



Roll Call Number

Agenda Item Number

25

Date June 12, 2017

SETTING PUBLIC HEARING ON THE PROPOSED CITIZEN PARTICIPATION PLAN FOR THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT CONSOLIDATED PLAN

WHEREAS, provisions under the Code of Federal Regulations, Title 24, Sections 91.105 and 5.158, require citizen participation in the development of the Assessment of Fair Housing and the Consolidated Plan for United States Department of Housing and Urban Development (HUD) grant programs; and

WHEREAS, it is necessary, by public hearing following notice, to obtain the views of citizens regarding community development and housing needs and to provide a forum for citizen comment on the City's proposed Citizen Participation Plan, and for the City Council to consider approval of the Citizen Participation Plan; and

WHEREAS, in order to provide an opportunity for citizens to comment on the City's proposed Citizen Participation Plan, copies of the Plans will be available for review at the Office of the City Clerk, Community Development Department, and all Des Moines public libraries until July 24, 2017.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Des Moines, Iowa, that the public hearing to receive citizen views and comments on, and to consider approval of, the Citizen Participation Plan shall be held during the regular City Council meeting on July 24, 2017, at 5:00 p.m. in the Council Chambers, Municipal Service Center, 1551 E. M.L. King Jr. Parkway, Des Moines, Iowa.

BE IT FURTHER RESOLVED, that the City Clerk is authorized and directed to publish notice of public hearing in the attached form in the Des Moines Register not less than thirty (30) days prior to the date set for said hearing.

MOVED BY \_\_\_\_\_ TO ADOPT.

APPROVED AS TO FORM:

Glenna K. Frank, Assistant City Attorney

Table with 5 columns: COUNCIL ACTION, YEAS, NAYS, PASS, ABSENT. Rows include COWNIE, COLEMAN, GATTO, GRAY, HENSLEY, MOORE, WESTERGAARD, and 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

25



# **Citizen Participation Plan**

**As part of City of Des Moines 2015-2019 Consolidated Plan**

## **City of Des Moines Citizen Participation Plan**

**Adopted:** July 24, 2017

**Resolution:**

**City of Des Moines  
Community Development Department  
602 Robert D. Ray Drive  
Des Moines, IA 50309-1881  
(515) 283-4200  
[www.dmgov.org](http://www.dmgov.org)**



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## Introduction

This plan outlines citizen participation and consultation efforts regarding the City of Des Moines' use of Community Development Block Grant (CDBG), HOME Investment Partnerships Program (HOME), and Emergency Solutions Grant (ESG) funds from the United States Department of Housing and Urban Development (HUD).

## Who Will Be Consulted

The citizen participation plan details how local residents, especially more vulnerable populations, will be encouraged in the development of the AFH. The plan will also detail citizen involvement in the Consolidated Plan, action plans, performance reports, and any substantial revisions to those documents.

Vulnerable populations of which participation is especially needed include:

- Non-native speakers,
- Minority racial or ethnic groups,
- Disabled,
- Elderly,
- Children,
- Homeless,
- Veterans,
- Refugees,
- Immigrants,
- Residents of slum or blighted areas, and
- Residents of low-income neighborhoods.

Another focus for participation will be the agencies, institutions, and businesses that will be partners in implementing action plans and Consolidated Plan. The groups below will contribute to the AFH steering committee:

- City of Des Moines
- City of West Des Moines,
- Des Moines Municipal Housing Agency,
- Des Moines Civil and Human Rights,
- Des Moines Metropolitan Planning Organization,
- Des Moines Area Regional Transit,
- Des Moines/Polk County Continuum of Care,
- Polk County Housing Trust Fund,
- Capital Crossroads,
- Central Iowa Regional Housing Authority,
- West Des Moines Human Rights Commission, and
- City of Ames.

During the AFH process, focus groups, surveys, and interviews will be conducted with other groups and stakeholders. Groups that have been consulted in the past and may be asked to participate again include:

- 1000 Friends of Iowa,
- A Mid-Iowa Organizing Strategy,
- African American Leadership Forum,
- Aging Resources of Iowa,
- American Institute of Architects,
- Anawim Housing,
- Beacon of Life Residential Center for Women,
- Big Brothers Big Sisters,
- Black Ministerial Alliance of Des Moines,
- Broadlawns Medical Center,
- Building Owners and Managers Association International,
- Center on Sustainable Communities,
- Central Iowa Center for Independent Living,
- Central Iowa Shelter & Services,



- Character Counts,
- Children & Families of Iowa,
- Children and Family Urban Ministries,
- Community Housing Initiatives, Inc.
- Connect Iowa,
- Continuum of Care,
- Des Moines area Interfaith Hospitality Network,
- Des Moines Area Religions Council,
- Des Moines Municipal Housing Authority,
- Des Moines Chamber of Commerce,
- Easter Seals Society of Iowa,
- Evelyn David Project,
- Freedom for Youth Ministries,
- Habitat for Humanity,
- Hawthorn Hill,
- HOME, Inc.,
- Homebuilders Association of Greater Des Moines,
- House of Mercy,
- Iowa Association of Realtors,
- Iowa Bureau of Refugee Services,
- Iowa Child Care Resources & Referral,
- Iowa Commercial Real Estate Association,
- Iowa Commission on the Status of Women,
- Iowa Council for International Understanding,
- Iowa Finance Authority,
- Iowa Economic Development Authority,
- Iowa Homeless Youth Services,
- Iowa League of Cities,
- Iowa Property Managers Association,
- Jewish Federation of Greater Des Moines,
- Joppa,
- Latinas Unidas for un Nuevo Amanecer
- Lenders,
- Lutheran Services of Iowa,
- Mainstream Living,
- Meals from the Heartland,
- Metro Advisory Council,
- Neighborhood Development Corporation,
- Neighborhood Finance Corporation,
- Neighborhood organizations,
- Oakridge Neighborhood Services,
- One Iowa
- Orchard Place,
- Polk County Conservation,
- Polk County Health Services,
- Polk County Housing Trust Fund,
- Polk County, Family & Youth Services,
- Primary Health Care, Inc.,
- Red Cross 211,
- Salvation Army,
- Sierra Club of Central Iowa,
- St. Joseph's Family Shelter,
- Visiting Nurse Services,
- Wesley Life Homes and Community Services,
- West Des Moines Chamber of Commerce,
- Young Women's Resource Center,
- Youth Emergency Services & Shelter.
- Agencies whose primary responsibilities include the management of flood prone areas, public land or water resources;
- Broadband service providers; and
- Emergency management agencies.

## Methods of Participation

The first method of participation the City will utilize is that of public notice, comment, and hearings. More details about the dates for specific hearings is in the "Publication" section.

For the development of the AFH, the steering committee will meet semi-annually or on an as needed basis. Committee members will work with their stakeholders to obtain input with a strategy that would best fit their group. For example, the Des Moines Municipal Housing Authority may conduct a survey to its residents, while the Polk County Housing Trust Fund may hold a focus group with property owners at one of their quarterly meetings. The City plans to use multiple tools facilitated by community partners to engage different cohorts.

### Language Translation

As part of the City's comprehensive plan, Plan DSM: Creating Our Tomorrow, which was adopted in April 2016, one goal is the "Ensure all city services, projects, programs, and events represent and encourage participation of a cross section of the city's cultural diversity and geography." Objectives of this goal include providing translation services, which are provided by Language Line Solutions. Through this service, interpreters and linguists are available over-the-phone or by video remote. They can translate more than 240 languages and can enable communication with the deaf or hard-of-hearing populations. When organizing focus groups of minorities or immigrant populations, consideration should be made to have a translator available at the focus group.

### Data Sharing

The City will be requesting data from other agencies on topics such as transit, transportation, public services, public housing, etc. This data and HUD-provided data will be available to its residents, public agencies, and other interested parties by request. Links to the HUD web site will be cross-referenced on the City's web site as well. Any data that has identifying properties or sensitive information, such as emergency housing locations for victims of domestic abuse, will not be available to the public.

### Publication and Public Hearings

Once the AFH, Consolidated Plan, and additional associated plans have been drafted, they will be available for public comment. The plans will contain proposed federal funding, expected program income, and how those funds will be used. It will also include an estimated amount of funding that will directly benefit low- and moderate-income persons.

The City's program year runs January 1 to December 31. Assuming that there are no delays in fund disbursement that affect the AFH, Consolidated Plan, and action plans, the City proposes the following publication and public comment timeline.

#### 2017

- August: Publish 2018 Action Plan for public comment
- September: Public hearing for 2018 Action Plan

#### 2018

- February: Publish 2017 CAPER for public comment
- March: Public hearing for 2017 CAPER
- September:
  - Publish 2019 Action Plan for public comment
  - Publish AFH for public comment
- October:
  - Public hearing for 2019 Action Plan
  - Public hearing for AFH

2019

- February: Publish 2018 CAPER for public comment
- March: Public hearing for 2018 CAPER
- September: Publish 2020-2024 Consolidated Plan for public comment
- October: Public hearing for 2020-2024 Consolidated Plan

Public notice of the aforementioned comment periods and hearings will be published in the Des Moines Register legal section at least two weeks before the hearing. The public hearings will be held at 5 PM at City Council meetings at the Richard A. Clark Municipal Service Center, 1551 E. Martin Luther King, Jr. Pkwy. The Municipal Service Center has a ramp and elevator for the physically disabled.

Drafts for public comment will be available at all the Des Moines Public Library locations, City Hall, the front desk of the community development department, and on-line at [www.dmgov.org](http://www.dmgov.org). Those wanting a mailed copy may also request a copy from the community development department at the address below. Any comments received will be attached to the final draft of the AFH or plans.

Request a copy or mail comments to:

Community Development Department  
RE: Consolidated Planning  
602 Robert D. Ray Drive  
Des Moines, IA 50309-1881

## Displacement

The City will avoid activities where displacement may occur. Although the City does not expect displacement to occur, it will take steps to prepare for it in compliance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970.

## Amendments to the Citizen Participation Plan, AFH, or Consolidated Plan

The citizen participation plan will be reviewed annually if public comments suggest changes or updates need to be made. Otherwise, the City does not anticipate substantially changing the plan except for updates that coordinate with the Consolidated Plan.

If a substantial amendment is needed in either the participation plan, AFH, or Consolidated Plan, the City will follow federal regulations found in 24 CFR 91.505. The City of Des Moines will amend an approved plan whenever it makes one of the following decisions:

1. To make a change in its allocation priorities or a change in the method of distribution of funds;
2. To carry out an activity, using funds from any program covered by the Consolidated Plan (including program income, reimbursements, repayment, recaptures, or reallocations from HUD), not previously described in the action plan; or
3. To change the purpose, scope, location, or beneficiaries of an activity.

If one of the above decisions are made, the City will solicit public input similarly to its process for action plans. A public hearing will be set, and notice will appear in the Des Moines Register. The public will have 30 days to comment in writing about the amendment. Once the public comment period and public hearing have closed, the amendment will either be accepted or denied by the City Council.





If the amendment is accepted by the public and City Council, it will be included in the plan. The City will also contact its local HUD representative in Omaha to complete the change. All amendments will be consistent with affirmatively further fair housing and the analysis and strategies of the AFH.

### **Technical Assistance**

All individuals and organizations, especially those who may need assistance in proposal preparation, are encouraged to contact City staff for technical assistance. Groups representative of low- and moderate-income persons are encouraged to comment on proposed projects and activities.

### **Complaints**

Residents who have complaints can submit them to:

Community Development Department  
RE: Consolidated Planning  
602 Robert D. Ray Drive  
Des Moines, IA 50309-1881

The City of Des Moines shall provide a written response to every complaint relative to the plans and documents mentioned within fifteen working days of receipt.