of notification as appropriate.

## **Complaints**

Citizens with complaints concerning the Consolidated Plan, the Annual Action Plan, any substantial amendments to those Plans, or the CAPER, should contact the City at 1010 Tenth Street, Suite 4300, Modesto, California in writing at:

City of Modesto  
Parks, Recreation and Neighborhoods Department  
P O Box 642  
Modesto, CA 95353  
Telephone (209) 577-5247

Complaints will be responded to in writing within 15 days. A record will be maintained of all complaints received including the nature of the complaint, referrals made, and the final disposition.

## **Citizens' Housing & Community Development Committee**

The Citizens' Housing & Community Development Committee (CH&CDC) provides overall review of the City's HUD funds. The committee makes funding recommendations to the Modesto City Council regarding the HUD Community Development Block Grant, Emergency Solutions Grant (formerly Emergency Shelter Grant), and HOME Investment Partnership Grant programs as well as other one-time HUD funded programs such as the Neighborhood Stabilization Programs.

There are 13 members of the committee:

- Five (5) citizens at-large representing a cross-section of the community;
- Two (2) representatives from the Citizens Redevelopment Advisory Commission;
- One (1) representative from each of the following: Housing Rehabilitation Loan Committee, Human Relations Commission, Modesto Planning Commission, and the Stanislaus County Board of Supervisors;
- Two (2) members of 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, HOME, or other HUD funding will be eligible to vote on funding decisions involving the said agency regarding that funding source.

The Committee meets approximately once a month. These are public meetings, and the public is welcome and comments are encouraged. There is at least one meeting scheduled during the public comment period for the Annual Action Plan, the Consolidated Plan, any substantial amendments to the Plans, and the

CAPER. These meetings are publicly noticed and are generally held at Tenth Street Place.

### **Residential Anti-Displacement and Relocation Policy**

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

To assure compliance, the City of Modesto:

1. Identifies reasonable steps to minimize the displacement of persons from their homes as a result of an assisted project;
2. Replaces 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;
3. Provides 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;
4. Provides 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 Citizens' Participation Plan**

The 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. At a minimum, the Citizens Participation Plan is to be reviewed with each update of the City's Consolidated Plan.

### **Definitions**

**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 HUD funded programs.

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

**Consolidated Plan:** This document is submitted to HUD and serves as the planning document of the jurisdiction and an application for funding for the HUD funded programs. The document is developed in accordance with 24 CFR Part 91 and establishes the priorities and strategies of the various programs over a five-year period. Legal Public Notice: Legal public posting by the City Clerk's Office in the local paper of general circulation with the purpose of announcing a legal action or intent.

**Public Notice:** Announcement which may take the form of advertising, press releases, or other communication tools and utilized to get information out regarding programs or upcoming events.

**Substantial Amendment:** An amendment to the Consolidated Plan or Annual Action Plan which involves implementing an activity not previously described, a change in the purpose, scope, location or beneficiary of an activity, or an increased appropriation to an existing activity in excess of \$50,000 is considered a substantial amendment. An increase or decrease in the amount of HOME funds appropriated to an approved HOME activity shall not be considered a substantial amendment if it does not change the scope, location or objectives of the approved activities or beneficiaries. These changes may however require reporting to the City's governing body based on established City procedures.