

STATE OF IOWA'S  
CITIZEN PARTICIPATION PLAN  
RELATING TO THE CONSOLIDATED PLANNING PROCESS  
FOR FEDERAL HOUSING AND URBAN DEVELOPMENT (HUD) PROGRAMS

Pursuant to the citizen participation requirements of 24 CFR Section 91.115, the State of Iowa's Department of Economic Development hereby adopts the following Citizen Participation Plan as it relates to the consolidated planning process for housing and community development programs funded by the Department of Housing and Urban Development (HUD):

ADOPTION OF THE CITIZEN PARTICIPATION PLAN

The State of Iowa solicited input to its proposed Citizen Participation Plan in the following manner:

1. The Iowa Department of Economic Development (IDED) provided citizens and units of local government with reasonable opportunity to comment on the Citizen Participation Plan. This was accomplished by providing the proposed Plan electronically to entities representing units of local governments, and to regional entities for their review and comment. Notice of the proposed Plan's availability was published in at least one newspaper of general circulation across the State (the Des Moines Sunday Register of May 6, 2001) and the text of the proposed Plan was available from the IDED's offices and posted on IDED's website: [www.state.ia.us/ided/crd](http://www.state.ia.us/ided/crd).
2. No comments on the proposed plan were received during the public comment period.
3. Citizen Participation Plan was formally adopted by the IDED on June 4, 2001 without changes from the proposed version.
4. The final version of Citizen Participation Plan is in writing and available for viewing at the State Library. Copies of this document are available upon request from the IDED and on its website: [www.state.ia.us/ided/crd](http://www.state.ia.us/ided/crd).
5. The IDED will supplement its Citizen Participation Plan requirements with those of the State of Iowa and its administrative rule making procedures.

ADOPTION OF THE STATE OF IOWA'S CONSOLIDATED PLAN

The State of Iowa will provide for and encourage citizens of Iowa to participate in the development of the Consolidated Plan in the following ways:

1. At least one public hearing on the State's housing and community development needs will be held before the proposed Consolidated Plan is published for comment. Oral and written input will be sought through this public hearing process and written comments received via email and the written comment process will be considered when preparing the proposed Consolidated Plan.
2. In the notice of public hearing(s) on the Proposed Consolidated Plan the State will provide to citizens, public agencies and other interested parties information that outlines the amount of assistance the State expects to receive and the range of activities that may be undertaken, including the estimated amount that will benefit low- and moderate-income persons, the plans to minimize displacement of persons and to assist any persons displaced. This information will be available on the Iowa Department of Economic Development's (IDED) website: [www.state.ia.us/ided/crd](http://www.state.ia.us/ided/crd).
3. Following preparation of the proposed Consolidated Plan, a summary of the proposed Plan will be published in one or more newspapers of general circulation, and copies of the this plan will be available on the IDED website, and at the IDED offices.

4. The IDEED will hold at least one community meeting/public hearing in the State during the public comment period to gain input regarding the State's proposed Consolidated Plan.
5. Public input will be solicited by inviting low- and moderate-income Iowans as users of the programs, technical assistance providers and elected officials to the community meeting(s)/ public hearing(s) to discuss the proposed Consolidated Plan.
6. The IDEED will utilize statewide and local interest groups such as community action agencies, community housing development organizations, and other nonprofit organizations to encourage attendance of low- and moderate-income persons and minorities at the community meeting(s)/public hearing(s).
7. Press releases about the community meeting(s)/public hearing(s) will be sent to Iowa media outlets a minimum of three weeks in advance of the meeting(s) to inform the citizens of these meetings. The notice will provide sufficient information to the public about the proposed Consolidated Plan to allow the public to make informed comments.
8. The IDEED will make every effort to hold the hearing(s) and meeting(s) at a time and place which is convenient to the actual and potential beneficiaries of the program by holding the meeting(s) in the evening in location(s) accessible to these potential participants.
9. The IDEED will provide translators during or written translations after public hearings attended by non-English speaking residents upon their request whenever they represent a significant proportion of the persons benefited by proposed or actual activities.
10. All stakeholders will be allowed a minimum of 30 days to comment on the proposed Consolidated Plan before the Plan is adopted officially.
11. The State of Iowa will consider all comments and views of citizens and units of governments received orally or in writing at the public hearings. A summary of all comments made, whether accepted by the State or not, with reasons for not accepting outlined and attached to the final Consolidated Plan.
12. The final version of the Consolidated Plan will be available on the IDEED website, at the State Library, and at the IDEED offices.

#### AMENDING THE CONSOLIDATED PLAN

If the IDEED proposes to change its method of distribution , or to change its funding allocation by 15% or more, this proposed change constitutes a "substantial amendment". Any substantial amendment will require a formal amendment to the Consolidated Plan before the proposed amendment will be implemented.

In order to formally amend the Consolidated Plan the following procedure will be followed:

1. Citizens and local governments will be given a reasonable opportunity to comment on the proposed amendment to the Consolidated Plan at least 30 days in advance prior to adoption of the amendment. Public notice of any proposed substantial amendments will be undertaken in accordance with the procedures outlined in the section of this document entitled Adoption of the Consolidated Plan, sections 1 and 2.
2. The IDEED will consider any comments or views of citizens and local governments received in writing, or orally at public hearings in preparing the substantial amendment of the Consolidated Plan. A summary of any comments or views, not accepted and the reasons for not accepting the comments/views shall be attached to the substantial amendment of the Consolidated Plan.

## PERFORMANCE REPORTS

1. Prior to the submission of the State of Iowa's Performance Report to HUD, the State will provide reasonable notice of at least 15 days to the public and units of local government and a chance to comment on the Report.
2. Notice of such a submission will be published in at least one paper of general circulation and on the IDED website.
3. The State of Iowa will consider any comments or views of citizens received in writing, or orally at public hearings in preparing the performance report. A summary of these comments or views will be attached to the Performance Report.

## ALL DOCUMENTS AVAILABLE TO THE PUBLIC

The Consolidated Plan as adopted, all substantial amendments to this Plan, and the Performance Report will be available to the public through the IDED website, the State Library and the IDED offices upon request.

The IDED will furnish appropriate auxiliary aids and services where necessary to afford an individual with disability an equal opportunity to participate in, and enjoy the benefits of, a service, program, or activity conducted by the Department in regards to the applicable programs. When considering what type of auxiliary aid and service is necessary, the IDED will give primary consideration to the requests of the individual with disabilities.

## ACCESS TO RECORDS

The State of Iowa will provide citizens, public agencies, and other interested parties with reasonable access to information and records relating to the State's Consolidated Plan and the State's use of assistance under the applicable programs during the preceding five years.

## COMPLAINTS

The State of Iowa will provide, in a timely manner, substantive written response to every written citizen complaint regarding the applicable programs within a 15 day period, where practicable.

## CITIZEN PARTICIPATION REQUIREMENTS FOR LOCAL GOVERNMENTS (Applicable only to the Community Development Block Grant (CDBG) Program)

To comply with the Citizen Participation requirements of 24 CFR 570.486 and Section 507 and 508 of the Housing and Community Development Act of 1987, CDBG applicants are required do the following:

1. Conduct at least one public hearing on the activities proposed in the application. The hearing must include a review of the following:
  - a. how the need for the activities was identified;
  - b. how the proposed activities will be funded and the sources of funds;

- c. date the CDBG application will be submitted;
  - d. requested amount of federal funds;
  - e. estimated portion of federal funds that will benefit low-and moderate-income persons;
  - f. where the proposed activities will be conducted;
  - g. plans to minimize displacement of persons and businesses resulting from funded activities;
  - h. plans to assist persons actually displaced; and
  - i. the nature of the proposed activities.
2. Conduct at least one hearing on the status of funded activities. The hearing must include a review of the following:
  - a. general description of accomplishments to date;
  - b. summary of expenditures to date;
  - c. general description of the remaining work; and
  - d. general description of changes made to the project budget, performance targets, activity schedules, scope, location, objectives or beneficiaries.
3. Publish hearing notices in a manner consistent with requirements of the Iowa Code, Section 362.3, and submit a copy of the public notice and minutes with the application.
4. Ensure the public's reasonable access to all local meetings, project records and information relating to the proposed and actual use of federal funds.
5. Conduct all related public meetings or hearings in public buildings or facilities that are accessible to persons with disabilities.
6. Provide citizens with names and addresses of the following:
  - a. the person(s) authorized to receive and respond to citizen proposals, questions and complaints concerning proposed and funded activities; and
  - b. the person(s) available and able to provide technical assistance to groups representative of low-and moderate-income persons in preparing and presenting their proposals for the request and use of federal funds.
7. Provide translators during or written translations after public hearings attended by non-English speaking residents upon their request whenever they represent a significant proportion of the persons benefited by proposed or actual activities.