

OFFICE OF THE CITY MANAGER
DES MOINES, IOWA

ITEM X-1

CITY COUNCIL COMMUNICATION 97-242
APRIL 28, 1997 AGENDA

SUBJECT:	TYPE:	SUBMITTED BY:
1997 CONSOLIDATED PLAN PROPOSED SCHEDULE AND PROCEDURES	◆ RESOLUTION ORDINANCE RECEIVE/FILE	JAMES GRANT COMMUNITY DEVELOPMENT DIRECTOR

SYNOPSIS —

A planning schedule and procedures for the development of the 1998 Consolidated Plan have been prepared.

FISCAL IMPACT —

N/A.

RECOMMENDATION —

Approval.

BACKGROUND —

The City is required to submit a Consolidated Plan to the U.S. Department of Housing and Urban Development (HUD) in order to receive 1998 HUD funding. The Consolidated Plan combines the planning and submission process for the Community Development Block Grant, Home Investment Partnership Act (HOME), and Emergency Shelter Grant Programs. The purpose is to eliminate duplication in planning, and promote a coordinated strategy, including private and non-private organizations and public institutions.

The citizen participation requirements of the Consolidated Plan emphasize the involvement of low, very low, and extremely low-income residents, where housing and community development funds may be spent. There are also requirements for two public hearings and a 30-day period for citizen comment.

The Des Moines Action Board and Neighborhood Advisory Board have reviewed the proposed schedule. The Boards recommended approval at a joint meeting held on April 23, 1997. Both the NAB and the DMAB agreed that the best course of action was for the present boards to recommend a schedule and procedures so that the process could get underway, and the new board, when it is formed, could take over the responsibility of completing the process.

Other factors affecting the development of the 1998 Plan include the HUD recommendations for changes resulting from their Annual Consultation Session conducted in Des Moines in July 1996. These recommendations included, among others, the following:

- The City needs a long-range vision for community development. The current use of funds supports short-term objectives, but should instead be directed toward long-term sustainable programs.

- The strategies and activities funded in the Consolidated Plan should reflect the higher priorities established.
- The City should establish minimum grant amounts of \$50,000 or higher for subrecipients in order to maximize the impact of the funds and achieve lasting results. Larger grants should also serve to reduce the demands on City staff involving subrecipients' oversight.
- The City should bring public service (human service) expenditures in line with the national norm of 15 percent.

With the above factors in mind, staff, after consulting with the City Manager, has developed the attached proposed schedule and is recommending the following procedures for development of the 1998 Consolidated Plan.

After City Council approval of the schedule and procedures, staff will present an abbreviated list of priorities to the Joint Board Committee. In developing the proposed priorities, staff will utilize the existing priorities, the Citywide Strategic Plan, Citywide Housing Plan, and other Council-approved documents addressing housing, economic development, infrastructure, and public services issues and objectives. Staff will also propose a strategy for utilization of federal funds in each of these areas and how they can be coordinated with other federal, state, and local funding to achieve the objectives of the Plan and have a significant impact on problems.

The Committee will review and adopt a list of 12-15 unranked priorities and make a recommendation to the full boards. After the DMAB and NAB adopt the priorities, they will be presented at town meetings to be held in each of the Council wards. Participants at the town meetings will vote on the ranking of the priorities, and the results will be presented to both boards for adoption or amendment. The recommendations for priorities will then be forwarded to the City Council for final approval.

After Council approval of the priorities, RFPs will be forwarded to all existing and potential operating agencies, and a public notice regarding the availability of funding will be placed in newspapers. Staff will then review the proposals and classify them as either meeting or not meeting an adopted priority. It is presumed that, by this time, the new board will have been formed and be operating. If that is the case, the board will then make a final decision regarding whether or not a proposal meets an adopted priority and decide how they wish to proceed in recommending funding allocations for projects—either by committee, the full board, or some other method. It is possible that the number of proposals will be significantly reduced by adopting specific and targeted priorities which will influence the allocation procedures.

Staff will also be recommending that no project under \$50,000 receive funding, and that there be no arbitrary division of funds between categories. With this latter approach, more funding could be allocated to higher priorities for sustainable programs, and lower priorities can move toward the top in subsequent years of the five-year strategy. Agencies will also be encouraged to collaborate and submit proposals under an *umbrella* group in order to meet the \$50,000 funding plateau.

The final recommendations will be presented to the City Council on September 8, 1997. There will be a 30-day review period and a public hearing on October 20, 1997. The Consolidated Plan would be made available to the general public at libraries, neighborhood site offices, and City Hall.

The Consolidated Plan is to be submitted to HUD no later than November 18, 1997 for review and approval, with implementation beginning January 1, 1998.

Hopefully, the combined efforts of the boards and staff, coupled with community-wide citizen involvement, will produce a viable Plan that will lead to improvements in the *quality of life* for residents of Des Moines.

**COMMUNITY DEVELOPMENT DEPARTMENT
1998**

Proposed Consolidated Plan Schedule

Phase I- Preparation and Approval of Schedule and Procedures

- March 19 NAB receives proposed schedule and procedures and appoints Committee members.
- April 8 DMAB receives proposed schedule and procedures and appoints Committee members.
- April 14 Joint Committee members meet to review schedule and procedures.
- April 23 Special joint meeting of the DMAB and NAB to finalize schedule and procedures and forward to City Council.
- April 28 City Council adopts schedule and procedures.
- April 29 Copy of schedule and procedures forwarded to neighborhood groups and potential operating agencies.

Phase II- Development and Approval of Priorities

- April 30 Joint Committee meets to adopt 12-15 major priorities.
- May 8 Joint Committee holds second meeting on priorities, if needed.
- May 13 Joint DMAB/NAB meeting to adopt priorities.
- May 19 City Council adopts priorities.
- May 21 Notice of Town Meetings to rank priorities sent to citizen groups/agencies .
- June 5 Two Town Meetings are held in each Ward to rank priorities.
- June 9 Joint Committee adopts/amends order of priorities, based on area meetings, and forwards to City Council.
- June 16 City Council adopts priorities and authorizes issuing RFPs.

Phase III- Proposal Solicitation and Priority Compliance Review

- June 17 Request for Proposals issued to potential operating agencies/City departments for CDBG, HOME and ESG/Homeless funds
- July 7 Proposed date of City Council appointments to the new board.
- July 18 Proposals from agencies/departments due.
- July 23 Staff completes review of proposals for compliance to priorities.
- July 30 Board adopts/amends staff recommendations on proposal compliance.

Phase IV- Allocation and Funding Recommendations

- July 30 Board adopts funding and allocation procedures.
- August 1-31 Board reviews proposals and finalizes recommendations.
- September 5 Final draft plan assembled and printed.

Phase V- Public Review, Hearing, Final Approval

- September 8 Council sets dates for 30 day public review and public hearing. Proposed Consolidated Plan distributed for public review.
- October 20 Public hearing and Council approval of 1998 Consolidated Plan.
- October 27 Council sets date of hearing for environmental review and request for release of funds.
- November 17 Public hearing on Request for Release of Funds.
- November 18 1998 Consolidated Plan submitted to HUD.
- January 1, 1998 Third Action Year implementation date.