

Date August 27, 2012

APPROVING EXECUTION OF A COOPERATIVE AGREEMENT  
BETWEEN THE CITY OF DES MOINES, IOWA, AND THE UNITED STATES  
DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD)

WHEREAS, on September 8, 1987, by Roll Call No. 87-3813, the Des Moines City Council authorized the Des Moines Human Rights Commission to execute a Memorandum of Understanding with HUD, setting forth the terms and conditions by which the Commission processes housing discrimination complaints arising within the city limits of Des Moines, Iowa, in accordance with HUD's Fair Housing Assistance Program, and sends staff to mandatory training as required by HUD; and

WHEREAS, the City Council has approved similar agreements on an annual basis; and

WHEREAS, this Cooperative Agreement provides \$10,400.00 for complaint processing completed, \$2,000.00 in administrative funds and \$15,000.00 in training funds for a total funding award of \$27,400.00 for use by the Des Moines Human Rights Department in accordance with the cooperative agreement terms; and

WHEREAS, this Agreement must be returned to HUD following approval by the City Council;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Des Moines, Iowa, that the Cooperative Agreement for FY2012 and all amendments thereto between the United States Department of Housing and Urban Development (HUD) and the City of Des Moines is hereby approved, and the Mayor is hereby authorized and directed to execute the Cooperative Agreement, including amendments which may provide additional funding to the Des Moines Human Rights Commission, on behalf of the City of Des Moines.

BE IT FURTHER RESOLVED that the Des Moines Human Rights Commission Director is hereby authorized and directed to submit the Cooperative Agreement, and amendments thereto for additional funding, to the HUD Fair Housing Assistance Program and to complete and submit any additional documents associated therewith.

APPROVED AS TO FORM:

Moved by \_\_\_\_\_ to adopt.

\_\_\_\_\_  
Douglas P. Philiph, Assistant city Attorney

(Council Communication No. 12-465)

COUNCIL ACTION	YEAS	NAYS	PASS	ABSENT
COWNIE				
COLEMAN				
GRIESS				
HENSLEY				
MAHAFFEY				
MEYER				
MOORE				
TOTAL				

MOTION CARRIED

APPROVED

\_\_\_\_\_  
Mayor

**CERTIFICATE**

I, DIANE RAUH, City Clerk of said City hereby certify that at a meeting of the City Council of said City of Des Moines, held on the above date, among other proceedings the above was adopted.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my seal the day and year first above written.

\_\_\_\_\_  
City Clerk



**U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT**

**Region VII**

**OFFICE OF FAIR HOUSING AND EQUAL OPPORTUNITY**

Gateway Tower II, 4<sup>th</sup> Floor  
400 State Avenue  
Kansas City, KS 66101-2406

**AUG 20 2012**

Rudy Simms, Director  
Des Moines Human Rights Department  
602 E. 1<sup>st</sup> Street  
Des Moines, IA 50309

08-21-12 14:21 IN

Dear Mr. Simms:

SUBJECT: FY 2012 Cooperative Agreement

Enclosed are four (4) copies of Cooperative Agreement Number **FF207K127010** for the Fair Housing Assistance Program. The total amount of the agreement is \$27,400.00, for complaint processing, administrative costs, enforcement bonus if any, and additional training. The funding amount is based on the following:

- \$10,400.00 for Complaint Processing, total of 4 cases
- \$0.00 for Cause Case funding, 0 cases
- \$ 15,000.00 for HUD approved Training,
- \$ 2,000.00 Administrative Cost (AC) funds.

Please sign three (3) copies and return them to the address below no later than September 7, 2012:

**U. S. Department of Housing and Urban Development  
Office of Fair Housing and Opportunity  
Kansas City Regional Office  
400 State Avenue  
Kansas City, KS 66101-2406**

Also enclosed is a copy of the following documents that must be signed and returned with your Cooperative Agreement:

- Assurance, SF-4254-B
- Restrictions on Lobbying Certification
- Drug Free Workplace Certification.

Additionally, your agency must comply with the following terms and requirements upon execution of this agreement:

1. Agencies will be required to process a minimum number of cases based on the population chart cited in the Agreement.
2. Your agency must provide documentation that your agency will receive sufficient volume of complaint activity to justify the provision of funds for complaint processing no later than September 30, 2012.
3. Your agency must provide HUD with a written statement regarding how Administrative Cost funds will be used to enhance fair housing-related activities.
4. Please provide a listing of employees that will be eligible for training no later than September 30, 2012.
5. Additionally, agencies must submit a list of participants 30 days prior to attending any HUD-sponsored training.
6. Your agency must also submit each quarter a case processing report that lists Fair Housing Community Outreach Activities. This report should be accompanied by a listing of complaints acceptably processed, including the name of the complainant, respondent, and date closed, date conciliation failed, date referred to legal for enforcement action, information on investigative and conciliation techniques; other performance criteria; and, descriptions of all activities undertaken on each administrative closure.
7. Your agency must submit an Outreach Plan due within 30 days after execution of this cooperative agreement. The Outreach Plan should include a description of activities undertaken in support of case processing activities, to educate and provide outreach to the public, and to enhance caseload.
8. Only employees having direct responsibility for housing discrimination complaints will be accounted to the Agency as having met the minimum number of employees required to be trained in order to receive all of the funds allocated under this cooperative agreement.

9. All FHAP agencies must close 50% of all non-complex cases within 100 days.
10. The Recipient must segregate FHAP funds from the Recipient's and the state or local government's other funds.

If you need additional information, please contact Andrea M. Carson, Equal Opportunity Specialist, at (913) 551-5718, between 8:00 am and 4:30 pm, Monday through Friday.

Sincerely,



Betty J. Bottiger  
Cooperative Agreement Officer

Enclosures