

**CITY OF CEDAR FALLS, IOWA**  
**LOW-RENT HOUSING AGENCY COMMUNITY DEVELOPMENT DEPARTMENT**  
**CITIZEN PARTICIPATION PLAN JUNE 9, 2009 JUNE 1, 2020**

The City of Cedar Falls, Iowa ~~Low-Rent Housing Agency City Council~~, after recommendation by the Cedar Falls Housing Commission, hereby adopts the following Citizen Participation Plan in accordance with 24 CFR section 91.105, as amended.

This plan is developed to encourage citizen participation in the development of the Consolidated Plan, any substantial amendments to the Consolidated Plan, Annual Action Plan, and the performance report Consolidated Annual Performance and Evaluation Report (CAPER). It is designed especially to encourage participation by low and moderate income persons, particularly those living in slum and blighted areas and in areas where Community Development Block Grant (CDBG) and HOME Investment Partnership Program (HOME) funds are proposed to be used, and by residents of predominantly low and moderate income neighborhoods, as defined by the jurisdiction.

The City will provide citizens with a reasonable opportunity to comment on the original Citizen Participation Plan and on substantial amendments to the ~~citizen participation~~ plan and will make the plan available for public review. Upon request, the plan will be made available in an accessible format to persons with disabilities.

The City will encourage participation by residents of public and assisted housing developments in the process of developing and implementing the Consolidated Plan and Annual Action Plan, along with other low income residents of targeted revitalization areas in which the developments are located by providing information to the Cedar Falls Community Development Department of Developmental Services.

The University of Northern Iowa's Language Department will be called upon to provide the necessary assistance if the City expects a significant number of non-English speaking citizens to attend Community Development Department public meetings.

**CONSOLIDATED PLAN AND ANNUAL ACTION PLAN DEVELOPMENT**

1. The City will furnish citizens with information concerning the amount of Community Development Block Grant (CDBG) and HOME Investment Partnership Program (HOME) funds expected to be available (including the annual grant, program income, surplus from urban renewal settlement, and proceeds from HUD guaranteed loans) for community development and housing activities, and the range of activities that may be undertaken with those funds. The City will also make available the estimated amount that will benefit persons of low and moderate income at the public hearing (in-person or virtual) on the one-year Annual Action Plan.
2. The City will make every reasonable effort to minimize the number of persons displaced by CDBG funded activities. In the event that a person is displaced by a CDBG undertaking, relocation assistance will be offered in accordance with the Uniform Relocation Assistance Act, as amended.

3. The City will publish a summary of the Consolidated Plan and/or Annual Action Plan in the local newspaper in a manner that affords citizens, public agencies and other interested parties a reasonable opportunity to examine its contents and to submit comments. The City will also make copies of the proposed plans available at the Community Development Department of ~~Developmental Services~~ office and the City Clerk's office for review during public hours. Ten free copies of the proposed plan will be made available. One free copy will be provided to each individual or organization requesting said copy until the supply is exhausted.
4. The City will hold at least one public hearing (in-person or virtual) during the development of the Consolidated Plan and/or Annual Action Plan. Notice of the public hearing (in-person or virtual) will be published in the local newspaper not less than four days or more than twenty days before the public hearing (in-person or virtual), per Iowa Code, as may be amended.
5. There will be a 30-day comment period on the proposed Consolidated Plan and/or Annual Action Plan, unless the US Department of Housing and Urban Development (HUD) waives this requirement and permits a shortened comment period of five days. The City will consider any comments or views of citizens received in writing or orally at the public hearings (in-person or virtual) in preparing the final Consolidated plans. A summary of these comments or views, and a summary of any comments or views not accepted, and the reasons therefore shall be attached to the final Consolidated plans.

#### **AMENDMENTS TO THE CONSOLIDATED PLAN OR ANNUAL ACTION PLAN**

1. The City will amend its an approved plan whenever it makes a decision to: ~~make a~~ change in its allocation priorities or a change in the method of distribution of funds; carry out an activity using funds from any program covered by the Consolidated Plan (including program income), not previously described in the Annual Action Plan; or to change the purpose, scope, location or beneficiaries of an activity.
2. The City will use the following criteria to determine what changes in the planned or actual activities constitute a substantial amendment to the Consolidated Plan and/or Annual Action Plan. Any of the following will require a substantial amendment following this Citizen Participation Plan:
  - a. Changes in the use of CDBG/HOME funds from one eligible activity to another that exceed \$25,000;
  - b. Carrying out a new CDBG/HOME eligible activity in an amount greater than \$25,000; and/or
  - c. Removal of a project previously approved for funding with CDBG/HOME funds.

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

3. The City will publish a summary of the proposed substantial amendment in the local newspaper in a manner that affords citizens, public agencies and other interested parties a reasonable opportunity to examine its contents and to submit comments. The City will also make copies of the proposed substantial amendment available at the Community Development Department of Developmental Services office and the City Clerk's office for review during public hours. Ten copies of the proposed substantial amendment will be made available to the public. One free copy will be provided to each individual or organization requesting said copy until the supply is exhausted.

The Cedar Falls City Council will hold at least one public hearing (in-person or virtual) on the proposed substantial amendment to the Consolidated Plan or Annual Action Plan. Notice of the public hearing (in-person or virtual) will be published in the local newspaper not less than four days or more than twenty days before the public hearing (in-person or virtual), per Iowa Code, as may be amended. There will be a 30-day comment period on the proposed substantial amendments to the Consolidated plans, unless the US Department of Housing and Urban Development (HUD) waives this requirement and permits a shortened comment period of five days.

4. The City will consider any comments or views of citizens received in writing or orally at the public hearings (in-person or virtual) in preparing the final substantial amendment to the Consolidated Plan and/or Annual Action Plan. A summary of these comments or views, and a summary of any comments or views not accepted and the reasons therefore, shall be attached to the final amended Consolidated plan.

#### **CONSOLIDATED ANNUAL PERFORMANCE AND EVALUATION REPORTS (CAPER)**

1. The City will publish notice of the availability of the annual grantee performance report in the local newspaper and will allow a 15-day comment period on the report.
2. The City will consider any comments or views of citizens received in writing or orally at any public hearings (in-person or virtual) that may be held. A summary of any comments received will be attached to the performance report.

#### **PUBLIC HEARINGS (IN-PERSON OR VIRTUAL)**

1. A minimum of two public hearings (in-person or virtual) will be held per year to obtain citizens views and to respond to proposals and questions. These hearings will be held at different stages in the program year. Together, the hearings will address housing and community development needs, development of proposed activities and review of program performance. At least one of these hearings will be held prior to the a proposed Consolidated Plan and/or Annual Action Plan being published for comment adopted by the City Council and submitted to HUD for approval.
2. Notice will be published in the local newspaper at least four days but not more than twenty days before the public hearing (in-person or virtual) including sufficient information about the subject of the hearing to permit informed comment, per Iowa Code, as may be amended.

3. The public hearings (in-person or virtual) will be held at Cedar Falls City Hall at times that provide for maximum citizen participation. The building and meeting rooms ~~is handicap~~ are accessible.
4. The University of Northern Iowa's Language Department will be called upon to provide the necessary assistance if the City expects a significant number of non-English speaking citizens to attend Community Development Department public meetings.

## MEETINGS

Meetings, including public hearings, will be scheduled to provide for as much citizen involvement and attendance as possible. Times may be adjusted from time-to-time based on changing needs.

## AVAILABILITY TO THE PUBLIC

1. The Consolidated Plan and Annual Action Plan as adopted will be available for review in the Community Development Department of ~~Developmental Services~~ Office and at the City Clerk's office during public hours.
2. Any substantial amendments to the Consolidated Plan and Annual Action Plan as adopted will be available for review in the Community Development Department of ~~Developmental Services~~ Office and at the City Clerk's office during public hours.
3. The grantee Consolidated Annual Performance and Evaluation Report (CAPER) will be available for review in the Community Development Department of ~~Developmental Services~~ Office and at the City Clerk's office during public hours.

Upon request, the documents listed above will be made available in an accessible format to persons with disabilities.

## ACCESS TO RECORDS

Information and records relating to the jurisdiction's Consolidated Plan and Annual Action Plan and the jurisdiction's use of assistance under the programs covered by 24 CFR Section 91.105 during the preceding five years will be available to citizens, public agencies and other interested parties. The City will reply to the written request for such information within 15 working days, where practical. The information may not be removed from the Community Development Department of ~~Developmental Services~~ office. If copies of information are requested, the ~~normal~~ current copy charge will apply.

## **TECHNICAL ASSISTANCE**

The Cedar Falls Housing Commission will offer technical assistance to groups representative of persons of low and moderate income that provide a written request for such assistance in developing proposals for funding assistance under any of the programs covered by the Consolidated Plan and/or Annual Action Plan. The nature and extent of such assistance will be at the discretion of the Housing Commission and Community Development ~~Department of Developmental Services~~ staff.

## **COMPLAINTS**

The City will respond to written citizen complaints regarding the Consolidated Plan, Annual Action Plan, amendments and the Consolidated Annual Performance and Evaluation Report. The reply will be made within 15 working days, where practical.

## **USE OF CITIZEN PARTICIPATION PLAN**

The City will follow the Citizen Participation Plan from the date of its adoption until it is amended or repealed by the City Council.

## **CITY RESPONSIBILITY**

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

As amended by the City Council on June 9, 2009 June 1, 2020

~~LOW RENT HOUSING AGENCY  
CITY OF CEDAR FALLS~~

~~Milton D. Hambly, Jr., Chairperson  
Mayor Robert Green~~

ATTEST:

~~Bob Seymour, Community Services Manager  
Jacque Daniels, Cedar Falls City Clerk~~