CITY OF WEST DES MOINES
CITY COUNCIL MEETING COMMUNICATION

ITEM: Community Development Block Grant Program 2019-20 Annual Action Plan

DATE: June 17, 2019

FINANCIAL IMPACT: It is anticipated the City of West Des Moines will receive $307,130 in Community Development Block Grant funds from the United States Department of Housing and Urban Development in July 2019. Total revenues and expenditures have been included in the 2019-20 budget.

BACKGROUND: In October 2004, the United States Department of Housing and Urban Development (HUD) identified the City of West Des Moines as a potential grantee for the Entitlement Community Development Block Grant (CDBG) Program. As an entitlement city, West Des Moines is eligible for HUD funds to address defined needs in the community. The program provides annual grants on a formula basis to entitled cities and counties (those over 50,000 people) to develop viable urban communities by providing decent housing and a suitable living environment, and by expanding economic opportunities, principally for low and moderate income persons.

To receive the annual CDBG entitlement grant, a grantee must develop and submit to HUD its Consolidated Plan. The Consolidated Plan is the jurisdiction's comprehensive planning document and application for funding under the Community Planning and Development formula grant programs. The Consolidated Plan consists of a 3-5 year Strategic Plan and a One-year Action Plan. The 3-5 year Strategic Plan outlines program goals, specific objectives, annual goals, and benchmarks for measuring progress. The One-year Action Plan is a concise summary of the actions, projects, and programs that will take place during the next year to address the priority needs and specific objectives identified by the strategic plan.

The statutes for the formula grant programs set forth three basic goals against which the plan and the jurisdiction's performance under the plan will be evaluated by HUD. These statutory program goals are: (1) decent housing; (2) a suitable living environment; and (3) expanded economic opportunities.

The draft 2019-20 Annual Action Plan was prepared based on the 2015-2020 Consolidated Plan. The draft Annual Action Plan began a 30-day public review and comment period on April 23, 2019 and ended May 22, 2019. During this time, the draft Annual Action Plan was available for review by the public at the following locations: City of West Des Moines website, West Des Moines Human Services Department, West Des Moines Library, Historic City Hall, and the West Des Moines Community and Economic Development Department.

No comments have been received.

The approved 2019-20 Annual Action Plan will be submitted to HUD field office in Omaha, Nebraska. Because of the late notice of the allocation in funding, the City can begin programs July 1st even though the Annual Action Plan will not be approved by that point by the regional HUD office (See HUD notice CPD-19-01).

2019-2020 Annual Action Plan

The 2019-20 Annual Action Plan defines the funding allocation for the 2019-20 Fiscal Year.

Program Year 2019-20 Proposed Budget

Category	*Allocation*
Administration	$61,426
Public Service – Transit Pass Program	$30,000
Public Service – Homeless Prevention	$16,069
Infrastructure – Internet Access	$199,635
Total Allocation	$307,130

Administration

- *Project Description* – Staff expenses related to administering the CDBG Program
- *Eligible Expense* – Salaries, supplies, training, etc.
- *National Objective:* Not Applicable (HUD Matrix Code: 21A – General Program Administration)
- *Department* – Community & Economic Development Department
- *Allocation* - $61,426

Public Service – Transit Pass Program

- *Project Description* – 250 Transportation passes for the Des Moines Area Regional Transit Authority (DART)
- *Eligible Expense* – One-year unlimited passes for DART
- *National Objective*: Low/Mod Limited Clientele (HUD Matrix Code: 05E – Transportation Services)
- *Department* – Community & Economic Development Department/Human Services Department
- *Allocation* – $30,000

Public Service – Homeless Prevention

- *Project Description* – Homeless Prevention dollars to West Des Moines households for utility assistance and eviction prevention – available to renters and owner-occupied households
- *Eligible Expense* – up to $500 per household per year in homeless prevention assistance
- *National Objective*: Low/Mod Limited Clientele (HUD Matrix Code: 05 – Public Services)
- *Department* – Community & Economic Development Department/Human Services Department
- *Allocation* - $16,069

Infrastructure – Internet Access

- *Project Description* – Provide internet receivers to low-income households for affordable internet connection
- *Eligible Expense* – Installation and purchase of receiver
- *National Objective*: Low/Mod Area Limited Clientele (HUD Matrix Code: 03 – Public Facilities and Improvements - General)
- *Department* – Community & Economic Development Department and Public Works
- *Allocation* - $199,635

OUTSTANDING ISSUES (if any): None

RECOMMENDATION: Staff recommends City Council approve the resolution approving the 2019-20 Annual Action Plan and authorize the Mayor and City Clerk to sign necessary Plan certifications.

ATTACHMENTS:

Exhibit I	-	Notice of Public Hearing
Exhibit II	-	2019-20 CDBG Annual Action Plan
Exhibit III	-	Resolution – Approval of 2019-20 Annual Action Plan
Exhibit IV	-	Non-State Grantee Certifications and Standard Form 424

CAG

Lead Staff Member: **Christine Gordon, AICP, Housing Planner**

STAFF REVIEWS

Department Director	
Appropriations/Finance	
Legal	
Agenda Acceptance	

PUBLICATION(S) (if applicable)

Published In	Des Moines Register
Dates(s) Published	June 7, 2019

SUBCOMMITTEE REVIEW (if applicable)

Committee	NA		
Date Reviewed	NA		
Recommendation	Yes	No	Split

EXHIBIT I

NOTICE OF PUBLIC MEETING

The City of West Des Moines has been identified as a grantee for the U.S. Dept. of Housing & Urban Development's Community Development Block Grant Program (CDBG). As an entitlement city, WDM would be eligible for HUD funds to address defined needs in the community. A One-Year Action Plan has been written to define the needs of the community and describe the programs which may be funded through the CDBG Program.

The City of West Des Moines will hold a public hearing at the June 17, 2019, City Council Meeting to present the 2019-20 Community Development Block Grant (CDBG) Annual Action Plan for approval.

This public hearing will be held on Monday, June 17, 2019, at 5:30 P.M. in the Council Chambers of the West Des Moines City Hall located at 4200 Mills Civic Parkway, West Des Moines, Iowa.

It is the responsibility of the individual with a disability requiring accommodations to inform the Community Development Department, at least 48 hours in advance, that certain accommodations are requested. The City of West Des Moines is pleased to provide these accommodations in order to allow full participation in the Board of Adjustment meetings. Please contact the Community Development Department at 515-273-0770 to request these accommodations.

Clyde E. Evans, AICP
Community & Economic Development Director

THE CITY OF
West Des Moines®

Annual Action Plan
2019

OMB Control No: 2506-0117 (exp. 06/30/2018)

Executive Summary

AP-05 Executive Summary - 24 CFR 91.200(c), 91.220(b)

1. Introduction

The City of West Des Moines (City) has been identified as an entitlement community under the U.S. Department of Housing and Urban Development's (HUD) Community Development Block Grant (CDBG) Program. Entitlement communities include local governments with 50,000 or more residents, other local governments designated as central cities of metropolitan areas, and urban counties with populations of at least 200,000. West Des Moines is an entitlement community because it is considered a local government with 50,000 or more residents.

The City is required by HUD to have an approved Consolidated Plan (Plan) to receive the annual CDBG entitlement grant, and the Plan must be updated every five years. The Plan fulfills the application and reporting requirements for entitlement communities and contains a strategic plan describing how the jurisdiction will use its CDBG funds. This is the City of West Des Moines' second Consolidated Plan. This Plan will address the time period of 2015-2019.

2. Summarize the objectives and outcomes identified in the Plan

This could be a restatement of items or a table listed elsewhere in the plan or a reference to another location. It may also contain any essential items from the housing and homeless needs assessment, the housing market analysis or the strategic plan.

The City has five overall goals for meeting housing and community development needs during the 2015-19 Program Years

1. Produce and preserve both renter-and owner-occupied affordable housing
2. Address infrastructure needs that are tied to affordable housing or job creation;
3. Reduce the number of homeless families and individuals through homeless prevention programs
4. Maintain the City's ability to support the provision of special needs services, specifically as they are tied to affordable housing or job creation, meet the most urgent needs in the community and reduce demands on other city services; and
5. Explore the possibility of leveraging the initial allocation (or allocations) to have a larger initial impact.

3. Evaluation of past performance

This is an evaluation of past performance that helped lead the grantee to choose its goals or projects.

The City has been successful in allocating the CDBG funds to a variety of programs. Some programs are funded year after year as they are very well used by the citizens of West Des Moines. The City is also creative with our use of CDBG funds; to find a new program that will provide the most benefit to the low-income residents of West Des Moines.

4. Summary of Citizen Participation Process and consultation process

Summary from citizen participation section of plan.

Public Comment Period

The Public Comment period began on April 23, 2019 and ends on May 22, 2019.

The Public Comment Period was advertised in the following ways:

- Front page of the West Des Moines website - more information on West Des Moines CDBG's page.
- Public notice published in Des Moines Register

The Annual Action Plan was available for review and comment at these locations:

- West Des Moines Community and Economic Development Department, City Hall (4200 Mills Civic Parkway)
- West Des Moines Human Service Department (139 6th Street)
- Historic City Hall - Historic Valley Junction Foundation office (137 5th Street)
- West Des Moines Public Library (4000 Mills Civic Parkway)
- City of West Des Moines website

All locations are handicapped accessible.

5. Summary of public comments

This could be a brief narrative summary or reference an attached document from the Citizen Participation section of the Con Plan.

No public comments were received.

6. Summary of comments or views not accepted and the reasons for not accepting them

No public comments were received.

7. Summary

The mission of the City of West Des Moines is to serve the people of West Des Moines honestly and effectively. Through a variety of services, we strive to provide the quality of life desired by the community.

PR-05 Lead & Responsible Agencies – 91.200(b)

1. Agency/entity responsible for preparing/administering the Consolidated Plan

Describe the agency/entity responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

Agency Role	Name	Department/Agency
CDBG Administrator	WEST DES MOINES	Community & Economic Development

Table 1 – Responsible Agencies

Narrative (optional)

Consolidated Plan Public Contact Information

Public Comment Period

The Public Comment period began on April 23, 2019 and ended on May 22, 2019.

The Public Comment Period was advertised in the following ways:

- Front page of the West Des Moines website - more information on West Des Moines CDBG's page.
- Public notice published in Dallas County News, Des Moines Register, Indianola Record Harold, and Madisonian
- Notice of the public comment period was included in the June eNewsletter sent to approximately people.

The Annual Action Plan was available for review and comment at these locations:

- West Des Moines Community and Economic Development Department, City Hall (4200 Mills Civic Parkway)

OMB Control No: 2506-0117 (exp. 06/30/2018)

- West Des Moines Human Service Department (139 6th Street)
- Historic City Hall - Historic Valley Junction Foundation office (137 5th Street)
- West Des Moines Public Library (4000 Mills Civic Parkway)
- City of West Des Moines website

All locations are handicapped accessible.

AP-10 Consultation – 91.100, 91.200(b), 91.215(l)

1. Introduction

Provide a concise summary of the jurisdiction's activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies (91.215(l))

For the preparation of the Consolidated Plan, four consultation meetings were held with agencies divided into the following categories: (1) adjacent governments; (2) business and education; (3) health and social services; and (4) housing. Letters were sent to the organizations inviting them to participate in the Consolidated Plan Consultation Meetings.

Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness.

A portion of West Des Moines' allocation will be programed to address homeless needs including the Transitional Housing Program and the Homeless Prevention Program; both administered by the Human Services Department of the City of West Des Moines.

Althea Holcomb, Director of West Des Moines Human Services, participates in the monthly meetings of the Polk County Continuum of Care Board's (CoCB) Provider Advisory Committee providing input on the impact initiatives proposed by the CoCB will have on homeless families. Carole Bodin, Housing Solutions Coordinator of West Des Moines Human Services, is a member of the Polk County Continuum of Care Board (CoCB) and regularly attends the board's monthly meeting. In this capacity, Ms. Bodin advocates for the needs of homeless persons. Danell Vaughan, Case Manager for West Des Moines Human Services' Rapid Rehousing program, regularly attends the CoCB's Coordinated Services Committee which develops initiatives to meet the service needs of families and individuals experiencing homelessness.

Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards for and evaluate outcomes of projects and activities assisted by ESG funds, and develop funding, policies and procedures for the operation and administration of HMIS

The City of West Des Moines does not receive ESG funds.

2. Describe Agencies, groups, organizations and others who participated in the process and describe the jurisdiction's consultations with housing, social service agencies and other entities

Table 2 – Agencies, groups, organizations who participated

1	**Agency/Group/Organization**	WEST DES MOINES HUMAN SERVICES
	Agency/Group/Organization Type	Services - Housing Services-Children Services-Elderly Persons Services-Persons with Disabilities Services-Victims of Domestic Violence Services-Health Services-Education Services-Employment Service-Fair Housing Other government - Local
	What section of the Plan was addressed by Consultation?	Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	

Identify any Agency Types not consulted and provide rationale for not consulting

Other local/regional/state/federal planning efforts considered when preparing the Plan

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care	Polk County Continuum of Care Board	Preventing homelessness and providing housing options such as transitional and rapid rehousing.

Table 3 – Other local / regional / federal planning efforts

Narrative (optional)

OMB Control No: 2506-0117 (exp. 06/30/2018)

AP-12 Participation – 91.105, 91.200(c)

1. Summary of citizen participation process/Efforts made to broaden citizen participation Summarize citizen participation process and how it impacted goal-setting

The significant aspects of the process to prepare the strategic plan include:

- Evaluated current housing and community development programs
- Analyzed data from several sources to develop a statistical picture of the City

Citizen Participation Outreach

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
1	Internet Outreach	Non-targeted/broad community				http://www.wdm.iowa.gov/government/community-economic-development/housing/community-development-block-grant-program
2	Public Hearing	Non-targeted/broad community				

Table 4 – Citizen Participation Outreach

Expected Resources

AP-15 Expected Resources – 91.220(c)(1,2)

Introduction

The final allocation is not available from the U.S. Department of Housing and Urban Development. The proposed allocation below is based on prior year's numbers. All proposed activities' budgets will be proportionally increased or decreased from the estmated funding levels to match actual allocation amounts.

Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan $	Narrative Description
			Annual Allocation: $	Program Income: $	Prior Year Resources: $	Total: $		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	307,130	0	0	307,130	250,000	

Table 5 - Expected Resources – Priority Table

Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied

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The City of West Des Moines only receives CDBG funds. The fifth year Annual Action Plan includes spending $307,130 from the CDBG Program.

If appropriate, describe publically owned land or property located within the jurisdiction that may be used to address the needs identified in the plan

Not applicable.

Discussion

Annual Goals and Objectives

AP-20 Annual Goals and Objectives

Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Transportation Services	2015	2019	Non-Housing Community Development	City of West Des Moines	Transportation Services	CDBG: $30,000	Public service activities other than Low/Moderate Income Housing Benefit: 250 Persons Assisted
2	Homeless Prevention	2015	2019	Affordable Housing	City of West Des Moines	Homeless Prevention	CDBG: $16,069	Homelessness Prevention: 33 Persons Assisted
3	Internet Service	2015	2019	Non-Housing Community Development	City of West Des Moines	Internet Service	CDBG: $199,635	Other: 1 Other

Table 6 – Goals Summary

Goal Descriptions

1	**Goal Name**	Transportation Services
	Goal Description	
2	**Goal Name**	Homeless Prevention
	Goal Description	

OMB Control No: 2506-0117 (exp. 06/30/2018)

3	**Goal Name**	Internet Service
	Goal Description	

OMB Control No: 2506-0117 (exp. 06/30/2018)

Projects

AP-35 Projects – 91.220(d)

Introduction

The City of West Des Moines is continuing its successful programs from previous years including the transit pass program and homeless prevention.

Projects

#	Project Name
1	Administration
2	Transit Pass Program
3	Homeless Prevention
4	Internet Access

Table 7 - Project Information

Describe the reasons for allocation priorities and any obstacles to addressing underserved needs

The allocation of the resources is based on goals established in the Consolidated Plan.

AP-38 Project Summary

Project Summary Information

OMB Control No: 2506-0117 (exp. 06/30/2018)

1	**Project Name**	Administration
	Target Area	City of West Des Moines
	Goals Supported	
	Needs Addressed	
	Funding	CDBG: $61,426
	Description	
	Target Date	6/30/2020
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	
	Planned Activities	
2	**Project Name**	Transit Pass Program
	Target Area	City of West Des Moines
	Goals Supported	Transportation Services
	Needs Addressed	Transportation Services
	Funding	CDBG: $30,000
	Description	
	Target Date	6/30/2020
	Estimate the number and type of families that will benefit from the proposed activities	300 individuals will receive a pass for the DART system good from July 1, 2019 to June 30, 2020.
	Location Description	
	Planned Activities	
3	**Project Name**	Homeless Prevention
	Target Area	City of West Des Moines
	Goals Supported	Homeless Prevention
	Needs Addressed	Homeless Prevention
	Funding	CDBG: $16,069
	Description	
	Target Date	6/30/2020

	Estimate the number and type of families that will benefit from the proposed activities	At a minimum 33 households will be assisted through the West Des Moines Human Services Homeless Prevention Program.
	Location Description	
	Planned Activities	
4	**Project Name**	Internet Access
	Target Area	City of West Des Moines
	Goals Supported	Internet Service
	Needs Addressed	Internet Service
	Funding	CDBG: $199,635
	Description	
	Target Date	6/30/2020
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	
	Planned Activities	

AP-50 Geographic Distribution – 91.220(f)

Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed

The programs will be available to all of the City and will not be targeted to one or more geographic areas.

Geographic Distribution

Target Area	Percentage of Funds
City of West Des Moines	100
VJ	

Table 8 - Geographic Distribution

Rationale for the priorities for allocating investments geographically

Discussion

Affordable Housing

AP-55 Affordable Housing – 91.220(g)

Introduction

One Year Goals for the Number of Households to be Supported	
Homeless	0
Non-Homeless	0
Special-Needs	0
Total	0

Table 9 - One Year Goals for Affordable Housing by Support Requirement

One Year Goals for the Number of Households Supported Through	
Rental Assistance	0
The Production of New Units	0
Rehab of Existing Units	0
Acquisition of Existing Units	0
Total	0

Table 10 - One Year Goals for Affordable Housing by Support Type

Discussion

AP-60 Public Housing – 91.220(h)

Introduction

The City of West Des Moines does not own any public housing units.

Actions planned during the next year to address the needs to public housing

Actions to encourage public housing residents to become more involved in management and participate in homeownership

If the PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance

Discussion

AP-65 Homeless and Other Special Needs Activities – 91.220(i)

Introduction

The Polk County Continuum of Care is currently establishing System Performance Goals and ESG Program Performance Goals for the coming year.

Performance Measure: The extent to which persons who exit homelessness to permanent housing destinations return to homelessness

Recommended Goal: 10% Reduction in returns to homelessness each year: Stretch Goal: 20% reduction

Performance Measure: Number of homeless persons

Recommended Goal: 15% (at least 85 people) reduction each year; Ultimate target – reduction by 50% by 2020)

Performance Measure: Jobs and income growth for homeless persons in Continuum of Care Program-funded projects

Recommended Goal: 10% increase in the number of adults who have increased total income at exit; Stretch Goal: 15% increase in the number of adults who have increased total income at exit

Performance Measure: Number of persons who become homeless for the first time

Recommended Goal: 10% reduction in the number of persons/households who become homeless for

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the first time; Stretch Goal: 20% reduction

ESG Program Performance Goals for Continuum of Care (West Des Moines does not receive ESG dollars)

Street Outreach

1. Increase in the percent of persons who exit to shelter or a permanent housing destination.

Homeless Prevention

1. Increase the percent of households that remain permanently housed during the 12 months after Homelessness Prevention assistance ends.

Shelter

1. Increase in the percent of participants who exit to a permanent destination; and

2. Reduction in the average and median lengths of time that persons remain homeless in your shelter.

Rapid Re-housing

1. Decrease the average length of time to re-house participants;

2. Increase the percent of households that remain permanently housed after Rapid Re-housing assistance ends (program exit); and

3. Increase the percent of households that remain permanently housed during the 12 months after program exit.

Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including

Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs

In January, 2015, the CoCB implemented a centralized intake (CI) system which includes outreach to persons experiencing homelessness and assessing their individual needs. West Des Moines Human

Services is a participating agency in the CI.

Addressing the emergency shelter and transitional housing needs of homeless persons

The Polk County Continuum of Care addresses the emergency shelter and transitional housing needs of homeless persons through the CI. In addition to assessing the needs of individuals and families experiencing homelessness, Polk County Continuum of Care's CI completes a VI-SPDAT for each household which assesses the household's vulnerability. Households are then prioritized for emergency shelter and transitional housing based on their VI-SPDAT score, highest to lowest.

Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again

The Polk County Continuum of Care (CoCB) has 1.) Prioritized the use of all CoC-funded permanent supportive housing for persons experiencing chronic homelessness; 2.) In 2016, reached their goal of functional zero for veterans and their families experiencing homelessness; 3.) Preliminarily reached their goal of a 10% reduction in the average length of stay of homeless persons in transitional housing as well as their goal of a 10% reduction in the median length of stay of homeless persons in transitional housing and emergency shelter. West Des Moines Human Services assists the CoCB in achieving its goals toward reducing time homeless and providing permanent housing by administering 12 units of CoC-funded Rapid Re-Housing.

Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); or, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs.

The City of West Des Moines does provide a Homeless Prevention Program which assists with mortgage, rent, and utilities to preserve someone's current housing situation. The CoCB's CI includes screening persons at imminent risk of homelessness for prevention assistance and refers eligible persons to community resources such as the City of West Des Moines, Salvation Army, Cross Ministries, St. Vincent

DePaul and general assistance.

The executive director of the CoCB has been meeting regularly with local hospitals to develop a discharge plan to prevent low-income individuals and families from being discharged into homelessness. Also, in 2016, the CoCB submitted an application for HUD's youth homelessness initiative. While not funded, the process of writing the application has resulted in the formation of new collaborations with agencies addressing the needs of youth.

Discussion

AP-75 Barriers to affordable housing – 91.220(j)

Introduction:

Actions it planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment

The City of West Des Moines currently has a garage ordinance that requires a stall and a half garage to be built when a new house is constructed. The City has amended this ordinance to allow a waiver for home buyers with annual incomes of less than 80% of the Area Median Income.

Discussion:

AP-85 Other Actions – 91.220(k)

Introduction:

Actions planned to address obstacles to meeting underserved needs

Housing Tomorrow is complete and a plan was made available April 2015. There are six principles of Housing Tomorrow: (1) Our region will offer a variety of housing choices for our diverse population; (2) Our region will preserve, maintain, and improve its existing housing inventory; (3) Our region will make strategic decisions about the location of new housing; (4) Our region will collaborate across sectors to address the impact of housing on community health and prosperity; (5) Our region will seek new resources for housing, and use existing resources responsibly; and (6) Our region will foster a dynamic community dialogue about housing.

Each principle has two strategies for accomplishment.

The City of West Des Moines completed a master plan for Historic West Des Moines. The plan was accepted by City Council on September 19, 2016. The Master Plan addresses community development, economic development, and housing in Historic West Des Moines. The Master Plan made recommendations of 19 items to be addressed. An Implementation Committee has been formed and is currently working to prioritize the 19 items and will begin work on the top items in July 2017.

The City of West Des Moines has a draft Housing Needs Assessment. It was available to public review during a portion of the public comment period for the 2018-19 CDBG Annual Action Plan (April 23, 2018 to June 6, 2018). The assessment includes nine program suggestions and 5 policy changes. City staff will work with City Council to prioritize the programs and how/when they might be funded.

Actions planned to foster and maintain affordable housing

The City will continue to offer the Metro Home Improvement Program for owner-occupied rehabilitation.

Beginning in July 2016, the City began offering the Neighborhood Finance Corporation Program. This is a program available in select areas of the City. The program has been extremely well utilized by homeowners. The funding is almost gone and so the City Council allocated additional funds, $200,000, to the program for fiscal year 2019-20.

The City recently acquired a lot at 5 Hamilton Court. The existing house, which is beyond repair, will be razed. The lot, along with two adjacent lots the City already owned will be replatted into two buildable lots. The lots have been transferred to Greater Des Moines Habitat for Humanity. They will build two

single family houses and sell to households less than 80% area median income.

Actions planned to reduce lead-based paint hazards

The City will continue to offer the Metro Home Improvement Program for owner-occupied rehabilitation.

Actions planned to reduce the number of poverty-level families

The City will continue to work with economic development partners, in addition to private developers, to create an economic environment that will create more job opportunities in the area. The will in turn reduce the number of poverty level families.

The City continues to offer the Transit Pass Program which provides free use of the Des Moines Area Region Transit bus system.

Actions planned to develop institutional structure

The City will continue to work with partners in the area to maximize resources to enhance the institutional structure to address housing and non-housing community development needs.

Actions planned to enhance coordination between public and private housing and social service agencies

The City will continue to offer the Metro Home Improvement Program which is a partnership of 8 cities in Polk County. In addition, the City will work with non-profit agencies and developers to further the development and redevelopment of housing and social service programs in the City.

Discussion:

Program Specific Requirements

AP-90 Program Specific Requirements – 91.220(l)(1,2,4)

Introduction:

Community Development Block Grant Program (CDBG)
Reference 24 CFR 91.220(l)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	4,345
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan.	0
3. The amount of surplus funds from urban renewal settlements	0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan	0
5. The amount of income from float-funded activities	0
Total Program Income:	**4,345**

Other CDBG Requirements

1. The amount of urgent need activities	0
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income.Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.	100.00%

OMB Control No: 2506-0117 (exp. 06/30/2018)

RESOLUTION

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST DES MOINES, APPROVING THE CITY OF WEST DES MOINES' 2019-20 ANNUAL ACTION PLAN FOR THE EXPENDITURE OF FEDERAL COMMUNITY DEVELOPMENT BLOCK GRANT FUNDING

WHEREAS, the City of West Des Moines is an eligible Community Development Block Grant (CDBG) entitlement community;

WHEREAS, The City must develop a five-year Consolidated Plan and one-year Action Plan for community development programs to guide the investment of these CDBG funds;

WHEREAS, the City has prepared the 2019-20 Annual Action Plan, through participation from citizens, interest groups, and City staff;

WHEREAS, the Annual Action Plan has been available for review by the public for thirty days, April 23, 2019 to May 22, 2019;

WHEREAS, the City of West Des Moines informed citizens, public agencies, and other interested parties of the Annual Action Plan and of their opportunity to participate in the development of the Plan.

THEREFORE, BE IT RESOLVED that the Council of the City of West Des Moines, Iowa hereby adopts this 2019-20 Annual Action Plan, dated June 17, 2019, and authorizes the Mayor to submit these plans to the United States Department of Housing and Urban Development, for their review and approval.

PASSED AND ADOPTED on June 17, 2019

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Steven K. Gaer
Mayor

ATTEST:

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Ryan Jacobson
City Clerk

CERTIFICATIONS

In accordance with the applicable statutes and the regulations governing the consolidated plan regulations, the jurisdiction certifies that:

Affirmatively Further Fair Housing --The jurisdiction will affirmatively further fair housing.

Uniform Relocation Act and Anti-displacement and Relocation Plan -- It will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, (42 U.S.C. 4601-4655) and implementing regulations at 49 CFR Part 24. It has in effect and is following a residential anti-displacement and relocation assistance plan required under 24 CFR Part 42 in connection with any activity assisted with funding under the Community Development Block Grant or HOME programs.

Anti-Lobbying --To the best of the jurisdiction's knowledge and belief:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;

2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; and

3. It will require that the language of paragraph 1 and 2 of this anti-lobbying certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

Authority of Jurisdiction --The consolidated plan is authorized under State and local law (as applicable) and the jurisdiction possesses the legal authority to carry out the programs for which it is seeking funding, in accordance with applicable HUD regulations.

Consistency with plan --The housing activities to be undertaken with Community Development Block Grant, HOME, Emergency Solutions Grant, and Housing Opportunities for Persons With AIDS funds are consistent with the strategic plan in the jurisdiction's consolidated plan.

Section 3 -- It will comply with section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u) and implementing regulations at 24 CFR Part 135.

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Signature of Authorized Official Date

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Title

Specific Community Development Block Grant Certifications

The Entitlement Community certifies that:

Citizen Participation -- It is in full compliance and following a detailed citizen participation plan that satisfies the requirements of 24 CFR 91.105.

Community Development Plan -- Its consolidated plan identifies community development and housing needs and specifies both short-term and long-term community development objectives that that have been developed in accordance with the primary objective of the CDBG program (i.e., the development of viable urban communities, by providing decent housing and expanding economic opportunities, primarily for persons of low and moderate income) and requirements of 24 CFR Parts 91 and 570.

Following a Plan -- It is following a current consolidated plan that has been approved by HUD.

Use of Funds -- It has complied with the following criteria:

1. Maximum Feasible Priority. With respect to activities expected to be assisted with CDBG funds, it has developed its Action Plan so as to give maximum feasible priority to activities which benefit low- and moderate-income families or aid in the prevention or elimination of slums or blight. The Action Plan may also include CDBG-assisted activities which the grantee certifies are designed to meet other community development needs having particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community, and other financial resources are not available (see Optional CDBG Certification).

2. Overall Benefit. The aggregate use of CDBG funds, including Section 108 guaranteed loans, during program year(s) 2017, 2018, 2019 [a period specified by the grantee of one, two, or three specific consecutive program years], shall principally benefit persons of low and moderate income in a manner that ensures that at least 70 percent of the amount is expended for activities that benefit such persons during the designated period.

3. Special Assessments. It will not attempt to recover any capital costs of public improvements assisted with CDBG funds, including Section 108 loan guaranteed funds, by assessing any amount against properties owned and occupied by persons of low and moderate income, including any fee charged or assessment made as a condition of obtaining access to such public improvements.

However, if CDBG funds are used to pay the proportion of a fee or assessment that relates to the capital costs of public improvements (assisted in part with CDBG funds) financed from other revenue sources, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds.

In addition, in the case of properties owned and occupied by moderate-income (not low-income) families, an assessment or charge may be made against the property for public improvements financed by a source other than CDBG funds if the jurisdiction certifies that it lacks CDBG funds to cover the assessment.

Excessive Force -- It has adopted and is enforcing:

1. A policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in non-violent civil rights demonstrations; and

2. A policy of enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such non-violent civil rights demonstrations within its jurisdiction.

Compliance with Anti-discrimination laws -- The grant will be conducted and administered in conformity with title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d) and the Fair Housing Act (42 U.S.C. 3601-3619) and implementing regulations.

Lead-Based Paint -- Its activities concerning lead-based paint will comply with the requirements of 24 CFR Part 35, Subparts A, B, J, K and R.

Compliance with Laws -- It will comply with applicable laws.

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Signature of Authorized Official Date

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Title

APPENDIX TO CERTIFICATIONS

INSTRUCTIONS CONCERNING LOBBYING CERTIFICATION:

Lobbying Certification
This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.