

Appendix A

Citizen Participation Plan

PURPOSE

This Citizen Participation Plan (the “Plan”) is a requirement of the Consolidated Plan process outlined in 24 CFR 91.105 of the Housing and Community Development Act of 1974 and its amendments. The Plan sets forth the steps the City shall provide for and encourage citizens to participate in the development and any substantial amendment of the Consolidated Plan and/or Annual Action Plan and the development of the Annual Performance Report.

The Consolidated Plan and each year’s Annual Action Plan guide the City’s use of Community Development Block Grant (CDBG) and HOME other federal funds, which are made available from the U. S. Department of Housing and Urban Development (HUD). The Annual Performance Report provides an assessment of the funds expended and a quantitative analysis of the program for project outcomes. The entire Consolidated Plan process shall be integrated into the City’s overall yearly goal-setting and budget process and shall provide for citizen access, designed to encourage participation by groups most directly affected during the Consolidated Plan process, as well as the general public.

The City has recognized in its City Plan Principles and Policies the importance of involving citizens in the planning and decision-making processes of government. The City intends that its programs and policies have the support of the largest possible number of people in the community. The City intends to allow and encourage all citizens to be involved during the Consolidated Plan process with opportunities to express views on housing and community development needs and to participate in planning, reviewing and assessing actions to meet those needs, proposed and performed by the City and to be informed prior to the time of any official action taken by the City Council. In particular, it is the intent to include low and moderate income persons, particularly those living in low and moderate income neighborhoods; minorities; non-English speaking persons; persons with disabilities; and residents of public and assisted housing developments, as well as organizations and agencies that serve low and moderate-income persons and other interested parties.

PARTICIPANTS IN THE CITIZEN PARTICIPATION PLAN

The development of the Consolidated Plan and Annual Action Plans is a collaborative effort of many individuals, organizations, and agencies. Each is encouraged to make requests and recommendations throughout the Consolidated Planning process. The City will conduct at least one public forum (at different times through-out the day) to educate citizens on the process of developing the plans and to seek input regarding the Consolidated Plan needs and goals, and the proposed annual projects.

The participation is the foundation of the Consolidated Planning process. Reasonable efforts will be made to make all citizens aware of the meetings and events that concern the development of the Five-year Consolidated Housing and Community Development Plan and yearly Annual Action Plans. It is the goal of the City of Ames to create ample participation opportunities for all interested citizens including, but not limited to, minorities, non-English speaking persons, and persons with visual, mobility, or hearing impairments.

Organizations, Agencies and the City of Ames Housing Authority: The City of Ames Housing Authority, as well as other organizations and agencies involved in the development and implementation of projects to assist low-income citizens will be contacted to advise them of the Consolidated Plan process. These organizations and their clients will be encouraged to participate in the development of the Consolidated Housing and Community Development Plan and the Annual Action Plan.

Ames City Council: The City Council is the final citizen policy body that reviews and takes action on the Consolidated Plan. After receiving the Plan, the City Council considers and votes on the proposed plan. After approval at the local level, the Consolidated Plan is forwarded to the U. S. Department of Housing and Urban Development.

DEVELOPMENT OF THE CONSOLIDATED PLAN AND ANNUAL ACTION PLANS

1. Prior to proposing activities for the Annual Action Plan, staff will review the following HUD guidelines that outline the key steps that should be utilized:

- Determine if the proposed activity is included in the listing of eligible activities;
- Determine if the proposed activity meets the City's Consolidated Plan priority goals for addressing the needs of low- and moderate-income person within the community;
- Determine if the proposed activity can meet one or more National Objective;
- Ensure that carrying out the activity will help to meet the grantee's certification (of one to three years, as determined by the grantee) that 70% of its CDBG expenditures will be for activities that benefit low- and moderate-income persons; and
- Meet the new performance measurement requirements effective October 2006.

2. The City will furnish citizens with information concerning the amount of Community Development Block Grant (CDBG) funds expected to be available (including the annual grant, program income for community development and housing activities, and the range of activities that may be undertaken with those funds. The City will also make available the estimated amount that will benefit persons of low and moderate income at the public hearing on the one-year action plan.

3. The City will provide budget summary of the annual action plan in the local newspaper site in a manner that affords citizens, public agencies and other interested parties a reasonable opportunity to examine its contents and to submit comments. The entire plan and attachments will be published on the City's web site. The City will also make copies of the proposed plan available at the Planning and Housing Department office and the City of Ames Public Library for review during public hours. Ten (10) free copies of the proposed plans will be made available. One free copy will be provided to each individual or organization requesting said copy until the supply is exhausted.

4. The City will hold at least two public forum sessions during the development of the Consolidated Plan and Annual Action Plans and one public hearing prior to the submittal of the Plan (s) to HUD. The notice of the Public Forum sessions will be announced through a press release, and Public forums notices may also be sent to a listing of organizations and groups that represent the social, economic, neighborhood and business groups that may have an interest in the program, along with participants in the City's Section 8 Rental Subsidy Program.

5. There will be a 30-day comment period on both proposed Consolidated and Annual Action Plans. A 15-day comment period exception will be allowed under the following circumstances:
 - Copies of the adopted Plan will be available upon request to the City of Ames Department of Planning and Housing. The plans will also be posted on the City's web site.
6. The City will consider any comments or views of citizens received in writing or orally at the public hearings in preparing the final Consolidated Plan. A summary of these comments or views, and a summary of any comments or views not accepted and the reasons therefore, shall be attached to the final Consolidated Plan.

DISPLACEMENT

The City will make every reasonable effort to minimize the number of persons displaced by CDBG or HOME funded activities. In the event that a person is displaced by a CDBG or HOME undertakings, relocation assistance will be offered in accordance with the Uniform Relocation Assistance Act.

AMENDMENTS

1. The City will amend its approved plan whenever it makes a decision to make a change in its allocation priorities or a change in the method of distribution of funds; to carry out an activity using funds from any program covered by the Consolidated Plan (including program income), not previously described in the action plan; or to change the purpose, scope, location or beneficiaries of an activity.
2. The City will use the following criteria to determine what changes in the planned or actual activities constitute a substantial amendment to the Consolidated Plan; any of the following will require a substantial amendment following this citizen participation plan:
 - a. Changes in the use of CDBG funds from one eligible activity to another eligible activity that exceeds \$100,000
 - b. Carrying out a new CDBG eligible activity in an amount greater than \$100,000.

A change in the entity responsible for carrying out an activity, a change in the location of a proposed project, or any updates or corrections will not constitute a substantial amendment.

3. The City will publish a summary of the proposed substantial amendment in the local newspaper in a manner that affords citizens, public agencies and other interested parties a reasonable opportunity to examine its contents and to submit comments. The entire substantial amendment and attachments will be published on the City's web site. The City will also make copies of the proposed substantial amendment available at the Planning and Housing Department office and the City of Ames Public Library for review during public hours. Ten (10) free copies of the proposed plans will be made available. One free copy will be provided to each individual or organization requesting said copy until the supply is exhausted.

The City of Ames will hold at least one public hearing on the proposed substantial amendment to the Consolidated Plan prior to the submittal. Notice of the public hearing will be published in the

local newspaper not less than four days or more than twenty days before the public hearing. There will be a 30-day comment period on the proposed substantial amendment to the Consolidated Plan.

4. The City will consider any comments or views of citizens received in writing or orally at the public hearings in preparing the final substantial amendment to the consolidated plan. A summary of these comments or views, and a summary of any comments or views not accepted and the reasons therefore, shall be attached to the final amended consolidated plan.

ANNUAL PERFORMANCE REPORTS

1. The City will publish notice of the availability of the annual Consolidated Annual Performance Report (CAPER) in the local newspaper and on the City's web site. Citizens and organizations will be given the opportunity to submit comments on the CAPER during a 15-day comment period and through a public hearing that will be held each year before the submission of the CAPER to HUD.
2. The City will consider any comments or views of citizens received in writing, or orally at any public hearings. Any public comments received during the comment period or at the public hearing shall be considered and shall be summarized and attached to the Consolidated Annual Performance Report.

PUBLIC HEARINGS

1. A one public hearing prior to the submittal of the report will be held per year to obtain citizens' views and to respond to proposals and questions. These hearings will be held at different stages in the program year. Together the hearings will address housing and community development needs, development of proposed activities and review of program performance. At least one of these hearings will be held prior to the proposed consolidated plan being published for comment.
2. Notice will be published in the local newspaper(s) at least four days but not more than twenty days before the public hearings and include sufficient information about the subject of the hearing to permit informed comment, the date, time and location. The notice also will include specific information to assist persons with disabilities as well as non-English speaking citizens on how to participate in the process. In all newspaper advertisements for public hearings and in mailings for public hearings, language will be included expressing the City's desire to accommodate the above special needs, along with the Department of Planning and Housing phone number and the City's TDD number, so arrangements can be made for the services of an interpreter, signer, or reader.
3. Public hearing notices may also be sent to a listing of organizations and groups that represent the social, economic, neighborhood and business groups that may have an interest in the program.

MEETINGS

The City of Ames Planning & Housing Department will schedule meetings at sites that are accessible. Special measures will be taken to assure an opportunity for involvement by low-income persons, the elderly, handicapped and disabled persons, minorities, and civic and business interests. Also, upon request, the Planning & Housing Department shall provide interpretive services for non-English

speaking and hearing impaired individuals and groups and shall provide informational handouts in foreign languages. The arrangement and costs of such services shall be incurred by the Planning & Housing Department. Any questions or requests for special/reasonable accommodations or services for meetings should be directed at least 3 business days in advance to the Planning & Housing Department. In addition to the scheduled public hearings, the Planning & Housing Department may hold other meetings, as necessary, to further their duties and responsibilities.

ACCESS TO RECORDS

1. Information and records relating to the jurisdiction's Consolidated Plan and the jurisdiction's use of assistance under the programs covered by 24 CFR section 91.105 during the preceding five years will be available to citizens, public agencies and other interested parties. The City will reply to the written request for such information within 15 working days, where practical. The information may not be removed from the Planning & Housing Department. If copies of information are requested the normal copy charges will apply.
2. Comments and questions will be accepted throughout the year and should be addressed to: Housing Coordinator; Planning & Housing Department; City Hall, 515 Clark Avenue; Ames, Iowa 50010.
3. Citizens, public agencies and other interested parties including those most affected, shall be given the opportunity to receive information. Program records, files, and information are confidential to the extent provided by Chapter 68A of the Code of Iowa. Information not protected by this chapter, or otherwise specified by federal regulations to be public information, will be made available upon request.

TECHNICAL ASSISTANCE

The Planning & Housing Department will provide technical assistance to groups representative of persons of low- and moderate-income that provide a written request for such assistance in developing proposals for funding assistance under any of the programs covered by the Consolidated Plan. That assistance may be limited to activities that are directly associated with the Community Development Program and will be at the discretion of the Planning & Housing Community Development staff.

OBJECTIONS AND COMPLAINTS

The City will respond to written citizen complaints regarding the Consolidated Plan, amendments, and the performance report. The reply will be made within 15 working days, where practical. Complaints must be made in writing to: Housing Coordinator; Planning & Housing Department; City Hall, 515 Clark Avenue; Ames, Iowa 50010.

Citizens may contact HUD directly, if they wish, to object to any part of the Community Development Program, or if they feel that they have been aggrieved by any program, activity, or procedure funded through the Community Development Program. Such objections should be made to:

USE OF CITIZEN PARTICIPATION PLAN

The City will follow the citizen participation plan from the date of its adoption until it is amended or repealed.

CITY RESPONSIBILITY

The requirements for citizen participation do not restrict the responsibility or authority of the City for the development and execution of its Consolidated Plan.

CITY OF AMES

By: *John A. Haila*

John A. Haila, Mayor

Attest:

BY: *Diane R. Voss*

Diane R. Voss, City Clerk

STATE OF IOWA, COUNTY OF STORY: SS

On this 13th day of August, 2019, before me, the undersigned, a Notary Public in and for said State, personally appeared John A. Haila, Mayor, and Diane R. Voss, City Clerk, to me known to be the identical persons named in and who executed the foregoing instrument, and acknowledged that they executed the same as their voluntary act and deed.



Rachel Knutsen

Notary Public In and For the State of Iowa