

**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 Economic Development Authority (IEDA), and the Iowa Finance Authority (IFA), hereinafter collectively referred to as the "State", set forth 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). The Citizen Participation Plan presents the State's plan for providing and encouraging all citizens, particularly low- and moderate- income citizens, to participate in the development and adoption of four components of the consolidated planning process, plus the Section 108 Loan Guarantee Program:

- 1.) The Citizen Participation Plan
- 2.) The Five-Year Consolidated Plan
- 3.) Substantial Amendments to the Consolidated Plan
- 4.) The Annual Action Plan
- 5.) The Consolidated Annual Performance and Evaluation Report (CAPER)

The IEDA is the lead agency responsible for the Consolidated Planning process and the administration of the Community Development Block Grant Program (CDBG), including the Section 108 Loan Guarantee Program. The IFA is the lead agency responsible for the administration of the Home Investment Partnerships Program (HOME), the Emergency Solutions Grant Program (ESG), and the Housing Opportunities for Persons With Aids Program (HOPWA). All of these funds are collectively known as Community Planning and Development (CPD) funds.

In accordance with the regulations, the minimum annual number of public hearings at which citizens may express their views concerning the Consolidated Plan Documents shall be two (2) public hearings. These public hearings shall occur during the public review and comment period for the Annual Action Plan and for the Consolidated Annual Performance and Evaluation Report. The State, at its discretion, may conduct additional outreach, public meetings or public hearings as necessary to foster citizen access and engagement.

Subsequent to approval of this Citizen Participation Plan by IEDA and IFA, the plan shall be effective until it is amended or otherwise replaced.

### **A. Encouragement of Citizen Participation**

The State of Iowa provides for and encourages citizens to participate in the development of the Citizen Participation Plan, Consolidated Plan, Annual Action Plan, CAPER, and the Section 108 Loan Guarantee Program. The State encourages participation by low- and moderate-income persons, particularly those living in slum and blighted areas and in areas where CPD funds are proposed to be used, and by residents of predominantly low- and moderate- income neighborhood. The State will also take appropriate actions to encourage the participation of all its citizens, including minorities and non-English speaking persons, as well as persons with disabilities.

The State encourages the participation of local and regional institutions, the Continuum of Care and other organizations (including businesses, developers, nonprofit organizations, philanthropic organizations, and community-based and faith-based organizations) in the process of developing, amending, and implementing the Consolidated Plan especially with regard to homelessness issues. The

State encourages, in consultation with public housing agencies, the participation of residents of any public and assisted housing developments located within the State, in the process of developing and implementing the Consolidated Plan, along with other low-income residents of targeted revitalization areas in which the developments are located. The State will provide information to the Iowa Public Housing Authority Directors about Consolidated Plan activities.

The State may also explore alternative public involvement techniques and quantitative ways to measure efforts that encourage citizen participation in a shared vision for change in communities and neighborhoods, and the review of program performance. The Citizen Participation Plan has been and will continue to be amended as the State continues to gain access to technology that improves the avenues of participation. Unless otherwise noted in this document, all communication regarding the Citizen Participation Plan and the Consolidated Plan documents, complaints, access to records, reasonable accommodations for disabled persons, or translation services should be directed to:

Leslie Leager, Division Coordinator  
Iowa Economic Development Authority (IEDA)  
200 East Grand Avenue  
Des Moines, IA 50309

Phone: 515.725.3071  
Email: [leslie.leager@iowa.gov](mailto:leslie.leager@iowa.gov)

### **Development of Section 108 Loan Guarantee Assistance Applications**

Applications for assistance filed by the State for Section 108 loan guarantee assistance authorized under HUD regulation 24 CFR Part 570, Subpart M, are subject to all provisions set forth within this Citizen Participation Plan. Such applications for 108 loan guarantee may be included as part of the Consolidated Planning process, or may be undertaken separately anytime during the program year. The required public hearing to inform citizens of program requirements will be carried out by the IEDA.

1. Before the State submits an application for Section 108 loan guarantee assistance, the State will make available to citizens, public agencies and other interested parties information that includes the amount of assistance the State expects to be made available (including program income), the range of activities that may be undertaken, the estimated amount that will benefit persons of low and moderate income, and any activities likely to result in displacement.
2. The State will publish its proposed application for review and comment. The State will publish a newspaper and web site summary describing the contents and purpose of the application and listing the locations where the entire application may be examined. An application for Section 108 Loan Guarantee funding shall be made available for public review for a 30-day period prior to IEDA consideration and submission to HUD, and may be done concurrently with the public review and comment process for the five year Consolidated Plan. The approved Citizen Participation Plan will be kept on file and online by the State at

IEDA: <http://www.iowaeconomicdevelopment.com/Programs/CommunityDevelopment>

Hard copies can be made available to those requesting the application by contacting the IEDA contact person stated on page 2 above. Upon request, the approved application will be made available in a manner accessible to non-English speakers or those with disabilities. The process for submitting comments or complaints on the approved activities included in the Section 108 Loan Guarantee Program is set forth in Section G. of this document.

## **B. State Citizen Participation Plan**

The following describes the process and procedures related to the development of the Citizen Participation Plan.

### **1. Plan Development**

The State shall follow the following procedure in the drafting and adoption of the Citizen Participation Plan:

#### **a. Plan Considerations**

As a part of the Citizen Participation Plan process, and prior to the adoption of the Consolidated Plan, the State will make available the information required by HUD. This information will be made available to citizens, public agencies, and other interested parties.

#### **b. Plan Review and Public Comment**

The draft Citizen Participation Plan shall be made available for public review for a 30-day period prior to IEDA and IFA consideration and adoption, and may be done concurrently with the public review and comment process for the five year Consolidated Plan. The Citizen Participation Plan shall be provided in a format accessible to persons with disabilities upon request. Such formats may include, but are not limited to providing oral, Braille, electronic or large print versions of the plan to those visually impaired and delivering copies to those who are homebound.

The plan will encourage comment and participation by minority and non-English speakers, and, when feasible, translation services will be available upon request by contacting the IEDA contact person stated on page 2 above.

The plan will encourage comment and participation by low- and moderate-income residents, especially those living in low- and moderate-income neighborhoods and in areas where CDBG funds are proposed to be used.

Written comments will be accepted by the IEDA contact person stated on page 2 above, or designee during the public review period. A summary of all written comments and those received during the public hearing as well as the State's responses will be attached to the Citizen Participation Plan prior to submission to HUD.

#### **c. Public Hearing**

The State shall conduct a public hearing to accept public comments on the draft Citizen Participation Plan prior to its approval and submittal to HUD, this may be done concurrently

with the public review and comment process for the five year Consolidated Plan. After public comments are heard and considered by IEDA and IFA, the State may approve or reject the Citizen Participation Plan. Section F describes the process for publishing notice for and conducting public hearings.

d. Submittal to HUD

The Citizen Participation Plan shall be approved as a stand-alone document and shall be submitted to HUD with a summary of all written comments and those received during the public hearing as well as the State's responses and proof of compliance with the minimum 30-day public review and comment period requirement. A summary of any comments or views not accepted and the reasons therefore shall be supplied to HUD as applicable.

## 2. Amendments

The State shall follow the following procedure to amend the Citizen Participation Plan, as needed:

a. Amendment Considerations

The State shall amend the Citizen Participation Plan, as necessary, to ensure adequate engagement and involvement of the public in making decisions related to the programs and documents governed by 24 CFR Part 91.115. Formal amendment of the Citizen Participation Plan may be required should a provision of the Citizen Participation Plan be found by the State to conflict with HUD regulations.

b. Plan Review and Public Comment

Amendments to the Citizen Participation Plan shall be made available for public review for a 30-day period prior to IEDA and IFA consideration and adoption. A public hearing shall be conducted by the State so that citizens may express their views prior to IEDA and IFA consideration and adoption. Written comments will be accepted by the IEDA contact person stated on page 2 above or designee during the public review period. A summary of all written comments and those received during the public hearing as well as the State's responses will be attached to the amended Citizen Participation Plan prior to submission to HUD.

Edits to the plan that only include updated contact information or editorial changes for clarity will not be released for public review and comment. Copies will be made available following the process described in Section F. 5. of this document.

c. Public Hearing

The State shall conduct a public hearing to review and accept public comments on the draft amendment to the Citizen Participation Plan prior to its approval and submittal to HUD. After public comments are heard and considered by the IEDA and IFA, the State may approve or reject the amendment to the Citizen Participation Plan. Section F describes the process for publishing notice for and conducting public hearings.

d. Submittal to HUD

A copy of the Amended Citizen Participation Plan, including a summary of all written comments and those received during the public hearing as well as the State's responses and

proof of compliance with the minimum 30-day public review and comment period requirement shall be submitted to HUD for their records. A summary of any comments or views not accepted and the reasons therefore shall be supplied to HUD as applicable.

### **3. Plan Access and Comments**

The approved Citizen Participation Plan will be kept on file and online by the State at

IEDA: <http://www.iowaeconomicdevelopment.com/Programs/CommunityDevelopment>

IFA: <http://www.iowafinanceauthority.gov/>

Hard copies can be made available to those requesting the plan by contacting the IEDA contact person stated on page 2 above. Upon request, the approved plan will be made available in a manner accessible to non-English speakers or those with disabilities. The process for submitting comments or complaints on the approved Citizen Participation Plan is set forth in Section G. of this document.

### **4. Citizen Participation for Local Governments**

(Applicable only to the Community Development Block Grant (CDBG) Program)

The Citizen Participation Plan includes citizen participation requirements for local governments receiving CDBG funding that will ensure that citizens are provided with reasonable advance notice of, and opportunity to comment on, proposed CDBG applications to the State. Local governments shall hold a minimum of two public hearings, including one hearing prior to submission of CDBG applications to the State, which must cover community development and housing needs and proposed community development and/or housing activities. A second hearing is required to review program performance. 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 public 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. A determination of what constitutes "...a significant proportion of the persons benefited by proposed or actual activities" shall be at the sole discretion of the State's point of contact person listed on page 2 of this document.

### **C. Five-Year Consolidated Plan**

The following describes the process and procedures related to the development of the Five-Year Consolidated Plan. To comply with 24 CFR Part 91 Subpart D, the information supplied to the public in the Consolidated Plan in general will include:

- The information required in 24 CFR Sec. 91.300 through Sec. 91.330, submitted in accordance with instructions prescribed by HUD (including tables and narratives), or in such other format as jointly agreed upon by HUD and the state.
- The lead agency or entity responsible for overseeing the development of the plan and the significant aspects of the process by which the Consolidated Plan was developed; the identity of the agencies, groups, organizations, and others who participated in the process; and a description of the State's consultations with social service, health, and child service agencies and other entities.
- A concise executive summary that includes the objectives and outcomes identified in the plan as well as an evaluation of past performance. The plan shall also contain a concise summary of the citizen participation process, public comments, and efforts made to broaden public participation in the development of the Consolidated Plan.

More specifically the full plan will include the following sections:

- Housing and Homeless Needs Assessment
- Housing Market Analysis
- Strategic Plan
- Action Plan

- Certifications
- Monitoring

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.

## **1. Plan Development**

The State encourages the participation of residents and stakeholders in the development of the Consolidated Plan. The State shall follow the following procedure in the drafting and adoption of the Consolidated Plan:

### **a. Public Participation and Consultation**

In the development of the Five-Year Consolidated Plan, the State will consult other public and private agencies including but not limited to those providing:

- Assisted housing
- Health services; and
- Social services and fair housing services (including those focusing on services to children, elderly persons, persons with disabilities, persons with HIV/AIDS and their families, homeless persons, economic development, neighborhood development and other housing and community development services).

When preparing the Consolidated Plan and describing the State's homeless strategy and the resources available to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) and persons at risk of homelessness, the State will consult with representatives from local and Balance of State Homeless Continuum of Care; public and private agencies that address housing, health, social service, victim services, employment, or education needs of low-income individuals and families; homeless individuals and families, including homeless veterans; youth; and/or other persons with special needs; publicly funded institutions and systems of care that may discharge persons into homelessness (such as health-care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); and business and civic leaders.

When preparing the portion of the Consolidated Plan concerning lead-based paint hazards, the State shall consult with state or local health and child welfare agencies and examine existing data related to lead-based paint hazards and poisonings, including health department data on the addresses of housing units in which children have been identified as lead poisoned.

The State will consult with the Continuum of Care in determining how to allocate its ESG grant for eligible activities; in developing the performance standards for, and evaluating the outcomes of, projects and activities assisted by ESG funds; and in developing funding, policies, and procedures for the operation and administration of the Homeless Management and Information System (HMIS).

A variety of mechanisms may be utilized to solicit input from these persons/service providers/agencies. These include telephone or personal interviews, mail surveys, internet-based feedback and surveys, and consultation workshops.

b. Plan Review and Public Comment

- i. 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.
- ii. The draft Consolidated Plan shall be made available for public review for a 30-day period prior to IEDA and IFA consideration and adoption. The Consolidated Plan shall be provided in a format accessible to persons with disabilities upon request. Such formats may include, but are not limited to providing oral, Braille, electronic or large print versions of the plan to those visually impaired and delivering copies to those who are homebound.
- iii. The plan will encourage comment and participation by minority and non-English speakers, and translation services will be available upon request.
- iv. The plan will encourage comment and participation by low- and moderate-income residents, especially those living in low- and moderate-income neighborhoods and in areas where CDBG funds are proposed to be used.
- v. Written comments will be accepted by the IEDA contact person stated on page 2 above, or designee during the public review period. A summary of all written comments and those received during the public hearing as well as the State's responses will be attached to the Consolidated Plan prior to submission to HUD.

c. Public Hearing

The State shall conduct a public hearing to accept public comments on the draft Five-Year Consolidated Plan prior to its approval and submittal to HUD. After public comments are heard and considered by IEDA and IFA, the State may approve or reject the Consolidated Plan. Section F describes the process for publishing notice for and conducting public hearings.

d. Submittal to HUD

The Consolidated Plan shall be submitted to HUD with a summary of all written comments and those received during the public hearing as well as the State's responses and proof of compliance with the minimum 30-day public review and comment period requirement. A summary of any comments or views not accepted and the reasons therefore shall be supplied to HUD as applicable. The Consolidated Plan will be submitted to HUD 45 days before the program year pursuant to regulations.

## **2. Consolidated Plan Amendment**

The State shall follow the following procedure to complete substantial and minor amendments to the Consolidated Plan, as needed:



a. Amendment Considerations

The State shall amend its approved Consolidated 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), not previously described in the Annual Action Plan; or
- (3) To change the purpose, scope, location, or beneficiaries of an activity.

**SUBSTANTIAL AMENDMENTS**

The State will provide citizens and units of local governments with reasonable notice and an opportunity to comment on substantial amendments to the adopted Consolidated Plan, and Annual Action Plan prior to IEDA and IFA consideration and adoption. The following criteria will determine what changes to planned or actual activities constitute a substantial amendment to the Consolidated Plan:

- 1.) If the IEDA proposes to change its adopted method of distribution for CDBG funds by adding or eliminating an eligible activity, or to change the funding allocation for an individual activity within the method of distribution approved in the applicable Annual Action Plan in an amount greater than 15%; or
- 2.) If IFA proposes to change its adopted investment strategy for HOME, ESG or HOPWA funds by adding or eliminating an eligible activity, or to change the funding allocation for an individual activity within the method of distribution approved in the applicable Annual Action Plan in an amount greater than 15%; or
- 3.) A substantial change in the purpose, scope, location, or beneficiaries of an activity, including Section 108 projects.

All other changes to the method of distribution or investment strategy that do not meet the criteria defined above will be reviewed and approved by staff at IEDA and/or IFA, and will not be subject to public comments. These changes will be fully documented and must be signed by the official representative of the jurisdiction authorized to take such action.

The State may submit a copy of each amendment to HUD as it occurs, or at the end of the program year. Letters transmitting copies of amendments must be signed by the official representative of the jurisdiction authorized to take such action.

a. Plan Review and Public Comment

In order to formally amend the Consolidated Plan or the Annual Action Plan, the following procedure will be followed:

- i. Citizens and local governments will be given a reasonable opportunity to comment on the proposed substantial amendment to the Consolidated Plan or Annual Action Plan at least 30 days in advance of the substantial amendment.
- ii. The State will consider any comments or views of citizens and local governments received in writing in preparing the Substantial Amendment to the Consolidated Plan or Annual Action 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.
- iii. The draft Substantial Amendment to the Consolidated Plan or Annual Action Plan shall be made available for public review for a 30-day period prior to IEDA and IFA consideration and adoption. The State will publish a newspaper and web site summary describing the Substantial Amendment contents and purpose, and listing the locations where the entire Substantial Amendment may be examined. The Substantial Amendment shall be provided in a format accessible to persons with disabilities upon request. Such formats may include, but are not limited to providing oral, Braille, electronic or large print versions of the plan to those visually impaired and delivering copies to those who are homebound.
- iv. The plan will encourage comment and participation by minority and non-English speakers, and translation services will be available upon request.
- v. The plan will encourage comment and participation by low- and moderate-income residents, especially those living in low- and moderate-income neighborhoods and in areas where CDBG funds are proposed to be used.
- vi. Written comments will be accepted by the IEDA contact person stated on page 2 above, or designee during the public review period. A summary of all written comments as well as the State's responses will be attached to the Substantial Amendment.

b. Submittal to HUD

A copy of the Amended Consolidated Plan, including a summary of all written comments and those received during the public hearing as well as the State's responses and proof of compliance with the minimum 30-day public review and comment period requirement shall be submitted to HUD for their records. A summary of any comments or views not accepted and the reasons therefore shall be supplied to HUD as applicable.

### 3. Plan Access and Comments

The approved Consolidated Plan will be kept on file and online by the State at

IEDA: <http://www.iowaeconomicdevelopment.com/Programs/CommunityDevelopment>

IFA: <http://www.iowafinanceauthority.gov/>

Hard copies can be made available to those requesting the plan by contacting the IEDA contact person stated on page 2 above. Upon request, the approved plan will be made available in a manner

accessible to non-English speakers or those with disabilities. The process to access documents is further described in Section F. 5. of this document. The process for submitting comments or complaints on the approved Consolidated Plan is set forth in Section G. of this document.

## **D. Annual Action Plan**

The Annual Action Plan is a component of the Five-Year Consolidated Plan, and it describes the State's proposed use of available federal and other resources to address the priority needs and specific objectives in the Consolidated Plan for each program year; the State's method for distributing funds to local governments and non-profit organizations; and the geographic areas of the State to which it will direct assistance. The following describes the process and procedures related to the development of the Annual Action Plan in compliance with 24 CFR Section 91.320.

### **1. Plan Development**

The State encourages the participation of residents and stakeholders in the development of the Annual Action Plan. The State shall follow the following procedure in the drafting and adoption of the Annual Action Plan:

#### **a. Public Participation and Consultation**

In the development of the Annual Action Plan, the State will consult other public and private agencies including but not limited to those providing:

- Assisted housing
- Health services; and
- Social services and fair housing services (including those focusing on services to children, elderly persons, persons with disabilities, persons with HIV/AIDS and their families, homeless persons, economic development, neighborhood development and other housing and community development services).

A variety of mechanisms may be utilized to solicit input from these persons/service providers/agencies. These include telephone or personal interviews, mail surveys, internet-based feedback and surveys, and consultation workshops.

#### **b. Plan Review and Public Comment**

- i. At least one public hearing on the State's proposed Annual Action Plan will be held. 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 Annual Action Plan.
- ii. The State will consider any comments or views of citizens and local governments received in writing, or orally at public hearings in preparing the Annual Action Plan. A summary of any comments or views, not accepted and the reasons for not accepting the comments/views shall be attached to the Annual Action Plan.
- iii. The draft Annual Action Plan shall be made available for public review for a 30-day period prior to IEDA and IFA consideration and adoption, The Annual Action Plan shall be provided in a format accessible to persons with disabilities upon request. Such formats may include, but are not limited to providing oral, Braille, electronic or large print versions of the plan to those visually impaired and delivering copies to those who

are homebound.

- iv. The plan will encourage comment and participation by minority and non-English speakers, and translation services will be available upon request.
- v. The plan will encourage comment and participation by low- and moderate-income residents, especially those living in low- and moderate-income neighborhoods and in areas where CDBG funds are proposed to be used.
- vi. Written comments will be accepted by the IEDA contact person stated on page 2 above, or designee during the public review period. A summary of all written comments and those received during the public hearing as well as the State's responses will be attached to the Annual Action Plan.

c. Public Hearing

The State shall conduct a public hearing to accept public comments on the draft Annual Action Plan prior to its review and approval by IEDA and IFA, and submittal to HUD. This may be done concurrently with the public review and comment process for the five year Consolidated Plan during any year that a new five year Consolidated Plan is being proposed. After public comments are heard and considered by IEDA and IFA, the State may approve or reject the Annual Action Plan. Section F describes the process for publishing notice for and conducting public hearings.

d. Submittal to HUD

The Annual Action Plan shall be submitted to HUD with a summary of all written comments and those received during the public hearing as well as the State's responses and proof of compliance with the minimum 30-day public review and comment period requirement. A summary of any comments or views not accepted and the reasons therefore shall be supplied to HUD as applicable. The Annual Action Plan will be submitted to HUD 45 days before the program year pursuant to regulations.

**2. Annual Action Plan Amendment**

The State shall follow the procedure described in Section C.2. SUBSTANTIAL AMENDMENTS to complete substantial and minor amendments to the Annual Action Plan, as needed:

A copy of the Amended Annual Action Plan, including a summary of all written comments as well as the State's responses and proof of compliance with the minimum 30-day public review and comment period requirement shall be submitted to HUD for their records. A summary of any comments or views not accepted and the reasons therefore shall be supplied to HUD as applicable.

**3. Plan Access and Comments**

The approved Annual Action Plan will be kept on file and online by the State at

IEDA: <http://www.iowaeconomicdevelopment.com/Programs/CommunityDevelopment>

IFA: <http://www.iowafinanceauthority.gov/>

Hard copies can be made available to those requesting the plan by contacting the IEDA contact person stated on page 2 above. Upon request, the approved plan will be made available in a manner accessible to non-English speakers or those with disabilities. The process to access documents is further described in Section F. 5. of this document. The process for submitting comments or complaints on the approved Annual Action Plan is set forth in Section G. of this document.

## **E. Consolidated Annual Performance and Evaluation Report (CAPER)**

The following describes the process and procedures related to the development of the Consolidated Annual Performance and Evaluation Report (CAPER):

### **1. Plan Development**

The State shall follow the following procedure in the drafting and adoption of the Consolidated Annual Performance and Evaluation Report (CAPER):

#### **a. Report Considerations**

IEDA and IFA staff will evaluate and report the accomplishments of the previous program year for CDBG and HOME, ESG, and HOPWA and will summarize expenditures that took place during the previous program year.

#### **b. Report Review and Public Comment**

The State encourages citizen participation in the development of the CAPER. The draft CAPER shall be made available for public review for a 15-day period prior to IEDA and IFA consideration and adoption at a scheduled public hearing. Written comments will be accepted during a public review period by the IEDA contact person stated on page 2 above or designee. A summary of the comments and the State's responses to the comments will be attached to the draft CAPER. Copies will be made available following the process described in Section F. 5. of this document.

#### **c. Public Hearing**

The State shall conduct a public hearing to accept public comments on the draft CAPER. After public comments are heard and considered by the State, the State shall approve or reject the CAPER. Section F describes the process for publishing notice for and conducting public hearings.

#### **d. Submittal to HUD**

Upon adoption of the CAPER pursuant to HUD regulations, the State shall submit the CAPER to HUD. Documents related to the public participation process, including copies of public notices and a summary of all public comments received, shall be attached to the CAPER. The CAPER shall be submitted to HUD within 90 days following the end of the program year pursuant to regulations.

### **2. Report Access and Comments**

The approved CAPER will be kept on file and online by the State at

IEDA: <http://www.iowaeconomicdevelopment.com/Programs/CommunityDevelopment>

IFA: <http://www.iowafinanceauthority.gov/>

Hard copies can be made available to those requesting the CAPER by contacting the IEDA contact person stated on page 2 above. Upon request, the approved CAPER will be made available in a manner accessible to non-English speakers or those with disabilities. The process to access documents is further described in Section F. 5. of this document. The process for submitting comments or complaints on the approved CAPER is set forth in Section G. of this document.

## **F. Public Hearings, Notification and Access**

The following describes the process and procedures related to public notification and hearings, and applies to the development and substantial amendment of the Five-Year Consolidated Plan, Citizen Participation Plan, Annual Action Plan, and Consolidated Annual Performance and Evaluation Report (CAPER).

### **3. Public Meetings and Hearings**

#### **a. Public Hearing Process**

The State will conduct at least one public hearing per year to obtain citizens' views and comments on the Consolidated Plan and its related documents during the public review and comment period. These meetings will be conducted at different times of the program year and together will cover the following topics:

- Housing and Community Development Needs
- Development of the Method of Distribution of Funds
- Review of Program Performance

During a program year when the State develops a Consolidated Plan, at least one additional public hearing will be conducted prior to the Plan being published for comment.

#### **b. Public Hearing Notification**

Staff will ensure adequate advance notice of all public meetings and hearings. Notices will be printed/posted at least 14 days prior to the meeting date. Adequate noticing will include, but not be limited to:

- i. Following preparation of the proposed consolidated planning documents, a summary of each document will be published in one or more newspapers of general circulation at least 14 days prior to the public hearing. This summary will describe the contents and purpose of the consolidated plan, and will include a list of locations where copies of the entire proposed consolidated plan may be examined.
- ii. Before the State adopts a consolidated plan, the State will make available to citizens, public agencies, and other interested parties information that describes the contents and purpose of the consolidated plan, and includes 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 persons of low- and moderate income, and the plans to minimize displacement of persons and to assist any persons displaced. This information, and copies of the entire documents will be available on the IEDA and IFA websites, and at the IEDA and IFA offices by contacting the IEDA contact person stated on page 2 above.

- iii. The public hearings will encourage comment and participation by minority and non-English speakers. Publication of the plan will be advertised in necessary non-English languages and translation services will be available upon request.
- iv. The State 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.
- v. For citizens that are not able to attend the public hearing, all notices will contain information on how to submit comments by other means.
- vi. The consolidated planning documents shall be provided in a format accessible to persons with disabilities upon request. Such formats may include, but are not limited to providing oral, Braille, electronic or large print versions of the plan to those visually impaired and delivering copies to those who are homebound. The State 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. Requests for these services should be made with the IEDA contact person stated on page 2 of this document. A determination of what constitutes "...a significant proportion of the persons benefited by proposed or actual activities" shall be at the sole discretion of the State's point of contact person listed on page 2 of this document.

Staff will ensure adequate advance notice of all public review/comment periods. Notices will be printed / posted prior to the commencement of the public review period alerting residents of the documents for review. The public comment period for each Consolidated Plan document is listed below:

<b>Document</b>	<b>Minimum Length of Public Comment Period</b>
Consolidated Plan	30 days
Annual Action Plan	30 days
CAPER	15 days
Citizen Participation Plan	30 days
Section 108 Loan Guarantee Program	30 days

The State will place an adequate supply of draft copies of each consolidated planning document subject to public review at each public hearing location, and at the following locations:

IEDA: <http://www.iowaeconomicdevelopment.com/Programs/CommunityDevelopment>

IFA: <http://www.iowafinanceauthority.gov/>

Hard copies can be made available to those requesting the plan by contacting the IEDA contact person stated on page 2 above. Upon request, the approved plan will be made available in a manner accessible to non-English speakers or those with disabilities. The process for submitting comments or complaints on the approved consolidated planning documents is set forth in Section G. of this document.

#### **4. Access to Meetings**

Efforts to ensure access to public meetings may include, but are not limited to, scheduling meetings during the evening and weekend and requesting feedback stakeholders for guidance in effective meeting scheduling. Such hearing will be posted and advertised to allow sufficient notice to all interested persons.

It is the intention of the State to comply with the Americans with Disabilities Act (ADA) in all respects. If an attendee or participant at a public hearing needs special assistance beyond what is normally provided, the State will attempt to accommodate these persons in every reasonable manner. Efforts may include, but are not limited to, accessible seating, video recording for those homebound, sign language services and production of written transcripts. Requests for reasonable accommodations shall be made with the IEDA contact person stated on page 2 above at least 48 hours prior to the public hearing.

#### **5. Access to Records**

The State will ensure timely and reasonable access to information and records related to the development of the Consolidated Plan documents and the use of HUD CPD funds from the preceding five years. Information to be made available will include budget and program performance information, meeting minutes, and comments received by the State during the development of the Consolidated Plan and its supporting documents.

Requests for information and records must be made to the IEDA contact person stated on page 2 above in writing. Staff will respond to such requests within 15 working days or as soon as possible thereafter.

### **G. Comments and Complaints**

#### **6. Comments**

Written and verbal comments received at public hearings or during the comment period, will be considered and summarized, and included as an attachment to the State's final consolidated planning documents. Written comments should be addressed to:

Leslie Leager, Division Coordinator  
Iowa Economic Development Authority (IEDA)  
200 East Grand Avenue  
Des Moines, IA 50309

Phone: 515.725.3071  
Email: [leslie.leager@iowa.gov](mailto:leslie.leager@iowa.gov)



A written response will be made to all written comments within ten working days when practicable, acknowledging the letter and identifying a plan of action, if necessary. Every effort will be made to send a complete response within 15 working days to those who submit written proposals or comments.

Copies of the complete final consolidated planning documents will be available to residents at the following locations:

IEDA: <http://www.iowaeconomicdevelopment.com/Programs/CommunityDevelopment>

IFA: <http://www.iowafinanceauthority.gov/>

Hard copies can be made available to those requesting the plan by contacting the IEDA contact person stated on page 2 above. Upon request, the approved plan will be made available in a manner accessible to non-English speakers or those with disabilities. The process for submitting comments or complaints on the approved Citizen Participation Plan is set forth in Section G. of this document.

## **7. Complaints**

A complaint regarding the Consolidated Planning process, Consolidated Plan amendments, and applicable programs must be submitted in writing to the IEDA contact person in writing. A written response will be made to written complaints within 15 working days, acknowledging the letter and identifying a plan of action, if necessary.

The State will accept written complaints provided they specify:

- The description of the objection, and supporting facts and data; and
- Provide name, address, telephone number, and a date of complaint.

All written complaints shall be submitted to:

Leslie Leager, Division Coordinator  
Iowa Economic Development Authority (IEDA)  
200 East Grand Avenue  
Des Moines, IA 50309

Phone: 515.725.3071  
Email: [leslie.leager@iowa.gov](mailto:leslie.leager@iowa.gov)