

Exhibit A

City of Dubuque, Iowa

Citizen Participation Plan

**For the Development of the City's
Community Development Block Grant Program**

Amendment 2025

CITIZEN PARTICIPATION PLAN

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	• 24 CFR Part 91 Subpart B	

Section I. Introduction

This CITIZEN PARTICIPATION PLAN (the "Plan") is a revision of a plan adopted by the City of Dubuque, Iowa (the "City") on September 8, 1992. This Plan reflects changes required by amendments to the Housing and Community Development Act for the Consolidated Plan process. This Plan shall provide for and encourage citizens to participate in the development of the Consolidated Plan and each Annual Action Plan, any substantial amendments to the Consolidated Plan or Annual Action Plan and the annual Performance Report. This Plan follows all requirements of 24 CFR Part 91 Subpart B (Appendix I).

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

The City Community Development Advisory Commission, as provided in Chapter 15 of the City Code, shall sponsor the Consolidated Plan process and shall ensure that this Citizen Participation Plan is followed by the City. The Community Development Advisory Commission shall work with the City Housing Commission and other appropriate City Boards or Commissions in the development of the Consolidated Plan and Annual Action Plan.

Section II. Development of the Consolidated Plan and Annual Action Plans

The Community Development Advisory Commission will hold a series of public meetings and public hearings during the development of the Consolidated Plan and/or Annual Action Plan that would include identification of community housing and non-housing needs, prioritization of needs, strategy development to meet identified needs and budget recommendations to implement those strategies. Citizen access opportunities, as identified in Section V of this Plan, shall be utilized to increase participation in Consolidated Plan development.

In the case of a draft Consolidated Plan and/or Annual Action Plan, a summary of the draft Consolidated Plan and/or Annual Action Plan shall be available for review and distribution as outlined in Section V of this Plan, prior to the commencement of the 30-day public comment period.

In the case of a draft Consolidated Plan and/or Annual Action Plan, **following a 30-day public comment period**, the Community Development Advisory Commission shall hold at least one public hearing as outlined in Section V of this Citizen Participation Plan.

In the case of a final Consolidated Plan and/or Annual Action Plan, the final Consolidated Plan and/or Annual Action Plan shall be available for review and distribution as outlined in Section V of this Plan, prior to the commencement of the 30-day public comment period.

In the case of a final Consolidated Plan and/or Annual Action Plan, **following a 30-day public comment period**, the Community Development Advisory Commission shall hold a public hearing as outlined in Section V of this Citizen Participation Plan.

The final Consolidated Plan and/or Annual Action Plans shall be approved by the Community Development Advisory Commission and forwarded to the City Manager. The City Manager shall forward his or her

recommendation to the City Council, along with the Commission's recommendation, for final action. The City Council shall adopt the Consolidated Plan and/or Annual Action Plan by Resolution prior to submission to HUD.

Any public comments received during the comment period or at the public hearings, written or orally, shall be considered, summarized, and attached to the Consolidated Plan and/or Annual Action Plan prior to submission to HUD. This shall include a summary of any comments or views not accepted and the reasons therefore.

The complete final document shall be available for review as outlined in Section V of this Plan.

Section III. Amendments to the Consolidated Plan and Annual Action Plans

Amendments to the Consolidated Plan and/or Annual Action Plan shall be required whenever the City seeks to:

- a) make a change in its allocation priorities or a change in the method of distribution of funds;
- b) carry out an activity, using funds from any program covered by the Consolidated Plan, not previously described in the Annual Action Plan; or
- c) change the purpose, scope, location or beneficiaries of an activity.

Amendments shall be categorized as "substantial" or "non-substantial". "Substantial" amendments shall mean:

- a) Any change in the purpose, scope, location or beneficiaries of an activity;
- b) The addition of any activity not previously described in the Annual Action Plan, unless its addition is a result of an increase of less than 10% of total funding and anticipated Program Income for the year;
- c) The deletion of any activity in the Annual Action Plan, unless its deletion is a result of a decrease of less than 10% of total funding and anticipated Program Income for the year;
- d) Any change reflecting the increase or decrease of more than 10% of total funding and anticipated Program Income for the year;
- e) Any increase or decrease in allocation priorities defined as:
 - a. 50% change in the project, if the project is funded at 50,000 or less.
 - b. 25% change in the project if the project is funded at 50,001 or more.
- f) Any application for M108 funding.

All other amendments shall be considered "non-substantial". Non-substantial amendments shall be approved by the Community Development Advisory Commission and forwarded to the City Manager. The City Manager shall forward his or her recommendation to the City Council, along with the Commission's recommendation, for final action. The City Council shall adopt the "non-substantial" amendment by Resolution.

In the case of substantial amendment, the substantial amendment shall be available for review and distribution as outlined in Section V of this Plan, prior to the commencement of the 30-day public comment period.

In the case of substantial amendment, **following a 30-day public comment period**, the Community Development Advisory Commission shall hold a public hearing as outlined in Section V of this Citizen Participation Plan.

The substantial amendment shall be approved by the Community Development Advisory Commission and forwarded to the City Manager. The City Manager shall forward his or her recommendation to the City

Council, along with the Commission's recommendation, for final action. The City Council shall adopt the substantial amendment by Resolution prior to submission to HUD. Amendments shall be submitted to HUD as each occurs or at the end of the program year.

Any public comments received during the comment period or at the public hearing, written or orally, shall be considered, summarized, and attached to the substantial amendment prior to submission to HUD. This shall include a summary of any comments or views not accepted and the reasons therefore.

The complete final substantial amendment shall be available for review as outlined in Section V of this Plan.

Section IV. Performance Reports

A Performance Report identifies the final budget expenditure and performance results for each Annual Action Plan activity from the currently completed program year and any outstanding activities from prior program years.

Performance Reports shall be submitted to HUD within 90 days after the close of the City's CDBG program year. The City's program year corresponds to the City's fiscal year which runs from July 1 to June 30 of each year. A Performance Report shall be submitted to HUD by September 30. The Performance Report will include successes and challenges regarding activities with Section V Citizen Access.

In the case of a Performance Report, a summary of the Performance Report shall be available for review and distribution as outlined in Section V of this Plan, prior to the commencement of the 15-day public comment period.

In the case of a Performance Report, the Community Development Commission shall, following a **15-day public comment period**, hold a public hearing as outlined in Section V of this Plan.

The Performance Report shall be approved by the Community Development Advisory Commission and forwarded to the City Manager. The City Manager shall forward his or her recommendation to the City Council, along with the Commission's recommendation, for final action. The City Council shall adopt the Performance Report by Resolution prior to submission to HUD.

Any public comments received during the comment period or at the public hearing, written or orally, shall be considered, summarized, and attached to the Performance Report prior to submission to HUD. This shall include a summary of any comments or views not accepted and the reasons therefore.

The complete Performance Report shall be available for review as outlined in Section V of this Plan.

Section V. Citizen Access

Outreach Efforts

The City is committed to making reasonable and timely access to the needs assessment, strategy development, and budget recommendation process of the Consolidated Plan and/or Annual Action Plans possible for all members of the community, especially low and moderate income persons. The following outreach efforts are illustrative of measures that may be taken as appropriate to provide citizen access to the Consolidated Plan process. Failure to use any one of these shall not be considered a violation of this Plan.

Mailing List: Develop a comprehensive mailing/emailing list of interested parties, public and private agencies that provide assisted housing, health services and social services and use to send summary information and public hearing or comment period notices.

Targeted Survey: Survey service providers, community agencies, and key stakeholder prior to Consolidated

Plan and/or Annual Action Plan development for information regarding community needs, existing services to meet those needs, and their assessment of any gaps in meeting those needs, including new strategies to address outstanding needs.

CityChannel Dubuque: Create and run public service announcements about the CDBG program and Consolidated Plan and/or Annual Action Plan process to inform, educate, and promote citizen participation.

Neighborhood Associations: Invite neighborhood groups to inform, educate and participate in planning and implementation efforts.

Community Events- Engage with residents at community events to meet residents where they are and gather information to inform and develop Consolidated Plan and/or Annual Action Plan.

Church Bulletins: Publicize public comment and public hearing participation opportunities through this medium, especially in churches located in the low/mod income area.

Partner meetings: Engage with stakeholders from public and private agencies to assist with the development, planning and implementation of Consolidated Plan and Annual Action Plans.

Educational Institutions: Engage with area K-12 schools and higher education institutions to engage students and parents of all ages. This may include sharing information via newsletters and PTO groups, attending fairs at colleges and universities, and engaging directly with school administration and students.

CDBG Week: Use this national recognition week to promote local success stories related to CDBG funding. This may include awards, special project open houses, keynote speakers and neighborhood walks with City Council members or other promotion activities.

Print Media: Publicize the proposed Consolidated Plan and/or Annual Action Plan during the 30-day comment period between draft publication and final publication.

All Media: Use media releases, video and online posts, social media, and news and radio to promote the Consolidated Plan and/or Annual Action Plan process and citizen participation opportunities throughout the CDBG program year.

City Website: Use this electronic format to publicize public hearing participation opportunities and to highlight the Consolidated Plan and/or Annual Action Plan development, implementation, and monitoring process.

Public Input Cover Page: Use Public Input One Pager on the cover of any documents that are out for public comment. The Public Input One Pager explains CDBG funds and uses a QR code to encourage the public to comment on the corresponding document in real time.

Public Meetings

The Community Development Advisory Commission shall hold regular monthly public meetings in the Housing Conference Room, Historic Federal Building, 350 West 6th Street, Room 250, Dubuque, Iowa 52001, unless otherwise determined and proper notice given. These meetings shall be used for regular Commission business and when a public hearing is not necessary.

Notice of public meetings shall be sent to all media in accordance with the Iowa Open Meetings Law and shall be posted on the City Clerk's Bulletin Board located on the First Floor of City Hall, 50 W. 13th Street, Dubuque, Iowa 52001 and Housing and Community Development office, Historic Federal Building, 350 West 6th Street, Suite 312, Dubuque, Iowa 52001

Minutes shall be taken of all public meetings and shall be available for public review at the Housing and Community Department, 350 West 6th Street, Suite 312, Dubuque, Iowa 52001 during regular working hours.

All meetings shall be accessible to persons with disabilities, and, upon adequate notice and subject to the availability of assistance, a translator shall be provided for hearing impaired or non-English speaking

residents.

Public Hearings

The Community Development Advisory Commission shall hold public hearings as required by the Consolidated Plan and/or Annual Action Plan process, at times and locations appropriate and convenient for maximum public participation. The Commission shall attempt to hold these hearings at their regularly scheduled meeting time and place. Alternate dates, times and locations may be used as necessary.

Notice of all public hearings shall be published in the official newspaper as designated by the City Council. The notice shall include the time, day, and date of the hearing, its location, a general statement regarding its purpose, date references for comment periods with the listed start and end date (30 days for substantial amendment, Annual Action Plans, and Citizen Participation Plan Amendment, 15 days for CAPER) and any other more specific information required by the Consolidated Plan and/or Annual Action Plan, amendments, Performance Report or Citizen Participation Plan Amendment. Notices shall also be sent to all media in accordance with the Iowa Open Meetings Law.

Minutes shall be taken of all public hearings and shall be available for public review at the Housing and Community Development Department, 350 West 6th Street, Suite 312, Dubuque, Iowa 52001 during regular working hours.

All meetings shall be accessible to persons with disabilities and, upon adequate notice and subject to the availability of assistance, a translator shall be provided for hearing impaired or non-English speaking residents.

Information and Records Availability

The Consolidated Plan [as proposed, adopted or amended], Performance Reports and this Citizen Participation Plan shall be available in print format for public review during regular working hours at the following locations:

City Clerk's Office
50 W. 13th Street
Dubuque, Iowa 52001
563-589-4120

Housing and Community Development Department
350 West 6th Street
Suite 312
Dubuque, Iowa 52001
563-589-4230

Carnegie-Stout Public Library
Reference Desk
360 West 11th Street
Dubuque, Iowa 52001
563-589-4227

Multicultural Family Center
1157 Central Ave
Dubuque, Iowa 52001
563-582-3681

Additional information is available for public review in print format at the offices of the Housing and Community Development Department during regular working hours and includes:

- a) amount of assistance the City expects to receive (including grant funds and program income);
- b) the range of eligible activities that may be undertaken;
- c) the estimated amount of funds anticipated to benefit low and moderate income persons;

- d) the adopted Uniform Relocation Act which regulates public responsibility and actions associated with the displacement of persons resulting from a HUD-funded project; and
- e) records relating to the Consolidated Plan and the City's use of assistance during the preceding five (5) years.
- f) HUD-provided data and any other supplemental information incorporated into plans

This information shall be provided in a format accessible to persons with disabilities, upon adequate notice.

Requests for additional information may be made to the Director of Housing and Community Development at the address and phone listed above. A response shall be provided within fifteen (15) working days of receipt of the request, where practicable.

Summary materials regarding the Consolidated Plan and/or Annual Action Plan, amendments and Performance Reports shall be available without charge. A reasonable number of free copies of the entire Consolidated Plan shall be made available to citizens and groups upon request. Photocopy charges and miscellaneous charges for other related services and materials shall be assessed in accordance with the City's Administrative Policies.

Technical Assistance

Technical assistance shall be provided to groups representative of persons of low and moderate income that request such assistance in developing proposals for funding under any of the activities covered by the Consolidated Plan. The level and type of assistance provided shall be on a case-by-case basis as determined by the City Manager or his or her designee and shall be subject to budgeted resources authorized by the City Council.

Activity Promotion

After the adoption of each Annual Action Plan by the City Council, activities funded in the plan shall be actively promoted to ensure full access to and utilization of funds as budgeted. The Housing and Community Development Department shall have primary responsibility for activity promotion; however, other City departments and subrecipients shall be responsible for ensuring reasonable and timely promotion and access to the projects, programs and services made possible by CDBG and other HUD funding.

Section VI. Complaints

Complaint Procedure

Citizen complaints related to the Consolidated Plan, amendments and/or Performance Report shall be handled in the following manner:

- a) The Director of the Housing and Community Development Department shall accept complaints at any time during the course of the CDBG program year. Although verbal complaints will be accepted, only written complaints will be responded to in writing.
- b) Written complaints, filed in writing, either electronically via the City's web site, or on paper by mail, fax, or e-mail, shall contain a concise statement of the complaint and an explanation of the action desired. The form attached to this Citizen Participation Plan may be used as a template for complaint(s).
- c) Complaints shall be investigated and responses to written complaints shall be made within fifteen (15) working days after a complaint is received.
- d) Copies of the complaint and the response shall be forwarded to the City Manager and the Community Development Advisory Commission.

Should the complainant not be satisfied with the response, the aggrieved person(s) shall:

- e) File the complaint with the City Manager, City Hall, 50 W. 13th Street, Dubuque, Iowa 52001.

Complaints must be received by the City Manager within one (1) year of the alleged occurrence.

- f) Complaints shall be filed in writing and shall contain a concise statement of the complaint, an explanation of the action desired and the reason for dissatisfaction with the initial response.
- g) The City Manager shall forward the complaint to the Community Development Advisory Commission.
- h) The Community Development Advisory Commission shall, at its next regularly scheduled meeting, set a date for a hearing. The aggrieved person(s) shall be notified in writing of the time and place of the hearing. If a complaint is resolved prior to the date of the hearing, the aggrieved person(s) shall request in writing that the complaint be withdrawn.
- i) The Community Development Advisory Commission shall conduct a hearing to review the filed complaint. The hearing shall be open to the public. The aggrieved person(s) may appear in person, by agent or by attorney. All persons wishing to appear before the Commission shall have an opportunity to be heard. Minutes shall be kept of the proceedings of the hearing.
- j) The Community Development Advisory Commission shall forward its recommendation, in writing, to the City Manager within ten (10) working days following the hearing.
- k) The City Manager shall receive and review the recommendation of the Community Development Advisory Commission and shall respond to the aggrieved person(s) within ten (10) working days of the receipt of the recommendation. The Community Development Advisory Commission shall be advised of the action of the City Manager.

Standards for Review

The Community Development Advisory Commission, in its review of the complaint, shall be guided by standards set by HUD under Title I of the Housing and Community Development Act of 1974, as amended, the Code of Ordinances of the City of Dubuque, Iowa and the City's Administrative Policies.

Opportunity for Appeal

If the aggrieved person(s) is unsatisfied with the response of the City Manager, an appeal may be made to the City Council. Such an appeal shall be filed, in writing, with the City Clerk, City Hall, 50 W. 13th Street, Dubuque, Iowa 52001. The appeal shall be forwarded by the City Clerk to the City Council. The Council may, at its discretion, hold a hearing to consider the concerns of the aggrieved person(s).

Upon the completion of their review of the appeal, the City Council shall move to 1) accept the response of the City Manager; or 2) modify the response of the City Manager; or 3) return the complaint to the City Manager for further review.

If the outcome of such an appeal is unsatisfactory, the aggrieved person(s) may file a written appeal with HUD. Correspondence with HUD should be directed to the Community Planning and Development Division, Omaha Office Region VII, Executive Tower, 10909 Mill Valley Road, Omaha, Nebraska, 68154-3955.

COMPLAINT FORM
City of Dubuque Housing and Community Development Department
250 West 6th Street, Suite 312
Dubuque, IA 52001

PLEASE PRINT OR TYPE

1. Name of Person or Organization Submitting Complaint(s)

Name: _____

Address: _____

Phone #: _____

E-Mail Address: _____

2. Nature of Complaint

Please summarize briefly the facts and the desired action or response. If you need more space for additional details, you may attach additional page(s). If your complaint is against an individual, please include that person's name.

3. Previous Action

Have you expressed your complaint to any person at Housing & Community Development

Department verbally? _____ Who was that person?

Have you expressed your complaint to any member of the Citizens Advisory Committee? _____

Who was that person? _____

4. I have read this complaint, including any attachments, and it is true and correct to the best of my knowledge, information and belief.

Signature

Date

Section VII. Anti-Displacement and Relocation Assistance Plan

It is the policy of the City to comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 as amended (URA); the government-wide URA regulations at 49 CFR Part 24, revised section 104 (d) of the Housing and Community Development Act of 1974, as amended; and the final rule at 24 CFR 570.606.

As required under section 104 (d) of the Act, the City will follow a residential anti-displacement and relocation assistance plan providing one-for-one replacement of units [(570.606 (c)(1)]. Consistent with other goals and objectives of the CDBG, HOME, and other funds made available through HUD, the City will comply with its Anti-Displacement/Relocation Policy to minimize the displacement of persons from their homes as a result of any activities assisted under the programs.

Relocation assistance will be provided to each low/moderate income household displaced by the demolition of any housing unit or by the conversion of a low/moderate income dwelling to another use, occurring as a direct result of assisted activities. Persons will be provided assistance as described in 570.606(c)(1) or as described in the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970.

A copy of the Local Anti-Displacement and Relocation Policy can be obtained from the City of Dubuque Housing & Community Development Department.

Section VIII. Amendments to Citizen Participation Plan

The Citizen Participation Plan may be amended following a 30-day public comment period. An Amended Citizen Participation Plan shall be available for review and distribution as outlined in Section V of this Plan, prior to the commencement of the 30-day public comment period.

In the case of an Amended Citizen Participation Plan, **following a 30-day public comment period**, the Community Development Advisory Commission shall hold at least one public hearing as outlined in Section V of this Citizen Participation Plan.

The Amended Citizen Participation Plan shall be approved by the Community Development Advisory Commission and forwarded to the City Manager. The City Manager shall forward his or her recommendation to the City Council, along with the Commission's recommendation, for final action. The City Council shall adopt the Amended Citizen Participation Plan by Resolution.

Any public comments received during the comment period or at the public hearings, written or orally, shall be considered, summarized, and attached to the Amended Citizen Participation Plan prior to the approval of the Community Development Advisory Commission. This shall include a summary of any comments or views not accepted and the reasons therefore.

The complete final document shall be available for review as outlined in Section V of this Plan.