CITY OF WEST DES MOINES
CITY COUNCIL MEETING COMMUNICATION

ITEM: Community Development Block Grant Program **DATE:** May 4, 2020
2020-24 Consolidated Plan/2020-21 Annual Action Plan
2019-20 Annual Action Plan – Amended (CDBG-CV)
2018-19 Annual Action Plan – Amended
Citizen Participation Plan
Outreach Policy for Minority and Women Owned Businesses

FINANCIAL IMPACT: It is anticipated the City of West Des Moines will receive $326,883 in Community Development Block Grant funds from the United States Department of Housing and Urban Development in July 2020. Total revenues and expenditures have been included in the 2020-21 budget. In addition, the City has been allocated $192,295 of Community Development Block Grant COVID funds through the CARES Act.

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.

2020-24 Consolidated Plan & 2020-21 Annual Action Plan

The City has received its annual allocation of CDBG funds for 2020-21. The total is $326,883. This is the highest allocation the City has received since named an entitlement city in 2005. The

2020-24 Consolidated Plan and 2020-21 Annual Action Plan has been prepared. In response to COVID-19, HUD has lifted the public service cap (15% of allocation) to allow cities to fund programs to assist resident affected by COVID-19. The funding proposed for the 2020-21 fiscal year is:

Total Allocation	326,883
Administration (20% of allocation)	65,376
Transit Pass Program	30,000
Homeless Prevention	231,507

- Administration – staff expenses related to administering the CDBG Program.
- Transit Pass Program – provide 250 DART bus passes to individuals for 12 months (July 1 to June 30) to utilize DART buses throughout the entire metro.
- Homeless Prevention – Provide up to 3 months of rent/mortgage and utility assistance to low-income households affected by COVID-19.

These programs will begin July 1, 2020.

2019-20 Annual Action Plan Amendment

The City has been awarded $192,295 of CDBG-CV funds. These funds are from the CARES Act and are to be used to respond to COVID-19 within CDBG regulations. The 2019-20 Annual Action Plan has been amended to state how the City will allocate these funds. The funding proposed for the CDBG-CV funds is:

Total Allocation	192,295
Administration (20% of allocation)	38,459
Commercial Refrigerator/Freezer in Human Services	12,000
Homeless Prevention	141,836

- Administration – staff expenses related to administering the CDBG Program. It has not been confirmed by HUD that administration is an allowable expense with CDBG-CV funds. However, it is believed that it will be, thus it has been budgeted. If it is not an allowable expense, the funds will be reallocated into the Homeless Prevention Program.
- Commercial Refrigerator/Freezer for Human Services – purchase of a commercial refrigerator/freezer for Human Services Department to allow for greater food storage in response to the increased need as a result of COVID-19.
- Homeless Prevention – Provide up to 3 months of rent/mortgage and utility assistance to low-income households affected by COVID-19.

These programs will begin May 5, 2020 pending City Council approval on May 4, 2020.

2018-19 Annual Action Plan Amendment

The City is amending the 2018-19 Annual Action Plan to move funds from one program to another. Originally funds were allocated to a Rental Acquisition Program. This program was

unsuccessful because of environmental challenges that could not be mitigated. The funds are being moved to the Wi-Fi program. This will increase the number of antennas to be installed in the Valley Junction neighborhood. The funding to be moved is $201,507.

Citizen Participation Plan (CPP)
The Citizen Participation Plan is updated every 5 years as part of the Consolidated Plan. The major change to this year's plan is the change to the public comment period. In response to COVID-19, HUD is allowing cities to receive a waiver to decrease their public comment period to 5 days. This change allows cities to respond quickly to changes and needs as a result of COVID-19. Also, the CPP states that plans will only be available online as long as public buildings are closed for public health reasons. Lastly, the CPP outlines the public can make comments via email and participate in public hearings through virtual meetings.

OUTSTANDING ISSUES (if any): None

RECOMMENDATION: Staff recommends City Council approve the resolution approving the 2020-24 Consolidated Plan/2020-21 Annual Action Plan, 2019-20 Annual Action Plan – Amended (CDBG-CV), 2018-19 Annual Action Plan – Amended, Citizen Participation Plan, and Outreach Policy for Minority and Women Owned Businesses and authorize the Mayor and City Clerk to sign necessary Plan certifications.

ATTACHMENTS:

Exhibit I	-	Notice of Public Hearing
Exhibit II	-	2020-24 Consolidated Plan/2020-21 Annual Action Plan
Exhibit III	-	2019-20 Annual Action Plan – Amended (CDBG-CV)
Exhibit IV	-	2018-19 Annual Action Plan – Amended
Exhibit V	-	Citizen Participation Plan
Exhibit VI	-	Outreach Policy for Minority and Women Owned Businesses
Exhibit VII	-	Resolution – Approval of the CDBG Plans
Exhibit VIII	-	Non-State Grantee Certifications and Standard Form 424

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 West
Dates(s) Published	April 24, 2020

SUBCOMMITTEE REVIEW (if applicable)

Committee	F&A		
Date Reviewed	April 22, 2020		
Recommendation	X Yes	No	Split

EXHIBIT I

NOTICE OF PUBLIC HEARING

The West Des Moines City Council will hold a public hearing at 5:35 p.m. on May 4, 2020 to approve the 2020-24 Consolidated Plan, 2020-21 Annual Action Plan, 2018-19 Annual Action Plan Amended, 2019-20 Annual Action Plan Amended, Citizen Participation Plan, and the Outreach Policy for Minority and Women-owned Businesses and Contractors.

THIS HEARING WILL BE HELD ELECTRONICALLY AND PUBLIC INPUT CAN BE PROVIDED BY CALLING:

515-207-8241, Enter Conference ID 166 263 385#

The format of this meeting is due to the State Public Health Emergency Declaration regarding Covid-19 and will be conducted pursuant to Iowa Code 21.8 and the Proclamation of Governor Kim Reynolds dated March 19, 2020.

Any interested person may participate by calling the telephone number and entering the P.I.N. shown above. No personal attendance at the meeting will be allowed.

CITY OF WEST DES MOINES, IOWA

By: Ryan T. Jacobson, City Clerk

Published in the Des Moines Register on April 24, 2020.

Executive Summary

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

1. Introduction

The City of West Des Moines (City) has been identified as a potential 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' forth Consolidated Plan. This Plan will address the time period of 2020-2024.

2. Summary of the objectives and outcomes identified in the Plan

The City has five overall goals for meeting housing and community development needs during the 2020-24 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

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

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

In the past consultation meetings were held with various groups. This was not possible this year because of the unprecedented COVID-19 pandemic. Since the consultation meetings were not held, this Consolidated Plan is very similar to the one created in 2015 and outlines similar goals and strategies.

Public Comment Period

The Public Comment period began on April 25, 2020 and ended on April 29, 2020.

The Public Comment Period was advertised in the following ways:

- A notice was published in the Des Moines Register
- Front page item on the City's website

The Consolidated Plan and Action Plan were available for review online only because of COVID-19:

- City of West Des Moines website

5. Summary of public comments

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

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.

The Process

PR-05 Lead & Responsible Agencies 24 CFR 91.200(b)

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

The following are the agencies/entities 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

Consolidated Plan Public Contact Information

The Public Comment Period was advertised in the following ways April 25, 2020 to April 29, 2020:

- Front page of the West Des Moines website
- Public Comment period published in the Des Moines Register

The Consolidated Plan and Action Plan were available for review online only because of COVID-19

- City of West Des Moines website

PR-10 Consultation – 91.100, 91.110, 91.200(b), 91.300(b), 91.215(l) and 91.315(l)

1. Introduction

In the past consultation meetings were held with various groups. This was not possible this year because of the unprecedented COVID-19 pandemic. Since the consultation meetings were not held, this Consolidated Plan is very similar to the one created in 2015 and outlines similar goals and strategies.

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)).

Both the Community and Economic Development Department and the Human Services Department assess their clients and make appropriate referrals to other agencies for services that include assisted housing, mental health, and service agencies.

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

The City has a staff person on the Continuum of Care for the area who regularly attends meetings.

Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards and evaluate outcomes, and develop funding, policies and procedures for the 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 jurisdictions 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	Other government - Local Grantee Department
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homelessness Strategy Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Non-Homeless Special Needs Anti-poverty Strategy
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	A representative form the organization attended the business/schools consultation meeting.

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	Continuum of Care has goal to end homelessness. West Des Moines has program to assist homeless prevention in the City.
Workforce Housing Study	Capital Crossroads	The Workforce Housing Study determine the number of housing units needed in the area before 2038. It looked at the number of net new workers to the region. These numbers influenced the goals of West Des Moines' Consolidated Plan.

Table 3 – Other local / regional / federal planning efforts

Describe cooperation and coordination with other public entities, including the State and any adjacent units of general local government, in the implementation of the Consolidated Plan (91.215(l))

In the past consultation meetings were held with various groups. This was not possible this year because of the unprecedented COVID-19 pandemic. Since the consultation meetings were not held, this Consolidated Plan is very similar to the one created in 2015 and outlines similar goals and strategies.

Narrative (optional):

PR-15 Citizen Participation – 91.105, 91.115, 91.200(c) and 91.300(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

Four consultation meetings were held with the following groups: (1) housing agencies and providers; (2) health and social service agencies; (3) adjacent governments and metropolitan planning organizations; and (4) economic development agencies and educational institutions. Each meeting began with a brief presentation describing the basics of the CDBG program and a statistical picture of the City of West Des Moines. Each group then had a discussion on the community's needs, gaps in service, and possible programs.

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	Public Hearing	Non-targeted/broad community	No comments received.	No comments received.	No comments received.	
2	Internet Outreach	Non-targeted/broad community	No comments received.	No comments received.	No comments received.	

Table 4 – Citizen Participation Outreach

Needs Assessment

NA-05 Overview

Needs Assessment Overview

The following resources were used to develop the needs assessment for the City of West Des Moines:

- Data provided by HUD in the consolidated plan tables
- American Community Survey
- U.S. Census Bureau, American FactFinder
- City of West Des Moines Human Services Department Client Characteristics
- City of West Des Moines Comprehensive Plan
- City of West Des Moines Factbook
- Polk County Continuum of Care
- Workforce Housing Study

The needs assessment, resources, and other regional plans were analyzed and considered in determining the priorities recommended to the City Council.

NA-10 Housing Needs Assessment - 24 CFR 91.205 (a,b,c)

Summary of Housing Needs

Overall there was an increase in the City's population, number of households and median income from 2009 to 2015.

Demographics	Base Year: 2009	Most Recent Year: 2015	% Change
Population	56,609	61,265	8%
Households	23,569	25,885	10%
Median Income	$61,462.00	$71,200.00	16%

Table 5 - Housing Needs Assessment Demographics

Data Source: 2005-2009 ACS (Base Year), 2011-2015 ACS (Most Recent Year)

Number of Households Table

	0-30% HAMFI	>30-50% HAMFI	>50-80% HAMFI	>80-100% HAMFI	>100% HAMFI
Total Households	2,175	2,200	3,865	2,750	14,900
Small Family Households	730	700	890	790	8,080
Large Family Households	80	80	260	275	890
Household contains at least one person 62-74 years of age	275	260	810	455	2,025
Household contains at least one person age 75 or older	374	369	504	305	650
Households with one or more children 6 years old or younger	340	375	500	380	2,360

Table 6 - Total Households Table

Data Source: 2011-2015 CHAS

Housing Needs Summary Tables

1. Housing Problems (Households with one of the listed needs)

	Renter					Owner				
	0-30% AMI	**>30-50% AMI**	**>50-80% AMI**	**>80-100% AMI**	**Total**	**0-30% AMI**	**>30-50% AMI**	**>50-80% AMI**	**>80-100% AMI**	**Total**
NUMBER OF HOUSEHOLDS										
Substandard Housing - Lacking complete plumbing or kitchen facilities	19	40	74	10	143	4	0	0	0	4
Severely Overcrowded - With >1.51 people per room (and complete kitchen and plumbing)	40	10	15	0	65	0	0	0	20	20
Overcrowded - With 1.01-1.5 people per room (and none of the above problems)	0	34	100	60	194	10	0	65	0	75
Housing cost burden greater than 50% of income (and none of the above problems)	1,155	345	15	0	1,515	305	145	110	20	580

	Renter					Owner				
	0-30% AMI	>30-50% AMI	>50-80% AMI	>80-100% AMI	Total	0-30% AMI	>30-50% AMI	>50-80% AMI	>80-100% AMI	Total
Housing cost burden greater than 30% of income (and none of the above problems)	144	1,000	635	0	1,779	80	170	625	335	1,210
Zero/negative Income (and none of the above problems)	195	0	0	0	195	60	0	0	0	60

Table 7 – Housing Problems Table

Data Source: 2011-2015 CHAS

2. Housing Problems 2 (Households with one or more Severe Housing Problems: Lacks kitchen or complete plumbing, severe overcrowding, severe cost burden)

	Renter					Owner				
	0-30% AMI	>30-50% AMI	>50-80% AMI	>80-100% AMI	Total	0-30% AMI	>30-50% AMI	>50-80% AMI	>80-100% AMI	Total
NUMBER OF HOUSEHOLDS										
Having 1 or more of four housing problems	1,215	425	205	70	1,915	320	145	175	40	680
Having none of four housing problems	254	1,185	1,875	1,010	4,324	125	440	1,605	1,630	3,800
Household has negative income, but none of the other housing problems	195	0	0	0	195	60	0	0	0	60

Table 8 – Housing Problems 2

Data Source: 2011-2015 CHAS

3. Cost Burden > 30%

	Renter				Owner			
	0-30% AMI	>30-50% AMI	>50-80% AMI	Total	0-30% AMI	>30-50% AMI	>50-80% AMI	Total
NUMBER OF HOUSEHOLDS								
Small Related	589	500	185	1,274	60	65	215	340
Large Related	35	70	40	145	35	0	45	80
Elderly	275	205	85	565	234	120	239	593
Other	465	620	380	1,465	70	130	230	430
Total need by income	1,364	1,395	690	3,449	399	315	729	1,443

Table 9 – Cost Burden > 30%

Data Source: 2011-2015 CHAS

4. Cost Burden > 50%

	Renter				Owner			
	0-30% AMI	>30-50% AMI	>50-80% AMI	Total	0-30% AMI	>30-50% AMI	>50-80% AMI	Total
NUMBER OF HOUSEHOLDS								
Small Related	525	95	15	635	60	45	50	155
Large Related	35	0	0	35	35	0	45	80
Elderly	210	20	0	230	165	55	4	224
Other	450	235	0	685	60	45	10	115
Total need by income	1,220	350	15	1,585	320	145	109	574

Table 10 – Cost Burden > 50%

Data Source: 2011-2015 CHAS

5. Crowding (More than one person per room)

	Renter					Owner				
	0-30% AMI	>30-50% AMI	>50-80% AMI	>80-100% AMI	Total	0-30% AMI	>30-50% AMI	>50-80% AMI	>80-100% AMI	Total
NUMBER OF HOUSEHOLDS										
Single family households	0	44	80	25	149	10	0	25	20	55

	Renter					Owner				
	0-30% AMI	>30-50% AMI	>50-80% AMI	>80-100% AMI	Total	0-30% AMI	>30-50% AMI	>50-80% AMI	>80-100% AMI	Total
Multiple, unrelated family households	0	0	35	35	70	0	0	40	0	40
Other, non-family households	40	0	0	0	40	0	0	0	0	0
Total need by income	40	44	115	60	259	10	0	65	20	95

Table 11 – Crowding Information – 1/2

Data Source: 2011-2015 CHAS

	Renter				Owner			
	0-30% AMI	>30-50% AMI	>50-80% AMI	Total	0-30% AMI	>30-50% AMI	>50-80% AMI	Total
Households with Children Present	0	0	0	0	0	0	0	0

Table 12 – Crowding Information – 2/2

Data Source Comments:

Describe the number and type of single person households in need of housing assistance.

I derived the number of single person households by subtracting all other household types from the total households. There is a total of 3,133 single person households in West Des Moines. Of those households, 42% are low-income and would qualify for a CDBG Program. That is a 17% increase from the 2015 Consolidated Plan.

Estimate the number and type of families in need of housing assistance who are disabled or victims of domestic violence, dating violence, sexual assault and stalking.

What are the most common housing problems?

The most common housing problem is being cost burdened. Of the 2,159 households who are severely cost burdened (greater than 50%), 57% of those are renter households with incomes between zero and 30% of Area Median Income.

Are any populations/household types more affected than others by these problems?

All the housing problems are more prevalent in the renter households than owners. There are almost double the number of renters cost burdened greater than 50% than owners. The problems of substandard housing and severely overcrowded are twice as likely to happen in renter households than in owner households.

Describe the characteristics and needs of Low-income individuals and families with children (especially extremely low-income) who are currently housed but are at imminent risk of either residing in shelters or becoming unsheltered 91.205(c)/91.305(c)). Also discuss the needs of formerly homeless families and individuals who are receiving rapid re-housing assistance and are nearing the termination of that assistance

There are 2,740 households that are either small or large family households that are low income. Of the households 1,419 of rental and 420 of owner households are cost burdened greater than 30%. Of the households, 670 of rental and 235 of owner households are cost burdened greater than 50%. These are households are currently being housed, but because of their cost burden, they are at great risk of becoming unsheltered or residing in a shelter.

The City of West Des Moines does not offer rapid-rehousing assistance. The City does offer a Transitional Housing Program through West Des Moines Human Services. The program provides 4 housing units for up to two years of assistance.

If a jurisdiction provides estimates of the at-risk population(s), it should also include a description of the operational definition of the at-risk group and the methodology used to generate the estimates:

Not Applicable

Specify particular housing characteristics that have been linked with instability and an increased risk of homelessness

The housing characteristic in West Des Moines most linked with instability and increased risk of homelessness is being cost burdened. This is also a housing characteristic that affects the majority of low-income households in the City. This issue is seen more in renter households than owner households.

Discussion

NA-15 Disproportionately Greater Need: Housing Problems – 91.205 (b)(2)

Assess the need of any racial or ethnic group that has disproportionately greater need in comparison to the needs of that category of need as a whole.

Introduction

0%-30% of Area Median Income

Housing Problems	Has one or more of four housing problems	Has none of the four housing problems	Household has no/negative income, but none of the other housing problems
Jurisdiction as a whole	1,765	155	255
White	1,400	95	255
Black / African American	105	45	0
Asian	155	0	0
American Indian, Alaska Native	10	0	0
Pacific Islander	0	0	0
Hispanic	85	0	0

Table 13 - Disproportionally Greater Need 0 - 30% AMI

Data Source: 2011-2015 CHAS

*The four housing problems are:
1. Lacks complete kitchen facilities, 2. Lacks complete plumbing facilities, 3. More than one person per room, 4. Cost Burden greater than 30%

30%-50% of Area Median Income

Housing Problems	Has one or more of four housing problems	Has none of the four housing problems	Household has no/negative income, but none of the other housing problems
Jurisdiction as a whole	1,745	450	0
White	1,280	390	0
Black / African American	80	55	0
Asian	100	0	0
American Indian, Alaska Native	0	0	0
Pacific Islander	0	0	0
Hispanic	265	4	0

Table 14 - Disproportionally Greater Need 30 - 50% AMI

Data Source: 2011-2015 CHAS

*The four housing problems are:
1. Lacks complete kitchen facilities, 2. Lacks complete plumbing facilities, 3. More than one person per room, 4. Cost Burden greater than 30%

50%-80% of Area Median Income

Housing Problems	Has one or more of four housing problems	Has none of the four housing problems	Household has no/negative income, but none of the other housing problems
Jurisdiction as a whole	1,640	2,220	0
White	1,265	2,005	0
Black / African American	110	100	0
Asian	80	45	0
American Indian, Alaska Native	0	0	0
Pacific Islander	0	0	0
Hispanic	185	65	0

Table 15 - Disproportionally Greater Need 50 - 80% AMI

Data Source: 2011-2015 CHAS

*The four housing problems are:
1. Lacks complete kitchen facilities, 2. Lacks complete plumbing facilities, 3. More than one person per room, 4. Cost Burden greater than 30%

80%-100% of Area Median Income

Housing Problems	Has one or more of four housing problems	Has none of the four housing problems	Household has no/negative income, but none of the other housing problems
Jurisdiction as a whole	445	2,305	0
White	315	1,965	0
Black / African American	35	85	0
Asian	60	35	0
American Indian, Alaska Native	0	0	0
Pacific Islander	0	0	0
Hispanic	15	135	0

Table 16 - Disproportionally Greater Need 80 - 100% AMI

Data Source: 2011-2015 CHAS

*The four housing problems are:
1. Lacks complete kitchen facilities, 2. Lacks complete plumbing facilities, 3. More than one person per room, 4. Cost Burden greater than 30%

Discussion

The division of housing problems by population compared to race. For the white and black/African American populations about half of those populations in these tables has one or more of four housing problems. While the Asian population is 4% of the total and 4% of the total Asian population in the tables have at least one housing problem. The same holds true for the Hispanic population.

NA-20 Disproportionately Greater Need: Severe Housing Problems – 91.205 (b)(2)

Assess the need of any racial or ethnic group that has disproportionately greater need in comparison to the needs of that category of need as a whole.

Introduction

0%-30% of Area Median Income

Severe Housing Problems*	Has one or more of four housing problems	Has none of the four housing problems	Household has no/negative income, but none of the other housing problems
Jurisdiction as a whole	1,535	379	255
White	1,210	284	255
Black / African American	105	45	0
Asian	155	0	0
American Indian, Alaska Native	10	0	0
Pacific Islander	0	0	0
Hispanic	50	40	0

Table 17 – Severe Housing Problems 0 - 30% AMI

Data Source: 2011-2015 CHAS

*The four severe housing problems are:
1. Lacks complete kitchen facilities, 2. Lacks complete plumbing facilities, 3. More than 1.5 persons per room, 4. Cost Burden over 50%

30%-50% of Area Median Income

Severe Housing Problems*	Has one or more of four housing problems	Has none of the four housing problems	Household has no/negative income, but none of the other housing problems
Jurisdiction as a whole	570	1,625	0
White	385	1,280	0
Black / African American	25	110	0
Asian	90	10	0
American Indian, Alaska Native	0	0	0
Pacific Islander	0	0	0

Severe Housing Problems*	Has one or more of four housing problems	Has none of the four housing problems	Household has no/negative income, but none of the other housing problems
Hispanic	50	219	0

Table 18 – Severe Housing Problems 30 - 50% AMI

Data Source: 2011-2015 CHAS

*The four severe housing problems are:
1. Lacks complete kitchen facilities, 2. Lacks complete plumbing facilities, 3. More than 1.5 persons per room, 4. Cost Burden over 50%

50%-80% of Area Median Income

Severe Housing Problems*	Has one or more of four housing problems	Has none of the four housing problems	Household has no/negative income, but none of the other housing problems
Jurisdiction as a whole	380	3,480	0
White	220	3,060	0
Black / African American	0	205	0
Asian	65	65	0
American Indian, Alaska Native	0	0	0
Pacific Islander	0	0	0
Hispanic	95	155	0

Table 19 – Severe Housing Problems 50 - 80% AMI

Data Source: 2011-2015 CHAS

*The four severe housing problems are:
1. Lacks complete kitchen facilities, 2. Lacks complete plumbing facilities, 3. More than 1.5 persons per room, 4. Cost Burden over 50%

80%-100% of Area Median Income

Severe Housing Problems*	Has one or more of four housing problems	Has none of the four housing problems	Household has no/negative income, but none of the other housing problems
Jurisdiction as a whole	110	2,640	0

Severe Housing Problems*	Has one or more of four housing problems	Has none of the four housing problems	Household has no/negative income, but none of the other housing problems
White	30	2,245	0
Black / African American	0	120	0
Asian	60	35	0
American Indian, Alaska Native	0	0	0
Pacific Islander	0	0	0
Hispanic	0	150	0

Table 20 – Severe Housing Problems 80 - 100% AMI

Data Source: 2011-2015 CHAS

*The four severe housing problems are:
1. Lacks complete kitchen facilities, 2. Lacks complete plumbing facilities, 3. More than 1.5 persons per room, 4. Cost Burden over 50%

Discussion

In general across the races, around 20% of each race population in the tables has one or more of four housing problems. The exception is the Asian population were 77% of their population in the tables has one or more of four housing problems.

NA-25 Disproportionately Greater Need: Housing Cost Burdens – 91.205 (b)(2)

Assess the need of any racial or ethnic group that has disproportionately greater need in comparison to the needs of that category of need as a whole.

Introduction:

Housing Cost Burden

Housing Cost Burden	<=30%	30-50%	>50%	No / negative income (not computed)
Jurisdiction as a whole	20,080	3,359	2,183	260
White	17,245	2,730	1,690	260
Black / African American	585	210	135	0
Asian	1,145	55	255	0
American Indian, Alaska Native	15	0	10	0
Pacific Islander	50	0	0	0
Hispanic	775	360	70	0

Table 21 – Greater Need: Housing Cost Burdens AMI

Data Source: 2011-2015 CHAS

Discussion:

21% of the population of West Des Moines is cost burdened at least 30%. The black/African American and Hispanic populations have the highest percentage of cost burdened households at 37% and 36% respectfully.

NA-30 Disproportionately Greater Need: Discussion – 91.205(b)(2)

Are there any Income categories in which a racial or ethnic group has disproportionately greater need than the needs of that income category as a whole?

The income categories of 0-30% AMI and 31-50% AMI have a disproportionately greater number of Hispanic and Asian households with at least one or more housing problems.

If they have needs not identified above, what are those needs?

No, the needs have been identified previously.

Are any of those racial or ethnic groups located in specific areas or neighborhoods in your community?

A large percentage of the Hispanic population of West Des Moines lives in Valley Junction, the oldest part of the City. This seems to go back generations as many families have been in the neighborhood for more than three generations.

NA-35 Public Housing – 91.205(b)

Introduction

Totals in Use

Program Type									
	Certificate	Mod-Rehab	Public Housing	Vouchers					
				Total	Project-based	Tenant-based	Special Purpose Voucher		
							Veterans Affairs Supportive Housing	Family Unification Program	Disabled *
# of units vouchers in use	0	12	530	3,976	0	3,864	80	24	0

Table 22 - Public Housing by Program Type

***includes Non-Elderly Disabled, Mainstream One-Year, Mainstream Five-year, and Nursing Home Transition**

Data Source: PIC (PIH Information Center)

Characteristics of Residents

Program Type								
	Certificate	Mod-Rehab	Public Housing	Vouchers				
				Total	Project-based	Tenant-based	Special Purpose Voucher	
							Veterans Affairs Supportive Housing	Family Unification Program
# Homeless at admission	0	0	18	90	0	26	41	23
# of Elderly Program Participants (>62)	0	0	224	735	0	720	12	0
# of Disabled Families	0	1	141	1,406	0	1,386	11	4
# of Families requesting accessibility features	0	12	530	3,976	0	3,864	80	24

Program Type								
	Certificate	Mod-Rehab	Public Housing	Vouchers				
				Total	Project -based	Tenant -based	Special Purpose Voucher	
							Veterans Affairs Supportive Housing	Family Unification Program
# of HIV/AIDS program participants	0	0	0	0	0	0	0	0
# of DV victims	0	0	0	0	0	0	0	0

Table 23 – Characteristics of Public Housing Residents by Program Type

Data Source: PIC (PIH Information Center)

Race of Residents

Program Type									
Race	Certificate	Mod-Rehab	Public Housing	Vouchers					
				Total	Project -based	Tenant -based	Special Purpose Voucher		
							Veterans Affairs Supportive Housing	Family Unification Program	Disabled *
White	0	4	413	2,840	0	2,749	65	18	0
Black/African American	0	8	99	1,085	0	1,065	15	5	0
Asian	0	0	14	33	0	32	0	1	0
American Indian/Alaska Native	0	0	3	17	0	17	0	0	0
Pacific Islander	0	0	1	1	0	1	0	0	0
Other	0	0	0	0	0	0	0	0	0
***includes Non-Elderly Disabled, Mainstream One-Year, Mainstream Five-year, and Nursing Home Transition**									

Table 24~~25~~ – Race of Public Housing Residents by Program Type

Data Source: PIC (PIH Information Center)

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

Ethnicity of Residents

Program Type									
Ethnicity	Certificate	Mod-Rehab	Public Housing	Vouchers					
				Total	Project -based	Tenant -based	Special Purpose Voucher		
							Veterans Affairs Supportive Housing	Family Unification Program	Disabled *
Hispanic	0	0	15	69	0	67	2	0	0
Not Hispanic	0	12	515	3,907	0	3,797	78	24	0
*includes Non-Elderly Disabled, Mainstream One-Year, Mainstream Five-year, and Nursing Home Transition									

Table 25~~26~~ – Ethnicity of Public Housing Residents by Program Type

Data Source: PIC (PIH Information Center)

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

Section 504 Needs Assessment: Describe the needs of public housing tenants and applicants on the waiting list for accessible units:

The City of West Des Moines does not have any public housing units in the City.

Most immediate needs of residents of Public Housing and Housing Choice voucher holders

There is no public housing in West Des Moines. The Housing Choice Vouchers in West Des Moines are administered by Des Moines Municipal Housing Agency and the Central Iowa Regional Housing Authority. The needs of voucher holders is finding housing and landlords that will accept the voucher. This is a challenge throughout the region.

How do these needs compare to the housing needs of the population at large

These needs are very similar. Most of the population is looking for affordable rental housing and much of the West Des Moines population is cost burdened at least 30%.

Discussion

NA-40 Homeless Needs Assessment – 91.205(c)

Introduction:

Homeless Needs Assessment

Population	Estimate the # of persons experiencing homelessness on a given night		Estimate the # experiencing homelessness each year	Estimate the # becoming homeless each year	Estimate the # exiting homelessness each year	Estimate the # of days persons experience homelessness
	Sheltered	Unsheltered				
Persons in Households with Adult(s) and Child(ren)	0	263	0	0	0	0
Persons in Households with Only Children	0	3	0	0	0	0
Persons in Households with Only Adults	93	471	0	0	0	0
Chronically Homeless Individuals	44	62	0	0	0	0
Chronically Homeless Families	0	3	0	0	0	0
Veterans	9	11	0	0	0	0
Unaccompanied Child	0	0	0	0	0	0
Persons with HIV	0	1	0	0	0	0

Table 26~~27~~ - Homeless Needs Assessment

Data Source Comments: Point-in-Time Subpopulations Summary for IA-501 - Des Moines/Polk County COC - 1/28/2015

Indicate if the homeless population is: Has No Rural Homeless

If data is not available for the categories "number of persons becoming and exiting homelessness each year," and "number of days that persons experience homelessness," describe these categories for each homeless population type (including chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth):

Data not available

Nature and Extent of Homelessness: (Optional)

Race:	**Sheltered:**	**Unsheltered (optional)**
White	522	77
Black or African American	164	15
Asian	6	1
American Indian or Alaska Native	7	0
Pacific Islander	0	0
Ethnicity:	**Sheltered:**	**Unsheltered (optional)**
Hispanic	50	3
Not Hispanic	687	90

Data Source Comments: Point-in-Time Subpopulations Summary for IA-501 - Des Moines/Polk County COC - 1/28/2015

Estimate the number and type of families in need of housing assistance for families with children and the families of veterans.

There were no families of veterans identified in the 2016 Point-in-Time study.

Describe the Nature and Extent of Homelessness by Racial and Ethnic Group.

The majority of homeless are white. This is reflective of the overall population of the area.

Describe the Nature and Extent of Unsheltered and Sheltered Homelessness.

The majority of the homeless are sheltered. Of those not sheltered they consist of individuals, mostly males.

Discussion:

NA-45 Non-Homeless Special Needs Assessment - 91.205 (b,d)

Introduction:

Describe the characteristics of special needs populations in your community:

Persons with special needs include the elderly and frail elderly, persons with severe mental illness, developmentally disabled, physically disabled, alcohol/other drug addicted and public housing residents. The portion of these populations requiring special housing options has not been quantified. Many persons with special needs also have very low incomes. Their needs may have already been taken into account in estimating the housing needs of persons with very low incomes.

What are the housing and supportive service needs of these populations and how are these needs determined?

The needs are determined by the social service and housing agencies most directly in contact with special needs populations in West Des Moines, Polk County, and Dallas County.

Discuss the size and characteristics of the population with HIV/AIDS and their families within the Eligible Metropolitan Statistical Area:

According to the 2015 Epidemiological Profile for Iowa, there were 998 persons diagnosed and living with HIV in Polk and Dallas Counties. Per the study, "As of December 31, 2015, there were 80 persons living with HIV disease per 100,000 population in Iowa. While the ten most populous counties of Black Hawk, Dallas, Dubuque, Johnson, Linn, Polk, Pottawattamie, Scott, Story, and Woodbury account for 51% of the total population of Iowa, 73% of the persons living with HIV disease were living in those counties at the end of 2015."

Discussion:

NA-50 Non-Housing Community Development Needs – 91.215 (f)

Describe the jurisdiction's need for Public Facilities:

In 2014, a Polk County senior center was opened in Valley Junction. This new facility is serving a great need in the community. The Community Center owned and operated by the City has recently completed a renovation to better serve the neighborhood. It appears the need for public facilities in the jurisdiction are being met.

How were these needs determined?

The census data, combined with discussions with City staff provided the identification of the non-housing community development needs for the City of West Des Moines. The Community and Economic Development Department is familiar with the overall needs of the City and assisted in identifying the City's non-housing community development needs.

Describe the jurisdiction's need for Public Improvements:

The City of West Des Moines public improvements are mainly funded by the City's Capital Improvement Program. The funds to date have been sufficient to satisfy the needs. The only area lacking is in internet service. There are areas of the City greatly lacking in internet service. Also the availability varies greatly throughout the City. A gap is being creating in low income households as more schools are doing business online with their student's assignment. There appears to be a need for more consistent internet service and affordable internet service to low income households.

How were these needs determined?

The census data, combined with discussions with City staff provided the identification of the non-housing community development needs for the City of West Des Moines. The Community and Economic Development Department is familiar with the overall needs of the City and assisted in identifying the City's non-housing community development needs.

Describe the jurisdiction's need for Public Services:

The need for public services in West Des Moines is great! This portion of the allocation is maxed out every year. The Transit Pass Program which has been funded since 2005, is very successful. The funding available for these public services is limited in West Des Moines. The Human Services Department provides most of the public services for West Des Moines residents.

How were these needs determined?

The census data, combined with discussions with City staff provided the identification of the non-housing community development needs for the City of West Des Moines. The Community and Economic Development Department is familiar with the overall needs of the City and assisted in identifying the City's non-housing community development needs.

Housing Market Analysis

MA-05 Overview

Housing Market Analysis Overview:

In addition to the data in this section, the City referred to the City of West Des Moines Needs Assessment from 2018 and the Workforce Housing Study for the region released in 2019.

MA-10 Number of Housing Units – 91.210(a)&(b)(2)

Introduction

All residential properties by number of units

Property Type	Number	%
1-unit detached structure	13,170	48%
1-unit, attached structure	3,280	12%
2-4 units	908	3%
5-19 units	5,380	20%
20 or more units	4,450	16%
Mobile Home, boat, RV, van, etc	260	1%
Total	***27,448***	***100%***

Table 27~~31~~ – Residential Properties by Unit Number

Data Source: 2011-2015 ACS

Unit Size by Tenure

	Owners		Renters	
	Number	%	Number	%
No bedroom	0	0%	480	5%
1 bedroom	60	0%	3,035	30%
2 bedrooms	3,700	24%	4,790	47%
3 or more bedrooms	11,860	76%	1,965	19%
Total	***15,620***	***100%***	***10,270***	***101%***

Table 28~~32~~ – Unit Size by Tenure

Data Source: 2011-2015 ACS

Describe the number and targeting (income level/type of family served) of units assisted with federal, state, and local programs.

The focus of the City in last few years has been owner-occupied rehabilitation. This has focused on single family units for low income households (less than 80% AMI). The City offers the Metro Home Improvement Program which assists 3-4 households per year with home repairs. In addition, the City has allocated considerable dollars to the CDBG Owner-Occupied Rehabilitation Program. The City may allocate CDBG dollars in the next five years to Owner-Occupied Rehabilitation. The City also has a housing TIF and can allocate those funds to assist owner-occupied repairs.

Provide an assessment of units expected to be lost from the affordable housing inventory for any reason, such as expiration of Section 8 contracts.

No unit lost is expected.

Does the availability of housing units meet the needs of the population?

No, the availability of housing units does not meet the needs of the population. There is a need for more affordable housing, both rental and homeownership.

Describe the need for specific types of housing:

The City has a need for workforce housing. This was identified as part of the regional Workforce Housing Study completed in 2019. In response to the need, the City has allocated funds from its housing TIF toward the creation of affordable upper story housing in Valley Junction. Funding awards have been made for units and developments are beginning construction and rehabilitation in 2020. Units are expected to be available to rent in late 2020 and 2021.

Discussion

A unique fact about the City of West Des Moines is 48% of the housing units in the City are detached and 52% are attached. More units are attached housing than detached. There are more owners than renters which shows that owners are okay with attached housing. There are almost twice as many bigger units for owners and smaller units for renters.

MA-15 Housing Market Analysis: Cost of Housing - 91.210(a)

Introduction

Cost of Housing

	Base Year: 2009	Most Recent Year: 2015	% Change
Median Home Value	181,200	188,600	4%
Median Contract Rent	716	816	14%

Table 29~~33~~ – Cost of Housing

Data Source: 2005-2009 ACS (Base Year), 2011-2015 ACS (Most Recent Year)

Rent Paid	Number	%
Less than $500	635	6.2%
$500-999	7,375	71.8%
$1,000-1,499	2,070	20.2%
$1,500-1,999	105	1.0%
$2,000 or more	69	0.7%
Total	***10,254***	***99.8%***

Table 30~~34~~ - Rent Paid

Data Source: 2011-2015 ACS

Housing Affordability

% Units affordable to Households earning	Renter	Owner
30% HAMFI	160	No Data
50% HAMFI	1,835	530
80% HAMFI	5,415	2,470
100% HAMFI	No Data	4,290
Total	***7,410***	***7,290***

Table 31~~35~~ – Housing Affordability

Data Source: 2011-2015 CHAS

Monthly Rent

Monthly Rent ($)	Efficiency (no bedroom)	1 Bedroom	2 Bedroom	3 Bedroom	4 Bedroom
Fair Market Rent	0	0	0	0	0
High HOME Rent	0	0	0	0	0

Monthly Rent ($)	Efficiency (no bedroom)	1 Bedroom	2 Bedroom	3 Bedroom	4 Bedroom
Low HOME Rent	0	0	0	0	0

Table 32~~36~~ – Monthly Rent

Data Source Comments:

Is there sufficient housing for households at all income levels?

No there is not sufficient housing for households at all income levels. The area of greatest need is the lowest income households, those less than 30% AMI. These households cannot afford to purchase a home, but also find it difficult to find affordable rental housing.

How is affordability of housing likely to change considering changes to home values and/or rents?

Affordability of housing is likely to get worse as costs continue to increase. Incomes are not increasing at the same rate as rents and home values. Therefore, the affordability gap is expanding with time.

How do HOME rents / Fair Market Rent compare to Area Median Rent? How might this impact your strategy to produce or preserve affordable housing?

According to the Des Moines Metro Apartment Survey of 2019, the number of vacancies has been increasing since 2016 and the percentage has doubled since 2016. The current vacancy rate is the West Suburbs is 9.5%. At the same time the rents have been increasing since 2017.

Discussion

MA-20 Housing Market Analysis: Condition of Housing – 91.210(a)

Introduction

Definitions

The City has no clearly defined definition for "substandard condition" and "substandard condition but suitable for rehabilitation."

Condition of Units

Condition of Units	Owner-Occupied		Renter-Occupied	
	Number	%	Number	%
With one selected Condition	2,175	14%	3,710	36%
With two selected Conditions	10	0%	155	2%
With three selected Conditions	0	0%	0	0%
With four selected Conditions	0	0%	0	0%
No selected Conditions	13,430	86%	6,405	62%
Total	***15,615***	***100%***	***10,270***	***100%***

Table 33~~37~~ - Condition of Units

Data Source: 2011-2015 ACS

Year Unit Built

Year Unit Built	Owner-Occupied		Renter-Occupied	
	Number	%	Number	%
2000 or later	3,735	24%	2,715	26%
1980-1999	6,325	40%	4,130	40%
1950-1979	4,394	28%	2,920	28%
Before 1950	1,165	7%	510	5%
Total	***15,619***	***99%***	***10,275***	***99%***

Table 34~~38~~ – Year Unit Built

Data Source: 2011-2015 CHAS

Risk of Lead-Based Paint Hazard

Risk of Lead-Based Paint Hazard	Owner-Occupied		Renter-Occupied	
	Number	%	Number	%
Total Number of Units Built Before 1980	5,559	36%	3,430	33%
Housing Units build before 1980 with children present	2,895	19%	1,900	18%

Table 35~~39~~ – Risk of Lead-Based Paint

Data Source: 2011-2015 ACS (Total Units) 2011-2015 CHAS (Units with Children present)

Vacant Units

	Suitable for Rehabilitation	Not Suitable for Rehabilitation	Total
Vacant Units	0	0	0
Abandoned Vacant Units	0	0	0
REO Properties	0	0	0
Abandoned REO Properties	0	0	0

Table 36~~40~~ - Vacant Units

Data Source: 2005-2009 CHAS

Need for Owner and Rental Rehabilitation

There are 8,989 owner and rental housing units built before 1980. That is 34.7% of the housing units at least 40 years old and could contain Lead-Based Paint.

Estimated Number of Housing Units Occupied by Low or Moderate Income Families with LBP Hazards

There are 4,795 owner and rental housing built before 1980 with children present. According to the 2020 Low/Mod Census numbers, 30.55% of West Des Moines' population is low-income. With that percentage of low income people in the City, it is safe to estimate 1,464 of the 4,795 housing units are occupied by a low income family.

Discussion

MA-25 Public and Assisted Housing – 91.210(b)

Introduction

Totals Number of Units

Program Type									
	Certificate	Mod-Rehab	Public Housing	Vouchers					
				Total	Project - based	Tenant - based	Special Purpose Voucher		
							Veterans Affairs Supportive Housing	Family Unification Program	Disabled *
# of units vouchers available	0	13	625	4,204	0	3,368	709	0	424
# of accessible units									
*includes Non-Elderly Disabled, Mainstream One-Year, Mainstream Five-year, and Nursing Home Transition									

Table 37~~41~~ – Total Number of Units by Program Type

Data Source: PIC (PIH Information Center)

Describe the supply of public housing developments:

Describe the number and physical condition of public housing units in the jurisdiction, including those that are participating in an approved Public Housing Agency Plan:

There are no public housing units in the City of West Des Moines.

Public Housing Condition

Public Housing Development	Average Inspection Score

Table 3842 - Public Housing Condition

Describe the restoration and revitalization needs of public housing units in the jurisdiction:

There are no public housing units in the City of West Des Moines.

Describe the public housing agency's strategy for improving the living environment of low- and moderate-income families residing in public housing:

There are no public housing units in the City of West Des Moines.

Discussion:

There are no public housing units in the City of West Des Moines.

MA-30 Homeless Facilities and Services – 91.210(c)

Introduction

Facilities and Housing Targeted to Homeless Households

	Emergency Shelter Beds		Transitional Housing Beds	Permanent Supportive Housing Beds	
	Year Round Beds (Current & New)	Voucher / Seasonal / Overflow Beds	Current & New	Current & New	Under Development
Households with Adult(s) and Child(ren)	0	0	6	0	0
Households with Only Adults	0	0	0	0	0
Chronically Homeless Households	0	0	0	0	0
Veterans	0	0	0	0	0
Unaccompanied Youth	0	0	0	0	0

Table 39~~43~~ - Facilities and Housing Targeted to Homeless Households

Data Source Comments:

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

Describe mainstream services, such as health, mental health, and employment services to the extent those services are use to complement services targeted to homeless persons

Any supplemental services targeted for homeless persons in West Des Moines are administered by the Human Services Department. The department offers many programs including: clothing closet, computer classes, emergency assistance, energy assistance, friendship connection, garden program, holiday assistance, pool passes, school supplies, senior dining center, summer lunch, transportation, and youth recreational assistance.

List and describe services and facilities that meet the needs of homeless persons, particularly chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth. If the services and facilities are listed on screen SP-40 Institutional Delivery Structure or screen MA-35 Special Needs Facilities and Services, describe how these facilities and services specifically address the needs of these populations.

West Des Moines Human Services Department offers a transitional housing program called Housing Solutions Program. It provides homeless families an opportunity to break down barriers that have prevented them from maintaining stable housing environments for their families. The goal for each family is to leave the program stable, with increased skills and income, and permanent housing.

MA-35 Special Needs Facilities and Services – 91.210(d)

Introduction

Including the elderly, frail elderly, persons with disabilities (mental, physical, developmental), persons with alcohol or other drug addictions, persons with HIV/AIDS and their families, public housing residents and any other categories the jurisdiction may specify, and describe their supportive housing needs

Persons with special needs include the Elderly and Frail Elderly, Persons with Severe Mental Illness, Developmentally Disabled, Physically Disabled, Alcohol/Other Drug Addicted, and public housing residents. The portion of these populations requiring special housing options has not been quantified. Many persons with such special needs also have very low incomes. Therefore, their needs may have already been taken into account in estimating the housing needs of persons with very low incomes.

Describe programs for ensuring that persons returning from mental and physical health institutions receive appropriate supportive housing

Foster Care:

Iowa law mandates that the case permanency plan for all children in foster care include a written transition plan of services for youth, 16 years and older and the establishment of local transition committees to address the needs of youth at the time they leave foster care. These committees act to address gaps existing in services or supports available that would assist the youth in the transition from foster care to adulthood. This protocol ensures that every effort will be made to prevent the child in transition from becoming homeless.

Health Care:

Discharge protocol for Health Care is located in Iowa Administrative Rules which requires that discharge planning begin at admission and provide for ongoing patient needs post treatment which includes housing.

Mental Health:

Mental Health organizations are accredited by JCAHO (Joint Commission on the Accreditation of Health Care Organizations), as well as governed by state statutes for all aspects of mental health care in Iowa towns and counties. These standards require all state MHI organizations to have a set plan of care which moves along a continuum from entry and assessment, to planning treatment and coordination, to referral, transfer of care and discharge, similar to the formal discharge policy submitted to the Governor in 2005, which makes every effort to insure that the discharge does not result in the person becoming homeless.

Corrections:

In response to the discharge policy developed by the Iowa Council on Homelessness, the Iowa Department of Corrections (DOC) established a new Discharge Planning Coordinator position and implemented a comprehensive reentry case management system that is improving offender outcomes when they are released. Some of the elements include beginning to plan for release when offenders are admitted at the Iowa Medical and Classification Center (IMCC); completing a battery of assessments during reception to identify risk and needs that will be used at the next institution to develop a case management plan; identifying a targeted release date that will be used to prioritize treatment programming that addresses risk and needs; contacting Community Based Corrections (CBC) when an offender is within six months of that targeted release date to begin engaging CBC staff in a dialogue to plan for the offender's release; another contact with CBC when the offender is within two months of the targeted release date to create a solid release plan so that when the offender is granted release by the Board of Parole (BOP) the offender is prepared for release, CBC is prepared to assume supervision and the offender walks out the prison door within a few days after the release decision is made. The case plan does focus on housing as well as treatment issues. The goals is to have appropriate housing arranged prior to release so that the likelihood of homelessness is reduced.

Specify the activities that the jurisdiction plans to undertake during the next year to address the housing and supportive services needs identified in accordance with 91.215(e) with respect to persons who are not homeless but have other special needs. Link to one-year goals. 91.315(e)

The City of West Des Moines will continue to provide funding to the Human Services Homeless Prevention Program and the Transitional Housing Program.

For entitlement/consortia grantees: Specify the activities that the jurisdiction plans to undertake during the next year to address the housing and supportive services needs identified in accordance with 91.215(e) with respect to persons who are not homeless but have other special needs. Link to one-year goals. (91.220(2))

Not Applicable.

MA-40 Barriers to Affordable Housing – 91.210(e)

Negative Effects of Public Policies on Affordable Housing and Residential Investment

In 2019, the City amended its garage ordinance allowing for a waiver of the requirement to build a stall and a half garage for those houses being built for a low-income family.

The City is also in the process of updated its Comprehensive Plan and through that process is reviewing all public policies as they relate to affordable housing development.

MA-45 Non-Housing Community Development Assets – 91.215 (f)

Introduction

Economic Development Market Analysis

Business Activity

Business by Sector	Number of Workers	Number of Jobs	Share of Workers %	Share of Jobs %	Jobs less workers %
Agriculture, Mining, Oil & Gas Extraction	111	11	0	0	0
Arts, Entertainment, Accommodations	2,942	5,427	10	10	0
Construction	1,079	1,872	4	3	-1
Education and Health Care Services	4,888	6,942	17	13	-4
Finance, Insurance, and Real Estate	6,999	18,840	24	35	11
Information	911	1,591	3	3	0
Manufacturing	1,367	1,342	5	2	-3
Other Services	1,135	1,091	4	2	-2
Professional, Scientific, Management Services	3,238	6,760	11	13	2
Public Administration	0	0	0	0	0
Retail Trade	3,923	8,695	14	16	2
Transportation and Warehousing	803	332	3	1	-2
Wholesale Trade	1,487	873	5	2	-3
Total	28,883	53,776	--	--	--

Table 40~~45~~ - Business Activity

Data Source: 2011-2015 ACS (Workers), 2015 Longitudinal Employer-Household Dynamics (Jobs)

Labor Force

Total Population in the Civilian Labor Force	36,921
Civilian Employed Population 16 years and over	35,470
Unemployment Rate	3.96
Unemployment Rate for Ages 16-24	16.15
Unemployment Rate for Ages 25-65	2.76

Table 41~~46~~ - Labor Force

Data Source: 2011-2015 ACS

Occupations by Sector	Number of People
Management, business and financial	13,280
Farming, fisheries and forestry occupations	1,935
Service	2,915
Sales and office	8,910
Construction, extraction, maintenance and repair	1,455
Production, transportation and material moving	1,145

Table 42~~47~~ – Occupations by Sector

Data Source: 2011-2015 ACS

Travel Time

Travel Time	Number	Percentage
< 30 Minutes	30,415	91%
30-59 Minutes	2,465	7%
60 or More Minutes	645	2%
Total	***33,525***	***100%***

Table 43~~48~~ - Travel Time

Data Source: 2011-2015 ACS

Education:

Educational Attainment by Employment Status (Population 16 and Older)

Educational Attainment	In Labor Force		
	Civilian Employed	Unemployed	Not in Labor Force
Less than high school graduate	699	170	330

Educational Attainment	In Labor Force		
	Civilian Employed	Unemployed	Not in Labor Force
High school graduate (includes equivalency)	3,220	280	580
Some college or Associate's degree	8,364	220	1,435
Bachelor's degree or higher	16,755	300	2,445

Table 44~~49~~ - Educational Attainment by Employment Status

Data Source: 2011-2015 ACS

Educational Attainment by Age

	Age				
	18–24 yrs	25–34 yrs	35–44 yrs	45–65 yrs	65+ yrs
Less than 9th grade	10	30	275	290	130
9th to 12th grade, no diploma	429	185	149	270	345
High school graduate, GED, or alternative	940	1,010	790	2,295	2,095
Some college, no degree	1,425	1,865	1,720	2,774	1,325
Associate's degree	560	1,250	1,020	1,430	290
Bachelor's degree	1,895	5,710	3,210	4,780	1,520
Graduate or professional degree	140	1,675	1,525	2,635	1,170

Table 45~~50~~ - Educational Attainment by Age

Data Source: 2011-2015 ACS

Educational Attainment – Median Earnings in the Past 12 Months

Educational Attainment	Median Earnings in the Past 12 Months
Less than high school graduate	23,750
High school graduate (includes equivalency)	111,921
Some college or Associate's degree	72,487
Bachelor's degree	186,666
Graduate or professional degree	207,503

Table 46~~51~~ – Median Earnings in the Past 12 Months

Data Source: 2011-2015 ACS

Based on the Business Activity table above, what are the major employment sectors within your jurisdiction?

The major employment sectors for West Des Moines are finance, insurance, and real estate. The next highest is retail trade.

Describe the workforce and infrastructure needs of the business community:

The business community is looking for an educated workforce. The residents of West Des Moines are very highly educated. 84.11% of West Des Moines residents have some college or associates degree and 55.91% have a bachelors degree or higher.

There is also a lack of workers in the service industry. The City has a high number of retail, restaurant, and hotel jobs. Those employers are consistently seeking workers to fill vacancies.

Describe any major changes that may have an economic impact, such as planned local or regional public or private sector investments or initiatives that have affected or may affect job and business growth opportunities during the planning period. Describe any needs for workforce development, business support or infrastructure these changes may create.

Larger companies continue to locate and expand in West Des Moines including Microsoft and Wells Fargo. Retail continues to expand as well.

There has been substantial City investment in the Valley Junction neighborhood to encourage more stores and restaurants in that area.

The City also continues to pursue additional data centers to be located in our area.

Most pressing to our business industry currently is COVID-19. As we are currently in the midst of the pandemic it is unknown the complete impact it will have on employers and West Des Moines citizens. There may be needs in the next five years from both businesses and citizens that will require investment and programming of CDBG dollars.

How do the skills and education of the current workforce correspond to employment opportunities in the jurisdiction?

The skills and education of the workforce correspond well with employment opportunities for the most part. The residents are highly educated and most of the jobs are in finance, insurance and real estate.

There is a gap in the service industry. The City has a high number of retail, restaurant, and hotel jobs. Those employers are consistently seeking workers to fill vacancies.

Describe any current workforce training initiatives, including those supported by Workforce Investment Boards, community colleges and other organizations. Describe how these efforts will support the jurisdiction's Consolidated Plan.

The City is very involved with the West Des Moines Business Incubator. The Incubator provides affordable office space and support services for new small businesses. The City is also a part of the Governor's STEM council for the education of students in specialty fields. West Des Moines Human Services offers classes such as English Language Learner and Highschool equivalency classes (GED) to grow our City's workforce.

Does your jurisdiction participate in a Comprehensive Economic Development Strategy (CEDS)?

No

If so, what economic development initiatives are you undertaking that may be coordinated with the Consolidated Plan? If not, describe other local/regional plans or initiatives that impact economic growth.

The City has an Economic Development Strategy (2017) with four main goals.

1. Continued success in job & investment attraction efforts
2. Strengthen business retention, expansion, and entrepreneurship
3. Become a premiere destination for technology workers and startups
4. Nurture quality of place assets

Discussion

MA-50 Needs and Market Analysis Discussion

Are there areas where households with multiple housing problems are concentrated? (include a definition of "concentration")

There are two census tracks with a concentration (greater than 67% of households) of households with multiple housing programs. According to the CPD Maps, census tract 508.09 block group 2 & 3 have 69.70% of households and census tract 110.26 all block groups have 77.42% of households. The census tract 508.09 is in Dallas County and is predominately rental units. Census tract 110.26 is along the western edge of Polk County and is also mostly rental units except for a section that includes a gated community.

Are there any areas in the jurisdiction where racial or ethnic minorities or low-income families are concentrated? (include a definition of "concentration")

Definition of minority concentration - the percentage of households in a particular racial or ethnic minority group is at least 13% higher than the percentage of that minority group for the City. There is one census tracts in West Des Moines that meets this definition. The tract is 110.01. The percentage is 14.41% persons of Hispanic Origin.

What are the characteristics of the market in these areas/neighborhoods?

Comparing census tracts 508.09, 110.26 and 110.01; the three census tracts vary greatly. Geographically there are spread throughout the Polk County and Dallas County portion of the City. The age of housing varies, and the type of housing varies. One area is more rental housing than owner and another area is just the opposite. There is not a characteristic that is common among the three census tracts.

Are there any community assets in these areas/neighborhoods?

All of these census tracts have neighborhood parks and local elementary schools. The census tract of 110.01 (Valley Junction) is the location of the senior center, community center, and the Human Services Department.

Are there other strategic opportunities in any of these areas?

There do not appear to be any strategic opportunities in any of these areas.

MA-60 Broadband Needs of Housing occupied by Low- and Moderate-Income Households - 91.210(a)(4), 91.310(a)(2)

Describe the need for broadband wiring and connections for households, including low- and moderate-income households and neighborhoods.

The City of West Des Moines has been working on a broadband program for low-income households since 2014. The City has been aware of the needs of low-income households from the school districts and employers. From all of the information and discussion, the City began implementing a pilot program in 2017. The program is in partnership with Microsoft Corporation.

The program offers external wireless access to the public in selected block groups in Valley Junction. The Microsoft funds are used for equipment to connect qualified homes (both rental and owner) to the wireless network for free. This program is ongoing.

Describe the need for increased competition by having more than one broadband Internet service provider serve the jurisdiction.

The City has more than one private provider for broadband. Through the City's Wi-Fi program, another provider is now available for free to qualified households and non-qualified households in the area can purchase service.

It's been found that location is more the determining factor for which provider is available to the household.

MA-65 Hazard Mitigation - 91.210(a)(5), 91.310(a)(3)

Describe the jurisdiction's increased natural hazard risks associated with climate change.

Flooding is probably the City's highest concern associated with climate change. The City of West Des Moines experienced a 500-year flood in 1993. From this event, the City has implemented emergency plans and measures to avoid a similar occurrence. Also, infrastructure has been updated in targeted areas of the City to mitigate future flooding. In 2008, when other parts of the region were being flooded, it was clear the efforts taken by the City did indeed mitigate damage. And again in 2018 when 10 inches of rain fell in one night in June, the City took necessary actions by lowering floodgates. No substantial damaged was reported in the City.

Describe the vulnerability to these risks of housing occupied by low- and moderate-income households based on an analysis of data, findings, and methods.

The area of the City most affected by past flooding is the Valley Junction neighborhood. The area is 61% low-income according to the 2020 low/mod census data. The area was a flood plain prior to 1993. Since then a levy has been built and the area is no longer considered a flood plain by FEMA.

Strategic Plan

SP-05 Overview

Strategic Plan Overview

The Strategic Plan (Annual Action Plan) has been written in response to the COVID-19 pandemic. Funds have been appropriated primarily to the Homeless Prevention Program to assist households affected by loss of income from COVID-19.

SP-10 Geographic Priorities – 91.215 (a)(1)

Geographic Area

Table 47~~52~~ - Geographic Priority Areas

1	**Area Name:**	City of West Des Moines
	Area Type:	
	Other Target Area Description:	
	HUD Approval Date:	
	% of Low/ Mod:	
	Revital Type:	Housing
	Other Revital Description:	
	Identify the neighborhood boundaries for this target area.	
	Include specific housing and commercial characteristics of this target area.	
	How did your consultation and citizen participation process help you to identify this neighborhood as a target area?	
	Identify the needs in this target area.	
	What are the opportunities for improvement in this target area?	
	Are there barriers to improvement in this target area?	
2	**Area Name:**	VJ
	Area Type:	Local Target area
	Other Target Area Description:	
	HUD Approval Date:	
	% of Low/ Mod:	
	Revital Type:	Commercial
	Other Revital Description:	
	Identify the neighborhood boundaries for this target area.	
	Include specific housing and commercial characteristics of this target area.	
	How did your consultation and citizen participation process help you to identify this neighborhood as a target area?	
	Identify the needs in this target area.	
	What are the opportunities for improvement in this target area?	

	Are there barriers to improvement in this target area?	

General Allocation Priorities

Describe the basis for allocating investments geographically within the jurisdiction (or within the EMSA for HOPWA)

Investments will not be allocated geographically.

SP-25 Priority Needs - 91.215(a)(2)

Priority Needs

Table 48~~53~~ – Priority Needs Summary

1	**Priority Need Name**	Transportation Services
	Priority Level	High
	Population	Extremely Low Low Moderate
	Geographic Areas Affected	
	Associated Goals	Transportation Services
	Description	Offer 12-month bus pass for the Des Moines Area Regional Transit (DART) system
	Basis for Relative Priority	
2	**Priority Need Name**	Homeless Prevention
	Priority Level	High
	Population	Extremely Low Low Moderate
	Geographic Areas Affected	
	Associated Goals	Homeless Prevention
	Description	Provide funding to the Human Services Department to offer additional homeless prevention services to more households.
	Basis for Relative Priority	
3	**Priority Need Name**	Transitional Housing
	Priority Level	High

	Population	Extremely Low Low Families with Children
	Geographic Areas Affected	
	Associated Goals	Transitional Housing
	Description	Provide funding for support services to clients in the Human Services Transitional Housing Program.
	Basis for Relative Priority	
4	**Priority Need Name**	Internet Service
	Priority Level	High
	Population	Extremely Low Low Moderate Non-housing Community Development
	Geographic Areas Affected	VJ
	Associated Goals	Internet Service
	Description	Provide affordable and consistent internet service to low-income households.
	Basis for Relative Priority	
5	**Priority Need Name**	Home Repair
	Priority Level	High
	Population	Extremely Low Low Moderate
	Geographic Areas Affected	
	Associated Goals	Home Repair
	Description	Provide owner-occupied rehabilitation program.

	Basis for Relative Priority	
6	**Priority Need Name**	Homeownership
	Priority Level	High
	Population	Extremely Low Low Moderate
	Geographic Areas Affected	VJ
	Associated Goals	Homeownership
	Description	Provide additional homeownership opportunities to low-income families in West Des Moines.
	Basis for Relative Priority	
7	**Priority Need Name**	Rental Housing
	Priority Level	Low
	Population	Extremely Low Low Moderate
	Geographic Areas Affected	VJ
	Associated Goals	Rental Housing
	Description	Provide additional affordable rental units.
	Basis for Relative Priority	
8	**Priority Need Name**	Economic Development - Business Assistance
	Priority Level	High
	Population	Extremely Low Low
	Geographic Areas Affected	

	Associated Goals	Business Assistance
	Description	As a result of the COVID-19 pandemic, the City expects a need for assistance to businesses and employees affected by the pandemic through closures and layoffs.
	Basis for Relative Priority	This is ranked high priority because of the timeliness of the issue and it is unknown what the need will be once the pandemic is over.

Narrative (Optional)

SP-30 Influence of Market Conditions – 91.215 (b)

Influence of Market Conditions

Affordable Housing Type	Market Characteristics that will influence the use of funds available for housing type
Tenant Based Rental Assistance (TBRA)	Not Applicable - the City does not oversee TBRA.
TBRA for Non-Homeless Special Needs	Not Applicable - the City does not oversee TBRA.
New Unit Production	The City would like to produce additional units, both owner and rental. The difficultly is the availability of land and the price of available land.
Rehabilitation	With the number of housing units over 40 years old, the City will continue to make housing rehabilitation a priority.
Acquisition, including preservation	The City is funding second story housing in the Valley Junction neighborhood through another funding source, a housing TIF. This program include preservation and new construction. The City has acquired lots when available for the creation of affordable housing. The City will continue to look for future opportunities in this area.

Table 49~~54~~ – Influence of Market Conditions

SP-35 Anticipated Resources - 91.215(a)(4), 91.220(c)(1,2)

Introduction

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	326,883	0	0	326,883	1,200,000	

Table 5055 - Anticipated Resources

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

The City of West Des Moines had been granted only CDBG funds. The five year Strategic Plan includes this First Year Annual Plan for spending $326,883 from the CDBG Program. The FY 2020-21 action plan provides funds for Administration, Transit Pass Program, and Homeless Prevention.

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

Discussion

SP-40 Institutional Delivery Structure – 91.215(k)

Explain the institutional structure through which the jurisdiction will carry out its consolidated plan including private industry, non-profit organizations, and public institutions.

Responsible Entity	Responsible Entity Type	Role	Geographic Area Served
WEST DES MOINES	Government	Homelessness Non-homeless special needs Ownership Planning Rental	Jurisdiction

Table 51~~56~~ - Institutional Delivery Structure

Assess of Strengths and Gaps in the Institutional Delivery System

- Experience administering similar programs
- Communication between departments within the City
- Commitment from City leaders to housing and social service programs
- Partnerships with area agencies and other cities
- Knowledge of housing and social service systems in the metro area

- Increased costs for services and materials

Availability of services targeted to homeless persons and persons with HIV and mainstream services

Homelessness Prevention Services	Available in the Community	Targeted to Homeless	Targeted to People with HIV
Homelessness Prevention Services			
Counseling/Advocacy	X		
Legal Assistance			
Mortgage Assistance	X		
Rental Assistance	X		
Utilities Assistance	X		
Street Outreach Services			
Law Enforcement	X		
Mobile Clinics			

Street Outreach Services			
Other Street Outreach Services			
Supportive Services			
Alcohol & Drug Abuse			
Child Care			
Education	X		
Employment and Employment Training	X		
Healthcare	X		
HIV/AIDS			
Life Skills	X		
Mental Health Counseling			
Transportation	X		
Other			

Table 52~~57~~ - Homeless Prevention Services Summary

Describe how the service delivery system including, but not limited to, the services listed above meet the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth)

As noted above, services are available in the community but not targeted to homeless persons or persons with HIV. Most of these services are provided through the West Des Moines Human Services Department. Services targeting homeless persons and families and those with HIV is provided in the City of Des Moines.

Describe the strengths and gaps of the service delivery system for special needs population and persons experiencing homelessness, including, but not limited to, the services listed above

As noted above, services are available in the community but not targeted to homeless persons or persons with HIV. Most of these services are provided through the West Des Moines Human Services Department. Services targeting homeless persons and families and those with HIV is provided in the City of Des Moines.

Provide a summary of the strategy for overcoming gaps in the institutional structure and service delivery system for carrying out a strategy to address priority needs

The City will continue to work actively with regional service providers to address homelessness and special needs. Given the limited resources at the City level to address these issues, the City can better address the issues through partnerships in area and regional efforts. These efforts can leverage resources that the City alone cannot access.

SP-45 Goals Summary – 91.215(a)(4)

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		Public service activities other than Low/Moderate Income Housing Benefit: 1250 Persons Assisted
2	Homeless Prevention	2015	2019	Affordable Housing	City of West Des Moines	Homeless Prevention		Homelessness Prevention: 80 Persons Assisted
3	Transitional Housing	2015	2019	Affordable Housing	City of West Des Moines	Transitional Housing		Public service activities for Low/Moderate Income Housing Benefit: 30 Households Assisted
4	Internet Service	2015	2019	Non-Housing Community Development	VJ	Internet Service		Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 150 Persons Assisted

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
5	Home Repair	2015	2019	Affordable Housing	City of West Des Moines	Home Repair		Homeowner Housing Rehabilitated: 10 Household Housing Unit
6	Homeownership	2015	2019	Affordable Housing	City of West Des Moines	Homeownership		Homeowner Housing Added: 2 Household Housing Unit
7	Rental Housing	2015	2019	Affordable Housing	City of West Des Moines	Rental Housing		Rental units constructed: 10 Household Housing Unit
8	Business Assistance	2020	2024	Non-Housing Community Development	City of West Des Moines	Economic Development - Business Assistance		

Table 53~~58~~ – Goals Summary

Goal Descriptions

1	**Goal Name**	Transportation Services
	Goal Description	Offer 12-month bus pass for the Des Moines Area Regional Transit (DART) system.
2	**Goal Name**	Homeless Prevention
	Goal Description	Provide funding to the Human Services Department to offer additional homeless prevention services to more households.
3	**Goal Name**	Transitional Housing
	Goal Description	Provide funding for support services to clients in the Human Services Transitional Housing Program.
4	**Goal Name**	Internet Service
	Goal Description	Provide affordable and consistent internet service to low-income households.

5	**Goal Name**	Home Repair
	Goal Description	Provide Owner-Occupied Rehabilitation Program.
6	**Goal Name**	Homeownership
	Goal Description	Provide additional homeownership opportunities to low-income families in West Des Moines.
7	**Goal Name**	Rental Housing
	Goal Description	Provide additional affordable rental units..
8	**Goal Name**	Business Assistance
	Goal Description	Assist businesses in working capital assistance to enable retention of jobs held by low and moderate income persons.

Estimate the number of extremely low-income, low-income, and moderate-income families to whom the jurisdiction will provide affordable housing as defined by HOME 91.315(b)(2)

If the City of West Des Moines develops programs as outlined in the areas of goals above, a minimum of 150 households will be provided with affordable housing. Of those 150, 70 households will be moderate income families, 50 will be low income families, and 30 will be extremely low income families.

SP-50 Public Housing Accessibility and Involvement – 91.215(c)

Need to Increase the Number of Accessible Units (if Required by a Section 504 Voluntary Compliance Agreement)

Not Applicable

Activities to Increase Resident Involvements

Not Applicable.

Is the public housing agency designated as troubled under 24 CFR part 902?

N/A

Plan to remove the 'troubled' designation

SP-55 Barriers to affordable housing – 91.215(h)

Barriers to Affordable Housing

In 2019, the City amended its garage ordinance allowing for a waiver of the requirement to build a stall and a half garage for those houses being built for a low-income family.

The City is also in the process of updated its Comprehensive Plan and through that process is reviewing all public policies as they relate to affordable housing development.

Strategy to Remove or Ameliorate the Barriers to Affordable Housing

As the garage ordinance has only affected one organization developing affordable housing in West Des Moines, it is unlikely the City will change the ordinance. If necessary, the City will again be creative in working with an organization and within the confines of the ordinance.

SP-60 Homelessness Strategy – 91.215(d)

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

The City of West Des Moines is a participant in the Polk County Continuum of Care. The Continuum of Care (COC) has developed a system to address homelessness and the priority needs of homeless individuals and families, including homeless subpopulations. The COC addresses the housing and supportive services needs in each stage of the continuum of care process to help homeless persons make the transition to permanent housing and independent living. The City will continue to support the Continuum of Care strategy to meet the needs of homeless persons and those at risk of becoming homeless.

Addressing the emergency and transitional housing needs of homeless persons

The City of West Des Moines will address the emergency and transitional housing needs of homeless persons as a participant in the Polk County Continuum of Care. The City does provide some services, but will mainly work with the COC to address homelessness. No homeless housing is available in the City. The City does provide the Housing Solutions Program which offers Rapid Re-Housing funding for homeless families with minor children in their primary custody. The program provides partial and temporary rent assistance and support services for program participants.

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.

Homeless service providers assist homeless individuals and families to make the transition to permanent and independent living. These service providers are not located in West Des Moines, but are close by in the City of Des Moines.

Help low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families who are likely to become homeless after being discharged from a publicly funded institution or system of care, or who are receiving assistance from public and private agencies that address housing, health, social services, employment, education or youth needs

The City of West Des Moines offers the Homeless Prevention Program though the Human Services Department. The program provides mortgage, rent, and utility assistance to households to remain in their current housing.

SP-65 Lead based paint Hazards – 91.215(i)

Actions to address LBP hazards and increase access to housing without LBP hazards

According to the data in MA-20, there are 8,989 owner and rental housing units built before 1980. That is 34.7% of the housing units at least 40 years old and could contain Lead-Based Paint.

The City of West Des Moines currently administers an owner-occupied rehabilitation program with $12,500 as the maximum amount spent per unit. All units are inspected by a city inspector who is certified in lead-based paint identification. Additionally the general contractor is certified for safe work practices and risk assessment for lead based paint. The City of West Des Moines will continue to use safe lead-based paint practices in all rehabilitation activities.

The City also had an Owner-Occupied Rehabilitation Program funded by CDBG at times. This program has a full lead paint assessment completed by Polk County.

How are the actions listed above related to the extent of lead poisoning and hazards?

The Metro Home Improvement Program (MHIP) and CDBG Owner-Occupied Rehabilitation Program will address lead-based paint on a case-by-case basis.

How are the actions listed above integrated into housing policies and procedures?

Lead-based paint hazards are addressed during any housing rehabilitation involving federal funds.

SP-70 Anti-Poverty Strategy – 91.215(j)

Jurisdiction Goals, Programs and Policies for reducing the number of Poverty-Level Families

The City of West Des Moines has chosen housing and community development goals based on the areas of need shown through the statistical data. As appropriate, the City will leverage federal, state, and local dollars through partnerships with public and private agencies to accomplish our housing and community development goals.

The City adopts a comprehensive approach to housing and community development issues. Currently the City administers a wide variety of programs to meet the needs of the community. It is the plan of the City to utilize the dollars of the Community Development Block Grant Program to fill gaps in services which may exist and expand current services that have proven successful at proactively preventing and reducing existing poverty in our community.

The City will implement programs in the next five years to address the COVID-19 pandemic and its aftermath.

How are the Jurisdiction poverty reducing goals, programs, and policies coordinated with this affordable housing plan

Poverty is a function of income, which is related to education, job training and employment. The City has very little control over the factors that cause poverty. The City may be able to support actions that increase employment skills and opportunities, but the City alone cannot change the level of poverty. Federal and state policies on welfare, health care, and the minimum wage are more crucial to addressing and reducing poverty. The City, in partnership with non-profit agencies and businesses, can influence the chances of moving families and individuals to move up and out of poverty by supporting local and regional efforts to improve family outcomes. The City will support employment skills development programs and will consider funding future projects that benefit West Des Moines residents.

SP-80 Monitoring – 91.230

Describe the standards and procedures that the jurisdiction will use to monitor activities carried out in furtherance of the plan and will use to ensure long-term compliance with requirements of the programs involved, including minority business outreach and the comprehensive planning requirements

The City will monitor all programs it administers to ensure the proper use of funds and compliance with all applicable federal, state, and local laws and regulations. All projects will be actively monitored for compliance with regulations and timely implementation through a cost reimbursement system, quarterly reports (at a minimum), site visits, and yearly audits.

Detailed standards and monitoring procedures will be established for all programs under the Consolidated Plan and in alignment with the Consolidated Plan. The City will pledge long-term compliance for each activity with the appropriate program.

The City will require, at a minimum, quarterly reports from any agency receiving funding. Progress reports will be checked to assure measurable progress is being made to achieve the goals and objectives. Accurate and timely reporting by programs will be the trigger for allocating funds.

The City will monitor programs to ensure:

- Financial management (cost efficiencies)
- Eligible activities
- Quality of services/work performed
- Effective program management policies and procedures
- Environmental clearance
- Labor standards monitoring as applicable
- Outreach to minority businesses
- Proper procurement procedures
- Appropriate expenditures and outcomes

The Community and Economic Development Department has the responsibility for the Consolidated Annual Performance and Evaluation Report (CAPER).

Expected Resources

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

Introduction

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	326,883	0	0	326,883	1,200,000	

Table 5~~59~~ - 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

The City of West Des Moines had been granted only CDBG funds. The five year Strategic Plan includes this First Year Annual Plan for spending $326,883 from the CDBG Program. The FY 2020-21 action plan provides funds for Administration, Transit Pass Program, and Homeless Prevention.

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

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	2020	2024	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 Households Assisted
2	Homeless Prevention	2020	2024	Affordable Housing	City of West Des Moines	Homeless Prevention	CDBG: $231,507	Public service activities for Low/Moderate Income Housing Benefit: 77 Persons Assisted

Table 55~~60~~ – Goals Summary

Goal Descriptions

1	**Goal Name**	Transportation Services
	Goal Description	Provide Transit Pass for the DART system to low income individuals for a 12-month period.
2	**Goal Name**	Homeless Prevention
	Goal Description	Provide up to 3 months of rent/mortgage plus utility assistance to low income households, particularly those affected by COVID-19.

Projects

AP-35 Projects – 91.220(d)

Introduction

The City is continuing to fund programs that have been successful and used by the community.

Projects

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

Table 56~~61~~ – Project Information

Describe the reasons for allocation priorities and any obstacles to addressing underserved needs The allocation of funds was determined by the immediate need of West Des Moines households in response to the COVID-19 pandemic.

AP-38 Project Summary

Project Summary Information

1	**Project Name**	Administration
	Target Area	City of West Des Moines
	Goals Supported	
	Needs Addressed	
	Funding	65,376
	Description	Administration of the CDBG Program
	Target Date	6/30/2021
	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	30,000
	Description	Provide DART bus passes to West Des Moines residents.
	Target Date	6/30/2021
	Estimate the number and type of families that will benefit from the proposed activities	A total of 250 passes will be made available to individuals.
	Location Description	The program will be available to all of the City.
	Planned Activities	
3	**Project Name**	Homeless Prevention
	Target Area	City of West Des Moines
	Goals Supported	Homeless Prevention

	Needs Addressed	Homeless Prevention
	Funding	231,507
	Description	Provide up to 3 months of rent/mortgage and utility payments to households to prevent homelessness; particularly those affected by COVID-19.
	Target Date	6/30/2021
	Estimate the number and type of families that will benefit from the proposed activities	A minimum of 77 households will be assisted.
	Location Description	The program will be available to any West Des Moines resident who qualifies.
	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

Investments will not be allocated geographically.

Geographic Distribution

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

Table 57~~62~~ - Geographic Distribution

Rationale for the priorities for allocating investments geographically

Not applicable.

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	327
Special-Needs	0
Total	327

Table 58~~64~~ - 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 59~~65~~ - One Year Goals for Affordable Housing by Support Type

Discussion

AP-60 Public Housing – 91.220(h)

Introduction

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

There are no public housing units in the City of West Des Moines.

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

There are no public housing units in the City of West Des Moines.

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

Not applicable.

Discussion

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

Introduction

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

The Polk County Continuum of Care will continue to address the emergency, transitional, and permanent housing needs of homeless individuals, families, and special needs population.

Addressing the emergency shelter and transitional housing needs of homeless persons

The Polk County Continuum of Care will continue to address the emergency, transitional, and permanent housing needs of homeless individuals, families, and special needs population.

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 will continue to address the emergency, transitional, and permanent housing needs of homeless individuals, families, and special needs population.

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 is greatly increasing its Homeless Prevention Program in 2020-2021 in response to COVID-19. The City sees a need to assist households in staying in their homes through

rent/mortgage and utility assistance as many have suffered income loss from the pandemic.

In addition, the COC is working actively to assist homeless persons make the transition to permanent housing and independent living.

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 is currently updating its Comprehensive Plan. As part of that zoning ordinances are being reviewed as they relate to the creation of affordable housing.

The City also modified the policy related to garage requirement on new construction. Non-profits can apply for a waiver to the garage requirement if the house is being sold to a low-income household.

Discussion:

AP-85 Other Actions – 91.220(k)

Introduction:

Actions planned to address obstacles to meeting underserved needs

The City of West Des Moines completed a Housing Needs Assessment in 2018. The Assessment has assisted the City in planning efforts related to affordable housing.

A regional Workforce Housing Study was completed in 2019 establishing the number of affordable housing units needed in the next 20 years for the region. West Des Moines was a part of the development of that plan and its implementation.

Actions planned to foster and maintain affordable housing

The City will continue to offer the Metro Home Improvement Program for owner-occupied rehabilitation. The City has also funded the Upper Story Housing Program in Valley Junction through the Woodland Hill Housing TIF. This program provides funding for low-income rental units for a period of 15 years.

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 significant funding of the Homeless Prevention program is intended to assisted families to prevent homelessness as a result of COVID-19. The City is concerned the households will lose their housing because of job loss from the pandemic. The Homeless Prevention Program is a fund to keep people in their homes.

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.

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	1,500
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:	**1,500**

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%

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Appendix - Alternate/Local Data Sources

1	Data Source Name
	List the name of the organization or individual who originated the data set.
	Provide a brief summary of the data set.
	What was the purpose for developing this data set?
	Provide the year (and optionally month, or month and day) for when the data was collected.
	Briefly describe the methodology for the data collection.
	Describe the total population from which the sample was taken.
	Describe the demographics of the respondents or characteristics of the unit of measure, and the number of respondents or units surveyed.

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The purpose of the Amendment is to allocate the CDBG-CV funds (COVID-19 funds).

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.

The Amendment to this plan is to allocate the CDBG-CV funds received through the CARES Act.

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.

An additional goal has been added to the 2019-20 Annual Action Plan in response to COVID-19. The City will fund programs to assist those affected by the COVID-19 pandemic.

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 for the Amendment

The Public Comment period began on April 25, 2020 and ends on April 29, 2020.

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

- City of West Des Moines website

5. Summary of public comments

This could be a brief narrative summary or reference an attached document from the Citizen Participation section of the Consolidated 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 for the Amendment

The Public Comment period began on April 25, 2020 and ends on April 29, 2020.

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

- City of West Des Moines website

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)

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 citizen participation process for the amendment was changed per the waiver from HUD, which allowed for a shorter public comment period. The public comment period for the amendment was 5 days. This change was a result of the COVID-19 pandemic.

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 estimated 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	499,425	0	0	499,425	250,000	An additional $192,295 of CDBG-CV funds has been made available through the CARES Act in response to COVID-19.

Table 5~~1~~ - 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

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

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The additional CDBG-CV funds will be used in the Homeless Prevention program for those affected by COVID-19.

If appropriate, describe publicly 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: $157,905	Public service activities for Low/Moderate Income Housing Benefit: 79 Households Assisted 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 62 – Goals Summary

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

Goal Descriptions

1	**Goal Name**	Transportation Services
	Goal Description	
2	**Goal Name**	Homeless Prevention
	Goal Description	Additional financial resources are being added to this program through the amendment and the award of the CDBG-CV funds from the CARES Act.
3	**Goal Name**	Internet Service
	Goal Description	

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~~3~~ - 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.

The CDBG-CV dollars are going toward Homeless Prevention as that is a need of West Des Moines citizens in response to COVID-19.

AP-38 Project Summary

Project Summary Information

1	**Project Name**	Administration
	Target Area	City of West Des Moines
	Goals Supported	
	Needs Addressed	
	Funding	CDBG: $99,885
	Description	Administration of the City's Community Development Block Grant Program.
	Target Date	6/30/2021
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	
	Planned Activities	Administration of the City's Community Development Block Grant Program and the CDBG-CV funds.
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	Provide 12 month transit passes for Des Moines Area Regional Transit Authority system to low-income West Des Moines residents.
	Target Date	6/30/2020
	Estimate the number and type of families that will benefit from the proposed activities	250 individuals will receive a pass for the DART system good from July 1, 2019 to June 30, 2020.
	Location Description	
	Planned Activities	Provide 12 month transit passes for Des Moines Area Regional Transit Authority system to low-income West Des Moines residents. A minimum of 250 individuals will receive a pass for the DART system good from July 1, 2019 to June 30, 2020.

3	**Project Name**	Homeless Prevention
	Target Area	City of West Des Moines
	Goals Supported	Homeless Prevention
	Needs Addressed	Homeless Prevention
	Funding	CDBG: $157,905
	Description	Assist low and moderate income residents in West Des Moines with rent and/or utilities to prevent eviction and foreclosure.
	Target Date	6/30/2021
	Estimate the number and type of families that will benefit from the proposed activities	At a minimum 79 households will be assisted through the West Des Moines Human Services Homeless Prevention Program.
	Location Description	
	Planned Activities	Assist low and moderate income residents in West Des Moines with rent and/or utilities to prevent eviction and foreclosure. THe CDBG-CV funds will be used to assist those affected by COVID-19 and will assist up to 3 months of rent/mortgage and utility payments.
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	Provide free internet to census tract 110.01, block group 2 externally. A portion of the project is also to provide point-to-point internet to qualifying households through a grant from Microsoft.
	Target Date	6/30/2020
	Estimate the number and type of families that will benefit from the proposed activities	There are over 500 households in the census tract. 107 households will receive the point-to-point free internet in their homes.

	Location Description	Census tract 110.01, Block group 2
	Planned Activities	Provide free internet to census tract 110.01, block group 2 externally. A portion of the project is also to provide point-to-point internet to qualifying households through a grant from Microsoft.

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 84 - Geographic Distribution

Rationale for the priorities for allocating investments geographically

The programs are such for the 2019-20 plan that they are appropriately available to all of West Des Moines.

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	79
Special-Needs	0
Total	79

Table 9~~6~~ - 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~~7~~ - 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 CoC 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

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 Homeless Prevention program is being expanded with the use of CDBG-CV funds to assist those who have been affected by COVID-19. The intention of the additional funds is to keep household in their housing through rent/mortgage and utility payment 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, City Council allocated additional funds in the amount of $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 has 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.

Through the CDBG-CV funds, the City will assist more families to stay in their homes for those who are unable to pay their rent/mortgage because of COVID-19.

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%

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The purpose of the amendment is to eliminate the rental acquisition program and move the funds to the Wi-Fi program.

Executive Summary

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

1. Introduction

This plan is being amended to eliminate the rental acquisition program and move the funds to the Wi-Fi program. The rental acquisition program was not feasible because of environmental review requirements. The additional funds to the Wi-Fi Internet Service will provide additional antennas to the Valley Junction neighborhood.

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

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 for Amendment

The Public Comment period began on April 25, 2020 and ended on April 29, 2020.

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:

- City of West Des Moines website

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 for Amendment

The Public Comment period began on April 25, 2020 and ended on April 29,2020.

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:

- City of West Des Moines website

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)

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 citizen participation process for this the amendment was changed per the waiver from HUD, which allowed for a shorter public comment period. The public comment period for this amendment was 5 days. This change was a result of the COVID-19 pandemic.

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	No public comments were received during the public comment period	No public comments were received during the public comment period	No public comments were received during the public comment period	http://www.wdm.iowa.gov/government/community-economic-development/housing/community-development-block-grant-program
2	Public Hearing	Non-targeted/ broad community	No public comments were recieved during the public comment period	No public comments were recieved during the public comment period	No public comments were recieved during the public comment period	

Table 4 – Citizen Participation Outreach

Expected Resources

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

Introduction

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	310,009	0	0	310,009	250,000	

Table 5~~1~~ - 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

The City of West Des Moines only receives CDBG funds. The Third year Annual Action Plan includes spending $310,009 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: $16,501	Homelessness Prevention: 33 Persons Assisted
4	Internet Service	2015	2019	Non-Housing Community Development	VJ		CDBG: $201,507	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 1203 Persons Assisted

Table 62 – Goals Summary

Goal Descriptions

1	**Goal Name**	Transportation Services
	Goal Description	
2	**Goal Name**	Homeless Prevention
	Goal Description	
4	**Goal Name**	Internet Service
	Goal Description	Provide internet service to Valley Junction neighborhood.

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

Table 7~~3~~ - 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

1	**Project Name**	Administration
	Target Area	City of West Des Moines
	Goals Supported	
	Needs Addressed	
	Funding	CDBG: $62,001
	Description	
	Target Date	6/30/2019
	Estimate the number and type of families that will benefit from the proposed activities	Not applicable
	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	Provide 12 month passes for Des Moines Area Regional Transit (DART) system. Passes are available to low/moderate income West Des Moines residents to be used on the entire DART system throughout the metro.
	Target Date	6/30/2019
	Estimate the number and type of families that will benefit from the proposed activities	250 passes will be available to individuals to use on the DART system throughout the metro.
	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: $16,501
	Description	Assist low-moderate income residents in West Des Moines with rent or utilities to prevent eviction and foreclosure.
	Target Date	6/30/2019
	Estimate the number and type of families that will benefit from the proposed activities	At least 33 households will be assisted with this program.
	Location Description	
	Planned Activities	Assist low-moderate income residents in West Des Moines with rent or utilities to prevent eviction and foreclosure.

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	35
VJ	65

Table 84 - Geographic Distribution

Rationale for the priorities for allocating investments geographically

The Wi-Fi Internet Access program is a Low/Mod Area Benefit program so the funds are targeted to Valley Junction which has two low income census tracks in it.

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	1,486
Special-Needs	0
Total	1,486

Table 9~~6~~ - 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~~7~~ - 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

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

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

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

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

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

Discussion

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

Introduction

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

The West Des Moines Human Services works with homeless persons as they come into their office for assistance with food, clothing and financial assistance.

Addressing the emergency shelter and transitional housing needs of homeless persons

The City offers a Rapid Re-Housing Program through Human Services to offer transitional housing services. The City does not have any emergency shelter beds.

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 City offers a Rapid Re-Housing Program through Human Services to offer transitional housing services. In addition, the City offers the Homeless Prevention Program to assist households with rent/mortgage payments as well as utilities to keep them in their 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.

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. Typically this does not have a negative impact on investment. The ordinance comes into play when working with Habitat for Humanity. The organization typically does not build garages for their homes. Through volunteers and a council member's fundraising efforts a garage was built, so that Habitat for Humanity could build a house in West Des Moines. As the garage ordinance has only affected one organization developing affordable housing in West Des Moines, it is unlikely the City will change the ordinance. If necessary, the City will again be creative in working with an organization and within the confines of the ordinance.

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 is currently (April 23, 2018 to June 6, 2018) available for public review and comment. 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 2018-19.

The Greater Des Moines Habitat for Humanity has completed two Rock the Block events in Valley Junction, West Des Moines.

The City has led the redevelopment of Phenix Elementary School. The building, built in 1939, will be

converted into 17 apartments. Funding for the redevelopment has come from Iowa Economic Development Authority, Iowa Finance Authority, the City of West Des Moines, and Community Housing Initiatives, Inc. (the developer). The property was transferred to CHI in May 2017. It is anticipated the building will be leased beginning August 2018.

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 the City already owned will be replatted into two buildable lots. The lots will be made available to a builder through an RFP for two affordable single family houses.

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 crate 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	8,034
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:	**8,034**

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%

Citizen Participation Plan
2020

Introduction

The City of West Des Moines is required by law to develop and follow detailed, written policies and procedures – a citizen participation plan – to involve the public, particularly low- and moderate-income people, in developing and implementing its Consolidated Plan and its integral components – annual action plans, annual performance reports, and amendments.

The Consolidated Plan is a five-year plan, describing the City's development needs, resources, priorities, and proposed activities to be undertaken under certain U.S. Department of Housing and Urban Development (HUD) programs, including the Community Development Block Grant (CDBG) Program. The City of West Des Moines also prepares an Annual Action Plan describing the programs to be undertaken during one year. And lastly the City prepares the Consolidated Annual Performance Evaluation Report (CAPER) to describe the activities undertaken during a program year.

The City of West Des Moines believes involving the public is a vital part of the Consolidated Plan process. As such, they will provide the public opportunities to participate, and will consult with other public and private agencies providing assisted housing, health services, social services, child welfare agencies (regarding lead-based paint), adjacent local governments (for non-housing community development needs), and local housing authorities in planning and implementing the Consolidated Plan.

This plan provides information on:

- ⇒ Encouraging public participation
- ⇒ Publication of materials
- ⇒ Public hearings
- ⇒ Citizen comment procedures
- ⇒ Process for substantial amendments
- ⇒ Technical assistance provision
- ⇒ Anti-displacement plan
- ⇒ Complaint procedures
- ⇒ Access to information

In response to COVID-19, the City of West Des Moines has modified this Citizen Participation Plan to allow for quick response and changes to its CDBG allocation. The most significant change is going from a typical 30-day public comment period to a 5-day public comment period. This is allowable under a waiver granted by the U.S. Department of Housing and Urban Development (HUD). Also, during the public comment period, plans and amendments will be publicized on the City's website and public comments may be made via email. The plans and amendments will not be available for in-person review at city buildings if those city buildings are closed to the public for public health reasons. If City buildings are open to the public, then copies of the plans and amendments will be available for in-person review. In addition, public

hearings at City Council for approval of such changes may be held through virtual meetings as necessary for public health reasons.

Encouraging Public Participation

The law (24 CFR 91.105) requires the citizen participation plan provide for and encourage public involvement, emphasizing participation by low- and moderate-income people – especially those living in low- and moderate-income neighborhoods. This participation is to occur as the Consolidated Plan, Annual Action Plan and CAPER are being developed, and if any substantial amendments to the documents are proposed. Additionally, the City will encourage minorities, non-English speaking people, and people with disabilities to participate by contacting groups and agencies that represent or serve these populations. Current program documents are in English only, however, if other languages are needed, please contact the Community and Economic Development Department.

The City will provide information to the local housing authorities to ensure that residents of participating in their programs are informed about the entire Consolidated Plan, Annual Action Plan, and CAPER process and their opportunities to participate.

Publication of Materials

The City of West Des Moines will provide program and policy information to stakeholders, including the general public, public and private agencies providing housing assistance, health services, social services, child welfare services, economic development services, job training and employment assistance services, the local housing authorities, and other interested parties. This information will include:

- The funding (grant funds and program income) the City expects to receive through the Community Development Block Grant Program and the estimated amount that will benefit low- and moderate-income people;

- The range of activities that may be undertaken, as well as activities previously funded;

- The City's process of developing the Consolidated Plan, Annual Action Plan, CAPER, and its components;

- The public's role in the program; and

- Other materials as needed to inform and educate the public about the programs.

The proposed and adopted Citizen Participation Plan, Consolidated Plan, Annual Action Plan, CAPER, as well as substantial amendments, will be accessible to the public on the City's website. While City buildings are closed, the plans and amendments will only be available for review on the City's website for public health safety.

A notice of the proposed Consolidated Plan, Annual Action Plan, CAPER, and substantial changes will be published in the Des Moines Register. The notice will describe the plan and/or amendment available for review.

Public Hearings

Notice of all public meetings will be published in the Des Moines Register and posted on the City's website, no less than 4 days prior to the public hearing.

Meeting information will be mailed (traditionally and/or electronically, or faxed) to stakeholders, including public and private agencies providing housing assistance, health services, social services, child welfare services, economic development services, job training and employment assistance services, neighborhood organizations, the local housing authorities, and other interested parties.

In addition, public hearings at City Council for approval of such plans and amendments may be held through virtual meetings as necessary for public health reasons.

Citizen Comment Procedures

Oral comments recorded at a public meeting and written, or emailed comments made during the Consolidated Plan, Annual Action Plan, and/or CAPER process will be accepted by the Community and Economic Development Department during the 5-day public comment period. The comment period associated with a specific activity will be published in the Des Moines Register and on the City's website. All comments will be considered, and all comments will receive a response. A summary of all comments and their responses will be explained to the City Council in the staff report. A summary of all comments will be attached to the final Consolidated Plan, Annual Action Plan and/or CAPER, as appropriate.

Process for Substantial Amendments

Amendments that fall under the definition of "substantial change" shall be subject to a 5-day public comment period. "Substantial change" shall be defined as:

- Any new activity;
- Any deletion of a budgeted activity;
- A 25 percent increase or decrease in an activity; or
- Any change in an activity's national objective designation.

West Des Moines has shorted the public comment period for substantial amendments to adequately respond to the COVID-19 pandemic in our community with CDBG funds. The shorted public comment period allows the City to deliver the funds into the community quicker.

A notice of a substantial amendment will be published in the Des Moines Register, followed by a 5-day public comment period.

All comments will be considered, and all comments will receive a response. All substantial changes must be presented to the City of West Des Moines City Council for action. A summary of all comments and their responses will be explained to the City Council in the staff report.

No amendments may be undertaken prior to the expiration of the public comment period.

Technical Assistance Provision

The Community and Economic Development Department will assist individual's representative of low- and moderate-income people interested in applying for funding for an activity. Requests for technical assistance must be made in writing, specifying the name of the individual requesting assistance, address, phone number and/or email address of a contact person; the nature of technical assistance requested; immediate problems and the reason for the request. The Community and Economic Development Department will determine the level and type of assistance provided.

Anti-displacement Plan

The City of West Des Moines will make all reasonable efforts to ensure that activities undertaken with CDBG Program funds will not cause unnecessary displacement. The City will administer the CDBG Programs in such a manner that careful consideration is given during the planning phase to avoid displacement. Displacement of any nature shall be reserved as a last resort action necessitated only when no other alternative is available and when the activity is determined necessary in order to carry out a specific goal or objective that is of benefit to the public.

If the displacement is precipitated by activities that require the acquisition (either in whole or in part) or rehabilitation of real property directly by the City of West Des Moines or an agent, all appropriate benefits as required by the Uniform Relocation Assistance and Real Property Acquisition Policies' Act of 1970 and amendments will be provided. The "Uniform Act" or the Residential Anti-displacement and Relocation Assistance Plan under Section 104 (d) shall be provided to the displaced person or persons. Information about these programs will be provided to all persons who may potentially be displaced in the form of informational brochures on these programs and explained in detail by the City's staff.

Complaint Procedures

Complaints regarding the Community Development Block Grant Program will be answered by the Community and Economic Development Department staff in a timely and responsive manner. The staff will make every reasonable effort to provide written responses within 15 working days.

Access to Information

Program information and records are available upon request at the Community and Economic Development Department during normal business hours. Such documents include the following:

- All mailing and promotional materials;
- Records of public meetings;
- All key documents, including prior applications, letters of approval, grant agreements, the citizen participation plan, performance reports, evaluation reports, other reports required by the U.S. Department of Housing and Urban Development, the proposed and approved application for the current year;
- Copies of the regulations and issuances governing the program; and
- Documents regarding other important program requirements, such as contracting procedures, environmental policies, fair housing and other equal opportunity requirements, and relocation provisions.

For more information or to submit comments about the programs:

Mail: Community and Economic Development Department
4200 Mills Civic Parkway, Suite 2B
P.O. Box 65320
West Des Moines, IA 50265

Email: Christine.gordon@wdm.iowa.gov

Phone: 515-273-0770

Fax: 515-222-3640

EXHIBIT VI

City of West Des Moines

Outreach Policy for Minority and Women-Owned Business/Contractors 2020

Outreach Policy for Minority and Women-Owned Business/Contractors

The City of West Des Moines will:

- Work with minority and women leaders in the area to promote housing development and increase minority and female participation
- Help local housing developers develop outreach programs to attract minorities and females.
- Utilize the clearinghouse for solicitation of minority owned and female owned businesses
- Utilize non-profit and government organizations for the solicitation of minority owned and female owned businesses.

EXHIBIT VII

RESOLUTION

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST DES MOINES, APPROVING THE CITY OF WEST DES MOINES' 2020-24 CONSOLIDATED PLAN/2020-21 ANNUAL ACTION PLAN, 2019-20 ANNUAL ACTION PLAN – AMENDED (CDBG-CV), 2018-19 ANNUAL ACTION PLAN – AMENDED, CITIZEN PARTICIPATION PLAN, OUTREACH POLICY FOR MINORITY AND WOMEN OWNED BUSINESSES 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 2020-24 Consolidated Plan/2020-21 Annual Action Plan, 2019-20 Annual Action Plan – Amended (CDBG-CV), 2018-19 Annual Action Plan – Amended, Citizen Participation Plan, and Outreach Policy for Minority and Women Owned Businesses through input from City staff and opportunity for public input through the public comment period of April 25, 2020 to April 29, 2020;

WHEREAS, the City has been allocated Community Development Block Grant Funds from the CARES Act in order to assist the community in response to COVID-19;

WHEREAS, the Annual Action Plan has been available for review by the public for five days, April 25, 2020 to April 29, 2020;

WHEREAS, the City of West Des Moines informed citizens of Plans through the City's website and publication in the newspaper of their opportunity to participate in the public comment period and public hearing;

THEREFORE, BE IT RESOLVED that the Council of the City of West Des Moines, Iowa hereby adopts the 2020-24 Consolidated Plan/2020-21 Annual Action Plan, 2019-20 Annual Action Plan – Amended (CDBG-CV), 2018-19 Annual Action Plan – Amended, Citizen Participation Plan, and Outreach Policy for Minority and Women Owned Businesses, dated May 4, 2020, 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 May 4, 2020

_____

Steven K. Gaer
Mayor

ATTEST:

_____

Ryan Jacobson
City Clerk

APPLICATION FOR FEDERAL ASSISTANCE

OMB Approved No. 3076-0006

Version 7/03

2. DATE SUBMITTED May 5, 2020	Applicant Identifier	
3. DATE RECEIVED BY STATE	State Application Identifier	
4. DATE RECEIVED BY FEDERAL AGENCY	Federal Identifier	

1. TYPE OF SUBMISSION:

Application	Pre-application
☐ **Construction**	☐ **Construction**
☑ **Non-Construction**	☐ **Non-Construction**

5. APPLICANT INFORMATION

Legal Name: City of West Des Moines	**Organizational Unit:** Department: Community and Economic Development
Organizational DUNS: 61-873-4032	Division:
Address: Street: 4200 Mills Civic Parkway	**Name and telephone number of person to be contacted on matters involving this application (give area code)** Prefix: / First Name: Clyde
City: West Des Moines	Middle Name
County: Polk, Dallas, Warren, Madison	Last Name Evans
State: Iowa / Zip Code 50265	Suffix:
Country: USA	Email: clyde.evans@wdm.iowa.gov
6. EMPLOYER IDENTIFICATION NUMBER *(EIN)*: 4 2 - 6 0 0 5 3 5 9	Phone Number (give area code) 515-273-0770 / Fax Number (give area code) 515-273-0603

8. TYPE OF APPLICATION:

☑ **New** ☐ **Continuation** ☐ **Revision**

If Revision, enter appropriate letter(s) in box(es) (See back of form for description of letters.) ☐ ☐

Other (specify)

7. TYPE OF APPLICANT: (See back of form for Application Types)

C: Municpal

Other (specify)

9. NAME OF FEDERAL AGENCY: Housing and Urban Development

10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: ☐☐-☐☐☐

TITLE (Name of Program): Community Development Block Grant Program

11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT:

City of West Des Moines' Entitlement Community Development Block Grant Program

12. AREAS AFFECTED BY PROJECT *(Cities, Counties, States, etc.)*:

13. PROPOSED PROJECT

Start Date:	Ending Date:
July 1, 2020	June 30, 2021

14. CONGRESSIONAL DISTRICTS OF:

a. Applicant	b. Project
4th District	4th District

15. ESTIMATED FUNDING:

a. Federal	$ 326,883 .00
b. Applicant	$ .00
c. State	$ .00
d. Local	$ .00
e. Other	$ .00
f. Program Income	$ .00
g. TOTAL	$ 326,883 .00

16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?

a. Yes. ☐ THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON

DATE:

b. No. ☐ PROGRAM IS NOT COVERED BY E. O. 12372

☑ OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW

17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?

☐ Yes If "Yes" attach an explanation. ☑ No

18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT. THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED.

a. Authorized Representative

Prefix	First Name Steven	Middle Name K.
Last Name Gaer		Suffix
b. Title Mayor		c. Telephone Number (give area code) 515-222-3550
d. Signature of Authorized Representative		e. Date Signed

INSTRUCTIONS FOR THE SF-424

Public reporting burden for this collection of information is estimated to average 45 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0043), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

This is a standard form used by applicants as a required face sheet for pre-applications and applications submitted for Federal assistance. It will be used by Federal agencies to obtain applicant certification that States which have established a review and comment procedure in response to Executive Order 12372 and have selected the program to be included in their process, have been given an opportunity to review the applicant's submission.

Item:	Entry:	Item:	Entry:
1.	Select Type of Submission.	11.	Enter a brief descriptive title of the project. If more than one program is involved, you should append an explanation on a separate sheet. If appropriate (e.g., construction or real property projects), attach a map showing project location. For preapplications, use a separate sheet to provide a summary description of this project.
2.	Date application submitted to Federal agency (or State if applicable) and applicant's control number (if applicable).	12.	List only the largest political entities affected (e.g., State, counties, cities).
3.	State use only (if applicable).	13	Enter the proposed start date and end date of the project.
4.	Enter Date Received by Federal Agency Federal identifier number: If this application is a continuation or revision to an existing award, enter the present Federal Identifier number. If for a new project, leave blank.	14.	List the applicant's Congressional District and any District(s) affected by the program or project
5.	Enter legal name of applicant, name of primary organizational unit (including division, if applicable), which will undertake the assistance activity, enter the organization's DUNS number (received from Dun and Bradstreet), enter the complete address of the applicant (including country), and name, telephone number, e-mail and fax of the person to contact on matters related to this application.	15	Amount requested or to be contributed during the first funding/budget period by each contributor. Value of in kind contributions should be included on appropriate lines as applicable. If the action will result in a dollar change to an existing award, indicate only the amount of the change. For decreases, enclose the amounts in parentheses. If both basic and supplemental amounts are included, show breakdown on an attached sheet. For multiple program funding, use totals and show breakdown using same categories as item 15.
6.	Enter Employer Identification Number (EIN) as assigned by the Internal Revenue Service.	16.	Applicants should contact the State Single Point of Contact (SPOC) for Federal Executive Order 12372 to determine whether the application is subject to the State intergovernmental review process.
7.	Select the appropriate letter in the space provided. A. State B. County C. Municipal D. Township E. Interstate F. Intermunicipal G. Special District H. Independent School District I. State Controlled Institution of Higher Learning J. Private University K. Indian Tribe L. Individual M. Profit Organization N. Other (Specify) O. Not for Profit Organization	17.	This question applies to the applicant organization, not the person who signs as the authorized representative. Categories of debt include delinquent audit disallowances, loans and taxes.
8.	Select the type from the following list: • "New" means a new assistance award. • "Continuation" means an extension for an additional funding/budget period for a project with a projected completion date. • "Revision" means any change in the Federal Government's financial obligation or contingent liability from an existing obligation. If a revision enter the appropriate letter: A. Increase Award B. Decrease Award C. Increase Duration D. Decrease Duration	18	To be signed by the authorized representative of the applicant. A copy of the governing body's authorization for you to sign this application as official representative must be on file in the applicant's office. (Certain Federal agencies may require that this authorization be submitted as part of the application.)
9.	Name of Federal agency from which assistance is being requested with this application.		
10.	Use the Catalog of Federal Domestic Assistance number and title of the program under which assistance is requested.		

ASSURANCES - CONSTRUCTION PROGRAMS

OMB Number: 4040-0009
Expiration Date: 02/28/2022

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0042), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the Awarding Agency. Further, certain Federal assistance awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant:, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, the right to examine all records, books, papers, or documents related to the assistance; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will not dispose of, modify the use of, or change the terms of the real property title or other interest in the site and facilities without permission and instructions from the awarding agency. Will record the Federal awarding agency directives and will include a covenant in the title of real property acquired in whole or in part with Federal assistance funds to assure non-discrimination during the useful life of the project.
4. Will comply with the requirements of the assistance awarding agency with regard to the drafting, review and approval of construction plans and specifications.
5. Will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work conforms with the approved plans and specifications and will furnish progressive reports and such other information as may be required by the assistance awarding agency or State.
6. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
7. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
8. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards of merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
9. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
10. Will comply with all Federal statutes relating to non-discrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681 1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29) U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statue(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statue(s) which may apply to the application.

11. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal and federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.

12. Will comply with the provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

13. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333) regarding labor standards for federally-assisted construction subagreements.

14. Will comply with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is $10,000 or more.

15. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).

16. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.

17. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq).

18. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."

19. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.

20. Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or a sub-recipient from (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time that the award is in effect or (3) Using forced labor in the performance of the award or subawards under the award.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	TITLE
Steve Gaer	Mayor
APPLICANT ORGANIZATION	**DATE SUBMITTED**
City of West Des Moines	05/05/2020

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.

_____ _____

Signature of Authorized Official Date

_____

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) ___2020, 2021, 2022____[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.

_____ _____

Signature of Authorized Official Date

_____

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.

APPLICATION FOR FEDERAL ASSISTANCE

OMB Approved No. 3076-0006

Version 7/03

2. DATE SUBMITTED May 5, 2020		Applicant Identifier	
3. DATE RECEIVED BY STATE		State Application Identifier	
4. DATE RECEIVED BY FEDERAL AGENCY		Federal Identifier	

1. TYPE OF SUBMISSION:

Application	Pre-application
☐ **Construction**	☐ **Construction**
☑ **Non-Construction**	☐ **Non-Construction**

5. APPLICANT INFORMATION

Legal Name: City of West Des Moines	**Organizational Unit:** Department: Community and Economic Development
Organizational DUNS: 61-873-4032	Division:
Address: Street: 4200 Mills Civic Parkway	**Name and telephone number of person to be contacted on matters involving this application (give area code)** Prefix: / First Name: Clyde
City: West Des Moines	Middle Name
County: Polk, Dallas, Warren, Madison	Last Name Evans
State: Iowa / Zip Code 50265	Suffix:
Country: USA	Email: clyde.evans@wdm.iowa.gov
6. EMPLOYER IDENTIFICATION NUMBER *(EIN):* 42-6005359	Phone Number (give area code) 515-273-0770 / Fax Number (give area code) 515-273-0603

8. TYPE OF APPLICATION:

☐ **New** ☐ **Continuation** ☑ **Revision**

If Revision, enter appropriate letter(s) in box(es) (See back of form for description of letters.) A

Other (specify) CDBG-CV funds of $192,295

7. TYPE OF APPLICANT: (See back of form for Application Types)

C: Municpal

Other (specify)

9. NAME OF FEDERAL AGENCY: Housing and Urban Development

10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: ☐☐-☐☐☐

TITLE (Name of Program): Community Development Block Grant Program

11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT: City of West Des Moines' Entitlement Community Development Block Grant Program

12. AREAS AFFECTED BY PROJECT *(Cities, Counties, States, etc.):* City of West Des Moines

13. PROPOSED PROJECT

Start Date:	Ending Date:
May 5, 2020	June 30, 2021

14. CONGRESSIONAL DISTRICTS OF:

a. Applicant	b. Project
4th District	4th District

15. ESTIMATED FUNDING:

a. Federal	$ 192,295.00
b. Applicant	$ .00
c. State	$ .00
d. Local	$ .00
e. Other	$ .00
f. Program Income	$ .00
g. TOTAL	$ 192,295.00

16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?

a. Yes. ☐ THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON

DATE:

b. No. ☐ PROGRAM IS NOT COVERED BY E. O. 12372

☑ OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW

17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?

☐ Yes If "Yes" attach an explanation. ☑ No

18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT. THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED.

a. Authorized Representative

Prefix	First Name Steven	Middle Name K.
Last Name Gaer		Suffix
b. Title Mayor		c. Telephone Number (give area code) 515-222-3550
d. Signature of Authorized Representative		e. Date Signed

INSTRUCTIONS FOR THE SF-424

Public reporting burden for this collection of information is estimated to average 45 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0043), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

This is a standard form used by applicants as a required face sheet for pre-applications and applications submitted for Federal assistance. It will be used by Federal agencies to obtain applicant certification that States which have established a review and comment procedure in response to Executive Order 12372 and have selected the program to be included in their process, have been given an opportunity to review the applicant's submission.

Item:	Entry:	Item:	Entry:
1.	Select Type of Submission.	11.	Enter a brief descriptive title of the project. If more than one program is involved, you should append an explanation on a separate sheet. If appropriate (e.g., construction or real property projects), attach a map showing project location. For preapplications, use a separate sheet to provide a summary description of this project.
2.	Date application submitted to Federal agency (or State if applicable) and applicant's control number (if applicable).	12.	List only the largest political entities affected (e.g., State, counties, cities).
3.	State use only (if applicable).	13	Enter the proposed start date and end date of the project.
4.	Enter Date Received by Federal Agency Federal identifier number: If this application is a continuation or revision to an existing award, enter the present Federal Identifier number. If for a new project, leave blank.	14.	List the applicant's Congressional District and any District(s) affected by the program or project
5.	Enter legal name of applicant, name of primary organizational unit (including division, if applicable), which will undertake the assistance activity, enter the organization's DUNS number (received from Dun and Bradstreet), enter the complete address of the applicant (including country), and name, telephone number, e-mail and fax of the person to contact on matters related to this application.	15	Amount requested or to be contributed during the first funding/budget period by each contributor. Value of in kind contributions should be included on appropriate lines as applicable. If the action will result in a dollar change to an existing award, indicate only the amount of the change. For decreases, enclose the amounts in parentheses. If both basic and supplemental amounts are included, show breakdown on an attached sheet. For multiple program funding, use totals and show breakdown using same categories as item 15.
6.	Enter Employer Identification Number (EIN) as assigned by the Internal Revenue Service.	16.	Applicants should contact the State Single Point of Contact (SPOC) for Federal Executive Order 12372 to determine whether the application is subject to the State intergovernmental review process.
7.	Select the appropriate letter in the space provided. A. State B. County C. Municipal D. Township E. Interstate F. Intermunicipal G. Special District H. Independent School District I. State Controlled Institution of Higher Learning J. Private University K. Indian Tribe L. Individual M. Profit Organization N. Other (Specify) O. Not for Profit Organization	17.	This question applies to the applicant organization, not the person who signs as the authorized representative. Categories of debt include delinquent audit disallowances, loans and taxes.
8.	Select the type from the following list: • "New" means a new assistance award. • "Continuation" means an extension for an additional funding/budget period for a project with a projected completion date. • "Revision" means any change in the Federal Government's financial obligation or contingent liability from an existing obligation. If a revision enter the appropriate letter: A. Increase Award B. Decrease Award C. Increase Duration D. Decrease Duration	18	To be signed by the authorized representative of the applicant. A copy of the governing body's authorization for you to sign this application as official representative must be on file in the applicant's office. (Certain Federal agencies may require that this authorization be submitted as part of the application.)
9.	Name of Federal agency from which assistance is being requested with this application.		
10.	Use the Catalog of Federal Domestic Assistance number and title of the program under which assistance is requested.		

ASSURANCES - CONSTRUCTION PROGRAMS

OMB Number: 4040-0009
Expiration Date: 02/28/2022

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0042), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the Awarding Agency. Further, certain Federal assistance awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant:, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, the right to examine all records, books, papers, or documents related to the assistance; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will not dispose of, modify the use of, or change the terms of the real property title or other interest in the site and facilities without permission and instructions from the awarding agency. Will record the Federal awarding agency directives and will include a covenant in the title of real property acquired in whole or in part with Federal assistance funds to assure non-discrimination during the useful life of the project.
4. Will comply with the requirements of the assistance awarding agency with regard to the drafting, review and approval of construction plans and specifications.
5. Will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work conforms with the approved plans and specifications and will furnish progressive reports and such other information as may be required by the assistance awarding agency or State.
6. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
7. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
8. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards of merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
9. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
10. Will comply with all Federal statutes relating to non-discrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681 1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29) U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statue(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statue(s) which may apply to the application.

11. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal and federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.

12. Will comply with the provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

13. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333) regarding labor standards for federally-assisted construction subagreements.

14. Will comply with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is $10,000 or more.

15. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).

16. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.

17. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq).

18. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."

19. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.

20. Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or a sub-recipient from (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time that the award is in effect or (3) Using forced labor in the performance of the award or subawards under the award.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	TITLE
Steve Gaer	Mayor
APPLICANT ORGANIZATION	**DATE SUBMITTED**
City of West Des Moines	05/05/2020

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.

_____ _____

Signature of Authorized Official Date

_____

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.

_____ _____

Signature of Authorized Official Date

_____

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.