

City of Turlock

Citizen Participation Plan



For CDBG, HOME, and other HUD and State
administered federal funding

City of Turlock
Housing Program Services Division
156 S. Broadway Street, Suite 250
Turlock, CA 95380
www.turlock.ca.gov

Approved by City Council on 05/13/2014

Citizen Participation Plan City of Turlock, California

As required by the U.S. Department of Housing and Urban Development (HUD) regulations found at 24 CFR 91.105 "Citizen Participation Plan," this Citizen Participation Plan sets forth the City of Turlock's policies and procedures for citizen participation with respect to Community Development Block Grant (CDBG) and HOME Investment Partnerships (HOME) programs and the following Consolidated Plan Documents:

- Citizen Participation Plan
- Five-Year Consolidated Plan
- Annual Action Plan
- Consolidated Annual Performance and Evaluation Report (CAPER)
- Analysis of Impediments to Fair Housing Choice (AI)

The City of Turlock is a CDBG entitlement city and is also the lead agency for the City of Turlock/Stanislaus County HOME Consortium. Established in 1991 to obtain a direct allocation of funds under the Cranston-Gonzalez National Affordable Housing Act of 1990, the consortium includes the City of Turlock, the Stanislaus Urban County unincorporated areas, and Urban County participating cities of Ceres, Hughson, Newman, Oakdale, Patterson and Waterford. Turlock, in its role as lead agency, is the Participating Jurisdiction (PJ), or HOME grant recipient on behalf of the consortium—responsible for ensuring compliance with all applicable HOME regulations.

The requirements for citizen participation do not restrict the responsibility or authority of the jurisdiction for the development and execution of the above-mentioned programs and documents, but rather facilitate citizen access to, and engagement with the CDBG and HOME programs.

In accordance with the regulations, the minimum annual number of public hearings before the City Council at which citizens may express their views concerning the Consolidated Plan Documents shall be two (2) public hearings. These public hearings shall occur during the public review and comment period for the Annual Action Plan and for the Consolidated Annual Performance and Evaluation Report. Additional public hearings and comment periods will be held in the development of the Consolidated Plan for 2015-2019 and in the event that substantial amendments to the Citizen Participation Plan, Consolidated Plan, or Action Plan become necessary as described later in this document. The City, at its discretion, may conduct additional outreach, public meetings or public hearings as necessary to foster citizen access and engagement.

Subsequent to City Council approval of this Citizen Participation Plan at its regular meeting of May 13, 2014, the plan shall be effective until it is amended or otherwise replaced.

A. Encouragement of Citizen Participation

The City provides for and encourages citizens to participate in the development of the Citizen Participation Plan, Consolidated Plan, Action Plan, CAPER and AI. The City encourages participation by low- and moderate-income persons, particularly those living in blighted areas and in areas where HUD funds are proposed to be used, and by residents of predominantly low- and moderate-income

neighborhoods¹. The City will also take appropriate actions to encourage the participation of all its citizens, including minorities and non-English speaking persons, as well as persons with disabilities.

The City encourages the participation of local and regional institutions, the Continuum of Care and other organizations (including businesses, developers, nonprofit organizations, philanthropic organizations, and community-based and faith-based organizations) in the process of developing, amending, and implementing the Consolidated Plan. The City encourages, in consultation with public housing agencies, the participation of residents of any public and assisted housing developments located within the City limits, in the process of developing and implementing the Consolidated Plan, along with other low-income residents of targeted revitalization areas in which the developments are located. The City will provide information to the Housing Authority of the County of Stanislaus (HACS) about consolidated plan activities so that HACS can make this information available at the annual public hearing required for their Public Housing Authority (PHA) Plan.

The City may also explore alternative public involvement techniques and quantitative ways to measure efforts that encourage citizen participation in a shared vision for change in communities and neighborhoods, and the review of program performance as directed by the Assistant to the City Manager. Unless otherwise noted in this document, all communication regarding the Citizen Participation Plan and the Consolidated Plan documents should be directed to:

Housing Program Services
156 South Broadway, Suite 250
Turlock, CA 95380
Phone: (209) 668-5610

B. Citizen Participation Plan

The following describes the process and procedures related to the development of the Citizen Participation Plan.

1. Plan Development

The City shall follow the following procedure in the drafting and adoption of the Citizen Participation Plan:

a. Plan Considerations

As a part of the Citizen Participation Plan process, and prior to the adoption of the Consolidated Plan, the City will make available the information required by HUD. This information will be made available to citizens, consortium members, public agencies, and other interested parties.

b. Plan Review and Comment

The draft Citizen Participation Plan shall be made available for public review for a 30-day period prior to City Council consideration. The Citizen Participation Plan shall be provided in a format

¹ Predominately low- and moderate-income neighborhoods are defined as those in which 51% of the residents have incomes at or below 80% of area median income.

accessible to persons with disabilities upon request. Such formats may include, but are not limited to providing oral, Braille, electronic or large print versions of the plan to those visually impaired and delivering copies to those who are homebound.

The plan will encourage comment and participation by minority and non-English speakers. Publication of the plan will be advertised in necessary non-English languages and translation services will be available upon request.

The plan will encourage comment and participation by low- and moderate-income residents, especially those living in low- and moderate-income neighborhoods and in areas where HUD funds are proposed to be used. Activities to encourage participation may include, but are not limited to, advertising publication of the Citizen Participation Plan in target areas, hosting community meetings in target areas, and making copies of the plan available in these neighborhoods.

Written comments will be accepted by the Assistant to the City Manager or designee during the public review period. A summary of all written comments and those received during the public hearing as well as the City's responses will be attached to the Citizen Participation Plan prior to submission to HUD.

c. Public Hearing

The City Council shall conduct a public hearing to accept public comments on the draft Citizen Participation Plan prior to its approval and submittal to HUD. After public comments are heard and considered by the City Council, the City Council may approve or reject the Citizen Participation Plan.

d. Submittal to HUD

The Citizen Participation Plan shall be approved as a stand-alone document and shall be submitted to HUD with a summary of all written comments and those received during the public hearing as well as the City's responses and proof of compliance with the minimum 30-day public review and comment period requirement. A summary of any comments or views not accepted and the reasons therefore shall be supplied to HUD as applicable.

2. Amendments

The City shall follow the following procedure to amend the Citizen Participation Plan, as needed:

a. Amendment Considerations

The City shall amend the Citizen Participation Plan, as necessary, to ensure adequate engagement and involvement of the public in making decisions related to the programs and documents governed by 24 CFR Part 91. Formal amendment of the Citizen Participation Plan may be required should a provision of the Citizen Participation Plan be found by the City to conflict with HUD regulations.

b. Public Review and Comment

Amendments to the Citizen Participation Plan shall be made available for public review for a 30-day period prior to City Council consideration. A public hearing shall be conducted by the City Council at a regularly scheduled meeting so that citizens may express their views prior to City Council consideration. Written comments will be accepted by the Assistant to the City Manager or designee during the public review period. A summary of all written comments and those received during the public hearing as well as the City's responses will be attached to the amended Citizen Participation Plan prior to submission to HUD.

Edits to the plan that only include updated contact information will not be released for public review and comment. Copies will be made available following the process described in Section G of this document.

c. Public Hearing

The City Council shall conduct a public hearing to review and accept public comments on the draft amendment to the Citizen Participation Plan prior to its approval and submittal to HUD. After public comments are heard and considered by the City Council, the City Council may approve or reject the amendment to the Citizen Participation Plan.

d. Submittal to HUD

A copy of the Amended Citizen Participation Plan, including a summary of all written comments and those received during the public hearing as well as the City's responses and proof of compliance with the minimum 30-day public review and comment period requirement shall be submitted to HUD for their records. A summary of any comments or views not accepted and the reasons therefore shall be supplied to HUD as applicable.

3. Plan Access and Comments

The approved Citizen Participation Plan will be kept on file by the City at City Hall (156 S. Broadway, Suite 250, Turlock, California 95380) and online at www.turlock.ca.us and can be made available to those requesting the plan. Upon request, the approved plan will be made available in a manner accessible to non-English speakers or those with disabilities.

The process for submitting comments or complaints on the approved Citizen Participation Plan is set forth in Section I of this document.

C. Five-Year Consolidated Plan

The City of Turlock, in its role as lead agency for the Turlock/Stanislaus County HOME Consortium must prepare a 3 or 5 Year Consolidated Plan. The following describes the process and procedures related to the development of the Five-Year Consolidated Plan. To comply with 24 CFR Part 91.105(b), the information supplied in the Consolidated Plan will include:

- Amount of assistance the City expects to receive (grant funds and program income)
- Range of activities that may be undertaken

- Estimated amount of funding that will benefit low- and moderate-income persons

In the development of the 2015-2019 Consolidated Plan, the City of Turlock will partner with the Stanislaus Urban County to prepare a Regional Strategy Consolidated Plan. As part of that plan, the City shall also provide an assessment of community development and housing needs, identify short term and long term community development objectives directed toward the provision of decent housing and the expansion of economic opportunities primarily for persons of low- and moderate-income.

Additionally, the City must attest to its compliance with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, and implementing regulations at 49 CFR 24, as effectuated by the City's adopted Residential Anti-Displacement and Relocation Assistance Plan, as required under Section 104(d) of the Housing and Community Development Act of 1974, as amended. Persons displaced as a result of HUD-assisted activities, whether implemented by the City or by others, shall receive relocation benefits as required under Federal Law.

The City will make this information available in the Consolidated Plan published for comment and review.

1. Plan Development

The City encourages the participation of residents and stakeholders in the development of the Consolidated Plan. The City shall follow the following procedure in the drafting and adoption of the Consolidated Plan:

a. Plan Considerations

In the development of the Five-Year Consolidated Plan, the City will consult other public and private agencies including but not limited to those providing:

- Assisted housing;
- Health services; and
- Social services and fair housing services (including those focusing on services to children, elderly persons, persons with disabilities, persons with HIV/AIDS and their families, homeless persons, economic development, neighborhood development and other housing and community development services).

When preparing the of the Consolidated Plan describing the City's homeless strategy and the resources available to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) and persons at risk of homelessness, the jurisdiction must consult with:

- The Stanislaus County Continuum of Care
- Public and private agencies that address housing, health, social service, victim services, employment, or education needs of low-income individuals and families; homeless individuals and families, including homeless veterans; youth; and/or other persons with special needs;

- Publicly funded institutions and systems of care that may discharge persons into homelessness (such as health-care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); and
- Business and civic leaders.

When preparing the portion of the Consolidated Plan concerning lead-based paint hazards, the City shall consult with state or local health and child welfare agencies and examine existing data related to lead-based paint hazards and poisonings, including health department data on the addresses of housing units in which children have been identified as lead poisoned.

When preparing the description of priority non-housing community development needs, the City must notify adjacent units of general local government, to the extent practicable. The non-housing community development plan must be submitted to the state and to the county.

The City also will consult with adjacent units of general local government, including local government agencies with metropolitan-wide planning responsibilities, particularly for problems and solutions that go beyond the City's jurisdiction.

The City will consult with the Housing Authority of the County of Stanislaus (HACS), the local public housing agency (PHA) concerning consideration of public housing needs and planned programs and activities.

If the City becomes eligible to receive Emergency Solutions Grants (ESG), the City will consult with the Continuum of Care in determining how to allocate its ESG grant for eligible activities; in developing the performance standards for, and evaluating the outcomes of, projects and activities assisted by ESG funds; and in developing funding, policies, and procedures for the operation and administration of the HMIS.

A variety of mechanisms may be utilized to solicit input from these persons/service providers/agencies. These include telephone or personal interviews, mail surveys, internet-based feedback and consultation workshops.

b. Plan Review and Comment

The complete, draft Consolidated Plan shall be made available for public review for a 30-day period prior to City Council consideration. The Consolidated Plan shall be provided in a format accessible to persons with disabilities upon request. Such formats may include, but are not limited to providing oral, Braille, electronic or large print versions of the plan to those visually impaired and delivering copies to those who are homebound.

The plan will encourage comment and participation by minority and non-English speakers. Publication of the plan will be advertised in necessary non-English languages and translation services will be available upon request.

The plan will encourage comment and participation by low- and moderate-income residents, especially those living in low- and moderate-income neighborhoods, in areas where CDBG funds are proposed to be used and residents of public and assisted housing. Activities to encourage participation may include, but are not limited to, advertising publication of the Consolidated

Plan in target areas, hosting community meetings in target areas, and making copies of the plan available in these neighborhoods. Copies will be made available following the process described in Section G of this document.

Written comments will be accepted by Assistant to the City Manager or designee during the public review period. A summary of all written comments and those received during the public hearing as well as the City's responses will be attached to the Consolidated Plan prior to submission to HUD.

c. Public Hearing

The City Council shall conduct a public hearing to accept public comments on the draft Consolidated Plan prior to its approval and submittal to HUD. Similarly, the Stanislaus County Board of Supervisors and each of the Urban County participating cities shall conduct a public hearing to accept public comments on the draft Consolidated Plan prior to submittal to HUD. After public comments are heard and considered by the City Council, the City Council may approve or reject the Consolidated Plan. Section G, of this document, describes the process for publishing notice for and conducting public hearings.

d. Submittal to HUD

The Consolidated Plan shall be submitted to HUD with a summary of all written comments and those received during the public hearing as well as the City's responses and proof of compliance with the minimum 30-day public review and comment period requirement. A summary of any comments or views not accepted and the reasons therefore shall be supplied to HUD as applicable. The Consolidated Plan will be submitted to HUD 45 days before the program year pursuant to regulations.

2. Consolidated Plan Amendment

The City shall follow the following procedure to complete substantial and minor amendments to the Consolidated Plan, as needed:

a. Amendment Considerations

The City shall substantially amend the Consolidated Plan if a "substantial change" is proposed by City staff or the City Council. For the purpose of the Consolidated Plan, a "substantial change" is defined as:

- The City adds, significantly modifies or eliminates Consolidated Plan goals.

The City may make minor changes to the Consolidated Plan, as needed, so long as the changes do not constitute a substantial amendment as described above. Such changes to the Consolidated Plan will not require public review or a public hearing before the City Council.

b. Public Review and Comment

The City encourages residents and stakeholders to participate in the development of substantial amendments. Substantial Amendments to the Consolidated Plan shall be made available for public review for a 30-day period prior to City Council consideration at a scheduled public hearing. Written comments will be accepted by the Assistant to the City Manager or designee during public review period. A summary of the comments and the City's responses to the comments will be attached to the Consolidated Plan Substantial Amendment.

In a manner similar to that set forth for the Consolidated Plan, the City will encourage participation from all residents, especially low- and moderate-income residents, minorities, non-English speakers and those with disabilities. The City will take efforts to make the plan accessible to all such groups. Copies will be made available following the process described in Section G of this document.

c. Public Hearing

The City Council shall conduct a public hearing to accept public comments on the draft amendment to the Consolidated Plan prior to its approval and submittal to HUD. Similarly, the Stanislaus County Board of Supervisors and each of the Urban County participating cities shall conduct a public hearing to accept public comments on the draft Consolidated Plan prior to submittal to HUD. After public comments are heard and considered by the City Council, the City Council may approve or reject the amendment to the Consolidated Plan. Section G describes the process for publishing notice for and conducting public hearings.

d. Submittal to HUD

A copy of the Amended Consolidated Plan, including a summary of all written comments and those received during the public hearing as well as the City's responses and proof of compliance with the minimum 30-day public review and comment period requirement shall be submitted to HUD for their records. A summary of any comments or views not accepted and the reasons therefore shall be supplied to HUD as applicable.

3. Plan Access and Comments

The approved Consolidated Plan will be kept on file by the City at City Hall (156 S. Broadway, Suite 250, Turlock, California 95380) and online at: www.turlock.ca.us and can be made available to those requesting the plan. Upon request, the approved plan will be made available in a manner accessible to non-English speakers or those with disabilities. and can be made available to those requesting the plan. Upon request, the approved plan will be made available in a manner accessible to non-English speakers or those with disabilities. The process to access documents is further described in Section G of this document. The process for submitting comments or complaints on the approved Consolidated Plan is set forth in Section I of this document.

D. Annual Action Plan

The following describes the process and procedures related to the development of the Annual Action Plan.

1. Plan Development

The City shall follow the following procedure in the drafting and adoption of the Annual Action Plan:

a. Plan Considerations

In addition to local residents, the City will ensure that public (including City staff) and private agencies that provide the following services will be consulted in the development of the Action Plan:

- Health Services Providers
- Social Services for: Children, Elderly, Disabled, Homeless, Persons With AIDS
- State and Local Health Agencies
- Adjacent Local Governments
- Economic Development Interests
- Housing Authority of the County of Stanislaus (HACS)

b. Plan Review and Comment

The draft Annual Action Plan incorporating the City's proposed uses of CDBG and HOME funds shall be made available for public review for a 30-day period prior to City Council consideration at a scheduled public hearing.

In a manner similar to that set forth for the Consolidated Plan, the City will encourage participation from all residents, especially low- and moderate-income residents, minorities, non-English speakers and those with disabilities. The City will take efforts to make the plan accessible to all such groups. Copies will be made available following the process described in Section G of this document.

Written comments will be accepted during public review period by the Assistant to the City Manager or designee. A summary of the comments and the City's responses to the comments will be attached to the draft Action Plan.

c. Public Hearing

The City Council shall conduct a public hearing to accept public comments on the draft Annual Action Plan prior to its approval and submittal to HUD. After public comments are heard and considered by the City Council, the City Council may approve or reject the Consolidated Plan. Section G describes the process for publishing notice for and conducting public hearings.

d. Submittal to HUD

Upon adoption of the Annual Action Plan pursuant to HUD regulations, the City Council shall direct City staff to submit the Action Plan to HUD. Documents related to the public participation process, including copies of public notices and a summary of all public comments received, shall be attached to Action Plan. The Action Plan will be submitted to HUD 45 days before the program year pursuant to regulations.

2. Annual Action Plan Amendment

The City shall follow the following procedure to complete substantial and minor amendments to the Annual Action Plan, as needed:

a. Amendment Considerations

The City shall substantially amend the Action Plan if a “substantial change” is proposed by City staff or the City Council. For the purpose of the Action Plan, a "substantial change" is defined as:

- Addition of a new activity not previously identified in the One Year Action Plan, without regard to funding source;
- Cancellation of an existing activity identified in the One Year Action Plan, without regard to funding source; or
- Changes in the use of CDBG funds from one eligible activity to another eligible activity meeting the following thresholds:
 - A net increase or decrease greater than 50% of the activity allocation if the allocation is \$50,000 or more as listed in a published One-Year Action Plan, or as amended;
 - A net increase or decrease greater than 100% of the activity allocation if the allocation is less than \$50,000 as listed in a published One Year Action Plan or amended; or
 - A net increase or decrease in an activity allocation greater than \$300,000.

The City may make minor changes to the Action Plan, as needed, so long as the changes do not constitute a substantial amendment as described above. Such changes to the Action Plan will not require public review or a public hearing before the City Council.

b. Public Review and Comment

The city encourages citizen participation in the development of substantial amendments. Substantial Amendments to the Annual Action Plan shall be made available for public review for a 30-day period prior to City Council consideration at a scheduled public hearing. Written comments will be accepted during public review period. Comments should be directed to the Assistant to the City Manager or designee. A summary of the comments and the City’s responses to the comments will be attached to the Action Plan Substantial Amendment.

In a manner similar to that set forth for the Consolidated Plan, the City will encourage participation from all residents, especially low- and moderate-income residents, minorities, non-English speakers and those with disabilities. The City will take efforts to make the plan accessible

to all such groups. Copies will be made available following the process described in Section G of this document.

c. Public Hearing

The City Council shall conduct a public hearing to review and consider the Substantial Amendment to the Action Plan. The City Council shall accept public comments on the Substantial Amendment to the Action Plan at the public hearing. After public comments are heard and considered by the City Council, the City Council shall approve, approve with modifications, or deny the request for a substantial amendment to the Action Plan. Section G describes the process for publishing notice for and conducting public hearings.

d. Submittal to HUD

A copy of the Substantial Amendment to the Annual Action Plan along with copies documenting the public participation process (i.e. public notices and public comments) shall be submitted to HUD for their records.

3. Plan Access and Comments

The approved Annual Action Plan will be kept on file by the City at City Hall (156 S. Broadway, Suite 250, Turlock, California 95380) and online at www.turlock.ca.us and can be made available to those requesting the plan. Upon request, the approved plan will be made available in a manner accessible to non-English speakers or those with disabilities. The process for submitting comments and complaints on the approved Annual Action Plan is set forth in Section I of this document.

E. Consolidated Annual Performance and Evaluation Report (CAPER)

The following describes the process and procedures related to the development of the Consolidated Annual Performance and Evaluation Report (CAPER):

1. Plan Development

The City shall follow the following procedure in the drafting and adoption of Consolidated Annual Performance and Evaluation Report (CAPER):

a. Plan Considerations

Staff will evaluate and report the accomplishments of the previous program year for CDBG and HOME, and will summarize expenditures that took place during the previous program year.

b. Plan Review and Comment

The City encourages citizen participation in the development of the CAPER. The draft CAPER shall be made available for public review for a 15-day period prior to City Council consideration at a scheduled public hearing. Written comments will be accepted during public review period by the Assistant to the City Manager or designee. A summary of the

comments and the City's responses to the comments will be attached to the draft CAPER. Copies will be made available following the process described in Section G of this document.

c. Public Hearing

The City Council shall conduct a public hearing to accept public comments on the draft CAPER. After public comments are heard and considered by the City Council, the City Council shall approve or reject the CAPER. Section G describes the process for publishing notice for and conducting public hearings.

d. Submittal to HUD

Upon adoption of the CAPER pursuant to HUD regulations, the City Council shall direct City staff to submit the CAPER to HUD. Documents related to the public participation process, including copies of public notices and a summary of all public comments received, shall be attached to the CAPER. The CAPER shall be submitted to HUD within 90 days following the end of the program year pursuant to regulations.

2. Plan Access and Comments

The approved Citizen Participation Plan will be kept on file by the City at City Hall (156 S. Broadway Suite 250, Turlock, California 95380) and online at: www.turlock.ca.us and can be made available to those requesting the plan. Upon request, the approved plan will be made available in a manner accessible to non-English speakers or those with disabilities. The process for submitting comments or complaints on the approved CAPER is set forth in Section I of this document.

F. Five-Year Analysis of Impediments (AI) to Fair Housing Choice

The following describes the process and procedures related to the development of the Five-Year Analysis of Impediments (AI) to Fair Housing Choice.

1. Plan Development

The City shall follow the following procedure in the drafting and adoption of the AI:

a. Plan Considerations

During the development of the Five-Year AI, the City will consult the following groups/agencies to solicit their input on fair housing issues in the City:

- Fair Housing Organizations;
- Other local governments;
- Advocacy groups for special needs households;
- Affordable housing providers;
- Banks and other financial institutions; and

- Educational institutions.

A variety of mechanisms may be utilized to solicit input from these groups/agencies. These include telephone or personal interviews, mail surveys, and consultation workshops.

b. Plan Review and Comment

The draft AI shall be made available for public review for a 30-day period prior to City Council consideration at a scheduled public hearing. Written comments will be accepted during public review period by the Assistant to the City Manager or designee. A summary of the comments and the City's responses to the comments will be attached to the draft Action Plan. Copies will be made available following the process described in Section G of this document.

c. Public Hearing

The City Council shall conduct a public hearing to accept public comments on the draft AI as part of the approval of the Consolidated Plan. After public comments are heard and considered by the City Council, the City Council shall approve or reject the AI. Section G describes the process for publishing notice for and conducting public hearings.

d. Submittal to HUD

Upon adoption of the AI pursuant to HUD regulations, AI shall be incorporated into the Consolidated Plan and submitted along with the Consolidated Plan to HUD for approval.

2. Plan Access and Comments

The approved Analysis of Impediments will be kept on file by the City at City Hall (156 S. Broadway, Turlock, California 95380) and online at: www.turlock.ca.us and can be made available to those requesting the plan. Upon request, the approved plan will be made available in a manner accessible to non-English speakers or those with disabilities. The process for submitting comments or complaints on the approved Analysis of Impediments is set forth in Section I of this document.

G. Public Hearings, Notification and Access

The following describes the process and procedures related to public notification and applies to the development and substantial amendment of the Five Year Consolidated Plan, Citizen Participation Plan, Annual Action Plan, Consolidated Annual Performance and Evaluation Report (CAPER), and Analysis of Impediments to Fair Housing Choice (AI).

1. Public Meetings and Hearings

a. Public Hearing Process

The City will conduct at least two public hearings per year to obtain citizens' views and comments on planning documents during the public review and comment period for the Action Plan and CAPER. These meetings will be conducted at different times of the program year and together will cover the following topics:

- Housing and Community Development Needs
- Development of Proposed Activities
- Review of Program Performance

During a program year when the City develops a Consolidated Plan, at least one public hearing will be conducted prior to the Plan being published for comment.

b. Public Hearing Notification

Staff will ensure adequate advance notice of all public meetings and hearings. Notices will be printed/posted at least 14 days prior to the meeting date. Adequate noticing will include:

- Printing a public notice in newspaper(s) of general circulation in the City;
- Display ads and press releases;
- Posting notices at City Hall.

Notices will include information on the subject and topic of the meeting including summaries when possible and appropriate to properly inform the public of the meeting. Notices will be published in additional languages as appropriate and will be accessible to those with disabilities. Meeting location and access is described below.

2. Documents for Public Review

Staff will ensure adequate advance notice of all public review/comment periods. Notices will be printed / posted prior to the commencement of the public review period alerting residents of the documents for review. The public comment period for each Consolidated Plan document is listed below:

Document	Length of Public Comment Period
Consolidated Plan	30 days
Action Plan	30 days
CAPER	15 days
Analysis of Impediments	30 days
Citizen Participation Plan	30 days

The City will ensure that documents are available for disabled, minority and non-English speaking residents.

Adequate noticing will include:

- Printing a public notice in newspaper(s) of general circulation in the City;

- Display ads and press releases;
- Posting notices at City Hall.

The City will place an adequate supply of draft copies of each document and substantial amendments to each document subject to public review at the following locations:

City Hall: Housing Program Services

156 S. Broadway Ste. 250

Turlock, California 95380

Materials will also be posted to the City website at: www.Turlock.ca.us

All printed reports and materials shall be made available in a form accessible to persons with disabilities, upon request.

3. Access to Meetings

Unless otherwise noted, Public Hearings requiring City Council action will be conducted in front of the Turlock City Council at 6:30 P.M. at the Council Chambers (156 S. Broadway, Turlock, California 95380). For public hearings not requiring City Council participation, the City will make every effort to conduct such hearings in the low- and moderate-income target areas and at times accessible and convenient to potential and actual beneficiaries.

Efforts to ensure this may include, but are not limited to, scheduling meetings in target neighborhoods, scheduling meetings during the evening and weekend and requesting feedback from neighborhood groups and stakeholders for guidance in effective meeting scheduling. Such hearing will be posted and advertised to allow sufficient notice to all interested persons.

In accordance with the City's Limited English Proficiency Plan (LEP), Spanish translation is available at all public hearings if the City's ADA Coordinator receives such a request at least 48 hours prior to the public hearing. The ADA Coordinator may be reached in the City Clerk's Office at (209) 668-5540.

It is the intention of the City to comply with the Americans with Disabilities Act (ADA) in all respects. If an attendee or participant at a public hearing needs special assistance beyond what is normally provided, the City will attempt to accommodate these people in every reasonable manner. Efforts may include, but are not limited to, accessible seating, video recording for those homebound, sign language services and production of written transcripts. The City's ADA Coordinator must be notified at least 48 hours prior to the public hearing. The ADA Coordinator may be reached in the City Clerk's Office at (209) 668-5540.

4. Access to Records

Approved Consolidated Plan documents will be kept on file by the City at City Hall (156 S. Broadway, Turlock, California 95380) and online at: www.Turlock.ca.us and can be made available to those requesting the plan. Upon request, the City will make reasonable efforts to make documents available for non-English speakers or those with a disability upon request.

The City will ensure timely and reasonable access to information and records related to the development of the Consolidated Plan Documents, and the use of HUD CPD funds from the preceding five years. Information to be made available will include budget and program performance information, meeting minutes, and comments received by the City during the development of the Consolidated Plan and its supporting documents.

Requests for information and records must be made to the City in writing. Staff will respond to such requests within 15 working days or as soon as possible thereafter.

H. Technical Assistance

Upon request, staff will provide technical assistance to groups representing extremely-low, low-, and moderate-income persons to develop funding requests for HUD CPD eligible activities. Technical assistance will be provided as follows:

- Establish an annual project proposal submission and review cycle (NOFA) that provides information, instructions, forms and advice to interested extremely low-, low- and moderate-income citizens or representative groups so that they can have reasonable access to the funding consideration process. Awards to agencies are regularly made through a renewable contract that can be extended for an additional one year period, at the discretion of the City.
- Provide self-explanatory project proposal forms and instructions to all persons who request them whether by telephone or by letter. The City's funding application form is designed to be easily understood and short, while still addressing all key items necessary to assess the proposed project. Statistics concerning specific areas of the City are furnished by City staff upon request.
- Answer, in writing, all written questions and answer verbally all verbal inquiries received from citizens or representative groups regarding how to write or submit eligible project proposals.
- Meet with groups or individuals as requested, to assist in identifying specific needs and to assist in preparing project proposal applications.
- Obtain information in the form of completed project proposal forms from citizens or non-profit agencies and assemble a list of proposals available for public review.
- Conduct a project eligibility analysis to determine, at an early stage, the eligibility of each project. In cases where only minor adjustments are needed to make proposals eligible or otherwise practical, City staff will advise the applicants on the options available and desired changes to the proposals.
- Provide bilingual translation on as needed basis.

To request technical assistance, contact the Assistant to the City Manager.

I. Comments and Complaints

1. Comments

Citizens or the City government, as well as agencies providing services to the community, are encouraged to state or submit their comments in the development of the Consolidated Plan

Documents and any amendments to the Consolidated Plan. Written and verbal comments received at public hearings or during the comment period, will be considered and summarized, and included as an attachment to the City's final Consolidated Plan. Written comments should be addressed to:

Assistant to the City Manager

156 S. Broadway Ste. 250
Turlock, California 95380

A written response will be made to all written comments within ten working days, acknowledging the letter and identifying a plan of action, if necessary. Every effort will be made to send a complete response within 15 working days to those who submit written proposals or comments.

Copies of the complete final Consolidated Plan and amendments to it will be available to residents at the following locations:

City Hall

156 S. Broadway Ste. 250
Turlock, California 95380

2. Complaints

A complaint regarding the Consolidated Planning process and Consolidated Plan amendments must be submitted in writing to the Assistant to the City Manager. A written response will be made to written complaints within 15 working days, acknowledging the letter and identifying a plan of action, if necessary.

The City will accept written complaints provided they specify:

- The description of the objection, and supporting facts and data; and
- Provide name, address, telephone number, and a date of complaint.

J. Bilingual Opportunities

Wherever a significant number of extremely low- and low-income persons speak and read a primary language other than English, translation services at all public hearings will be provided in such language if translation services are requested in advance at least 48 hours prior to the public meeting. Requests should be addressed to the City's ADA Coordinator. The ADA Coordinator may be reached at (209) 668-5540.

K. Anti-Displacement and Relocation

The City's Anti-displacement and Relocation Plan describes how Turlock will assist persons who must be temporarily relocated or permanently displaced due to the use of HUD CPD funds. This plan takes effect whenever the City funds projects that involve the following:

- Property acquisition;
- Potential displacement of people from their homes and the need to relocate people (either permanently or temporarily); and
- The demolition or conversion of low- and moderate-income dwelling units.

1. Background

Two acts apply whenever any of the above issues are present: the Uniform Relocation Assistance and Real Property Policies Act of 1970 (URA) and Section 104(d) of the Housing and Community Development Act of 1974. Each of these acts places different obligations on the City.

The URA governs the processes and procedures which the City and the Finance Department must follow to minimize the burden placed on low- and moderate-income tenants, property owners, and business owners who must move (either temporarily or permanently) as the result of a project funded in whole or in part by the CDBG and HOME programs. The URA applies to:

- Displacement that results from acquisition, demolition, or rehabilitation for HUD-assisted projects carried out by public agencies, nonprofit organizations, private developers, or others;
- Real property acquisition for HUD-assisted projects (whether publicly or privately undertaken);
- Creation of a permanent easement or right of way for HUD-assisted projects (whether publicly or privately undertaken); and
- Work on private property during the construction of a HUD-assisted project even if the activity is temporary.

2. What is Displacement?

Displacement occurs when a person moves as a direct result of federally assisted acquisition, demolition, conversion, or rehabilitation activities, because he or she is:

- Required to move; or
- Not offered a decent, safe, sanitary and affordable unit in the project; or
- Treated “unreasonably” as part of a permanent or temporary move.

A person may also be considered displaced if the necessary notices are not given or provided in a timely manner and the person moves for any reason.

3. What is a Displaced Person?

The term *displaced person* means any person that moves from real property or moves his or her personal property from real property permanently as a direct result of one or more of the following activities:

- Acquisition of, written notice of intent to acquire, or initiation of negotiations to acquire such real property, in whole or in part, for a project;
- Rehabilitation or demolition of such real property for a project; and
- Rehabilitation, demolition, or acquisition (or written notice of intent) of all or a part of other real property on which the person conducts a business or farm operation, for a project.

The City offers advisory and financial assistance to eligible tenants (or homeowners) who meet the above definition.

4. Persons Not Eligible for Assistance

A person is not eligible for relocation assistance under the provisions of the URA if any of the following occurs:

- The person was evicted for serious or repeated violation of the terms and conditions of the lease or occupancy agreement, violation of applicable Federal, State, or local law, or other good cause. However, if the person was evicted only to avoid the application of URA, then that person is considered displaced and is eligible for assistance;
- The person has no legal right to occupy the property under State or local law;
- The City determines that the person occupied the property to obtain relocation assistance and the HUD Field Office concurs in that determination;
- The person is a tenant-occupant that moved into the property after a certain date, specified in the applicable program regulation, and, before leasing and occupying the property, the City or its sub-grantee provided the tenant-occupant written notice of the application for assistance, the project's impact on the person, and the fact that he or she would not qualify as a "displaced person" because of the project;
- The person is a tenant-occupant of a substandard dwelling that is acquired or a tenant-occupant of a dwelling unit to which emergency repairs are undertaken and the HUD field office concurs that:
 - Such repairs or acquisition will benefit the tenant;
 - Bringing the unit up to a safe, decent, and sanitary condition is not feasible;
 - The tenant's new rent and average estimated monthly utility costs will not exceed the greater of: the old rent/utility costs or 30 percent of gross household income; and
 - The project will not impose any unreasonable change in the character or use of the property.
- The person is an owner-occupant of the property who moves because of an arm's length acquisition;
- The City or its sub-grantee notifies the person that they will not displace him or her for the project; and
- The person retains the right of use and occupancy of the real property for life following the acquisition.

The City determines that the person is not displaced as a direct result of the acquisition, rehabilitation, or demolition for the project and the HUD field office concurs in the determination.

5. Minimizing Displacement

The City will take reasonable steps to minimize displacement occurring as a result of its CDBG and HOME activities. This means that the Administrative Services Department will:

- Consider if displacement will occur as part of funding decisions and project feasibility determinations;
- Assure, whenever possible that occupants of buildings to be rehabilitated are offered an opportunity to return;
- Plan substantial rehabilitation projects in “stages” to minimize displacement; and
- Meet all HUD notification requirements so that affected persons do not move because they have not been informed about project plans and their rights.

6. Anti-Displacement Policy

The City seeks to minimize, to the greatest extent feasible, the displacement, whether permanently or temporarily, of persons (families, individuals, businesses, nonprofit organizations, or farms) from projects funded with CDBG or HOME involving single- or multi-family rehabilitation, acquisition, commercial rehabilitation, demolition, economic development, or capital improvement activities.

Projects that the City deems beneficial but that may cause displacement may be recommended and approved for funding only if the City or its sub-grantee demonstrates that such displacement is necessary and vital to the project and that they take efforts to reduce the number of persons displaced. Further, they must clearly demonstrate that the goals and anticipated accomplishments of a project outweigh the adverse effects of displacement imposed on persons who must relocate.

7. Displacement Assistance

Consistent with the goals and objectives of the CDBG and HOME programs, the City will take all reasonable steps necessary to minimize displacement of persons, even temporarily. If displacement occurs, the City will provide relocation assistance to all persons directly, involuntarily, and permanently displaced according to HUD regulations.

If the City temporarily displaces a low- or moderate-income household, that household becomes eligible for certain relocation payments. The assistance applies to those persons residing in the residence at the time the application is processed and is based on the following procedures:

- If the structure and its occupants are determined eligible for temporary relocation assistance, the owner-occupants and tenants are eligible for the actual reasonable cost (based on fair market rent) of temporary lodging facilities until the structure is determined habitable by the City’s housing inspector;
- The City must approve housing and the Lessor and Lessee must sign a rent agreement before move-in. Housing must be comparable functionally to the displacement dwelling and decent, safe, and sanitary. This does not mean that the housing must be in comparable size. The term “functionally equivalent” means that it performs the same function, has the same principal features present, and can contribute to a comparable style of living. Approved lodging accommodations include apartments and houses. The City does not reimburse “rental expenses” for living with a friend or family member;

- Either the City will provide the owner-occupants and tenants a direct payment for moving expenses (to and from temporary housing) and storage costs, or the City will arrange moving and storage of furniture with a moving company. If the City makes a direct payment, complete documentation and receipts are necessary to process claims when storage costs exceed the amount assumed by the direct payment;
- Damage deposits, utility hookups, telephone hookups and insurance costs are not eligible for reimbursement; and
- The City may pay the cost of relocation assistance from Federal funds or funds available from other sources.

8. One-For-One Replacement Dwelling Units

The City will generally avoid awarding funds for activities resulting in displacement. However, should the City fund an activity, specific documentation is required to show the replacement of all occupied and vacant dwelling units demolished or converted to another use. The City will assure that relocation assistance is provided as described in 24 CFR 570.606(b)(2).

Before obligating or expending funds that will directly result in such demolition or conversion, the City will make public and submit to the HUD field office the following information in writing:

- A description of the proposed assisted activity;
- The general location on a map and approximate number of dwelling units by size (number of bedrooms) that will be demolished or converted to a use other than as low- and moderate-income units;
- A time schedule for the commencement and completion of the demolition or conversion;
- The general location on a map and approximate number of dwelling units by size (number of bedrooms) that will be provided as replacement units;
- The source of funding and a time schedule for the provision of replacement dwelling units; or
- The basis for concluding that each replacement dwelling unit will remain a low- and moderate-income unit for at least ten years from the date of initial occupancy.

Consistent with the goals and objectives of the CDBG and HOME programs, the City will take all reasonable steps necessary to minimize displacement of persons from their homes. The City will avoid funding projects that cause displacement of persons or businesses and will avoid funding any project that involves the conversion of low- and moderate-income housing to non-residential purposes.

9. Decent, Safe and Sanitary Dwelling

The basic definition is found at 49 CFR 24.2(1). The term decent, safe, and sanitary dwelling means a dwelling that meets the following standards and any other housing and occupancy codes that are applicable. It will:

- Be structurally sound, weather tight, and in good repair;
- Contain a safe electrical wiring system adequate for lighting and other devices;

- Contain a safe heating system capable of sustaining a healthful temperature for the displaced person;
- Be adequate to accommodate the displaced person. There will be a separate, well lit, ventilated bathroom that provides privacy to the user and contains a toilet, sink, and a bathtub or shower, all in good working order and properly connected to appropriate sources of water and to a sewage drainage system. There should be a kitchen area that contains a fully usable sink, properly connected to hot and cold water and to a sewage drainage system, and adequate space and utility service connections for a stove and refrigerator;
- Contain unobstructed egress to safe, open space at ground level;
- For a mobility-impaired person, be free of any barriers that would preclude reasonable ingress, egress, or use of the dwelling by such person. This requirement will be satisfied if the displaced person elects to relocate to a dwelling that he or she selects and the displaced person determines that he or she has reasonable ingress, egress, and the use of the dwelling; and
- Comply with lead-based paint requirements of 24 CFR Part 35.

L. Real Property Policies

The City and its CDBG or HOME recipients must follow specific guidelines regarding the acquisition and use of real property funded in whole or in part with CDBG or HOME funds.

1. Use of Real Property

The following standards apply to real property within the recipient's control and acquired or improved, in whole or in part, using CDBG or HOME funds. These standards will apply from the date funds are first spent for the property until five years after the project is audited and closed.

A recipient may not change the use of any such property (including the beneficiaries of such use) from that for which the acquisition or improvement was made unless the recipient gives affected citizens reasonable notice of, and opportunity to comment on, any such proposed change, and either:

- The use of such property qualifies as meeting a national objective and is not a building for the general conduct of government;
- The requirements in the paragraph below are met;
- If the recipient determines, after consultation with affected citizens, that it is appropriate to change the use of property to a use that does not qualify under the above paragraph, it may retain or dispose of the property. The City CDBG or HOME program must be reimbursed in the amount of the current fair market value of the property less any portion attributable to expenditures of non-federal funds for the acquisition of and improvements to the property;
- If the change of use occurs within five years of the project being audited and closed, income from the disposition of the real property will be returned to the City's CDBG or HOME program; and
- Following the reimbursement of the federal program pursuant to the above paragraph of this section, the property is no longer subject to any federal requirements.

2. Real Property Acquisition

All real property acquisition activities described in this section and funded in whole or in part with CDBG or HOME funds and all real property that must be acquired for an activity assisted with Federal funds, regardless of the actual funding source for the acquisition, are subject to the URA (as amended).

3. What is Real Property Acquisition?

Real property acquisition is any acquisition by purchase, lease, donation, or otherwise, including the acquisition of such interests as rights-of-way and permanent easements.

HUD Handbook 1378 and 49 CFR Part 24 currently contains such regulations. These regulations detail a standard procedure for acquiring property and methods of determining a purchase price and outline other documents that must be provided to the City before disbursement of funds. These regulations further require the applicant to provide relocation payments and assistance to any business or residential occupant of the property whom the acquisition will displace.

4. Eligible Activities

The City or its sub-grantee may acquire real property for a project using CDBG or HOME funds where the proposed use of the acquired property will be an activity that the City can demonstrate as beneficial to low- and moderate-income persons.

5. Environmental Review Process (24 CFR Part 58)

HUD requires that all real property acquisition projects be reviewed before the commitment of Federal funds to assess the impact of a project on the environment. The City will undertake this review process. The applicant should be aware, however, that this review process may delay the date by which CDBG or HOME funds may be available and, in case of serious adverse environmental impacts, may effectively stop a project.