

Des Moines Municipal Housing Agency  
Housing Choice Voucher  
Family Self-Sufficiency Program  
Fair Housing Addendum

In this addendum Des Moines Municipal Housing Agency (DMMHA) will outline the steps DMMHA will take to affirmatively further fair housing in its Housing Choice Voucher (HCV) Family Self-Sufficiency (FSS) program and how it will maintain records of those steps and the impacts made.

In order to affirmatively further fair housing in the HCV FSS program, DMMHA will:

1. In advertising for the FSS coordinator position(s), DMMHA utilizes the City of Des Moines Human Resources department (City). The City posts job openings on the City website for all interested parties to view. The City of Des Moines also periodically places an advertisement in the local newspaper advising of the job opening to reach those who might not have access to computers.
2. DMMHA will market the FSS program to all eligible persons, including persons with disabilities and persons with limited English proficiency.
  - a. DMMHA will present interest flyers to all Housing Choice Voucher participants during the re-certification appointments. On this flyer, the participant indicates whether or not they are interested in the program. This flyer is presented to the participant every time they complete a re-certification.
  - b. DMMHA follows the Limited English Proficiency (LEP) plan to communicate with LEP persons.
  - c. DMMHA will maintain all interest forms for three years.
  - d. DMMHA will record the participant's information that are interested in the program and follow up with the participant for enrollment.
3. DMMHA utilizes buildings and communications that facilitate applications and service delivery to persons with disabilities.
  - a. DMMHA utilizes a TDD system to communicate with persons who communicates with a communication system.
  - b. DMMHA utilizes a language line to communicate with persons who do not speak English.
  - c. DMMHA conducts meetings while the participant brings a translator of their choice who is over the age 18.
  - d. DMMHA logs all participants who use such communication methods.
  - e. DMMHA is located in an assessable location.
4. DMMHA makes referrals to fair housing agencies when requested by the participant.

- a. Such referrals are noted in the participant file.
5. DMMHA informs participants of how to file a fair housing complaint when requested of the participant.
  - a. DMMHA has a posting in the lobby of the office that informs participants/applicants that when requested, DMMHA will give information on how to file a housing complaint.
6. The FSS program has a goal of homeownership, therefore, DMMHA partners with local agencies as described in the FSS action plan to expand housing choices for participants.