



**North Liberty City Council
Regular Session
May 12, 2020**



City Administrator Memo



To **Mayor and City Council**
From **Ryan Heiar, City Administrator**
Date **May 8, 2020**
Re **City Council Agenda –May 12, 2020**

Meeting Note

Tuesday's meeting will be held virtually via Zoom.us and live streamed at [Watch Meetings Live](#) as well as available on the City's Facebook Page. Councilors, staff and other meeting participants will log into the meeting in order to conduct business while the public will be able to watch the debate and decisions being made.

Consent Agenda

The following items are on the consent agenda and included in the packet:

- City Council Minutes (04/28/20)
- Claims
- Liquor License – Mosley's Barbeque and Provisions
- Pay Application #4, Well #5 Re-casing Project, Northway Well and Pump Company, \$55,832.92

Meetings & Events

Tuesday, May 12 at 6:30p.m.
City Council

Monday, May 18 at 7:00p.m.
Library Board

Monday, May 25
Labor Day Holiday – City Offices
Closed

Tuesday, May 26 at 6:30p.m.
City Council

ICAD Presentation by Kate Moreland

Newly appointed ICAD President, Kate Moreland, and Director of Strategic Growth, Tom Banta will be on Tuesday's Zoom meeting to update the City Council on local and regional economic development trends and issues. Ms. Moreland was originally scheduled to attend a meeting in March but the presentation was postponed due to COVID-19. Included in the packet is a slide deck that Ms. Moreland and Mr. Banta will refer to when speaking with the Council. The City contributes \$75,000 per year to ICAD and in return ICAD is the City's economic development arm.

FY21 Social Services Programming Awards

The FY21 Budget includes \$120k in funding for social service programming. Included in the packet are 14 applications from various agencies, totaling just over \$122k. The chart below provides a snapshot of the program and requests being made. Each organization has been invited to call into Tuesday's meeting to present their request. The Mayor will

allow each organization three minutes to present and at the conclusion of the presentations, the City Council will be asked to allocate the social service funds for FY 21.

FY 21 Social Service Funding Applications						
Agency	Program	Requested	Program Cost	%	FY 19 Award	FY 20 Award
Shelter House Community Shelter and Transition Services	Emergency Shelter	\$ 5,000	\$ 50,000	10%	\$ 4,000	\$ 5,000
CommUnity Crisis Services and Food Bank	Basic Needs Program	\$ 10,472	\$ 216,450	5%	\$ 5,000	\$ 5,000
Iowa City Free Medical and Dental Clinic	Medical and Dental Care for North Liberty Residents	\$ 2,500	\$ 8,900	28%	\$ -	\$ 1,500
North Liberty Community Pantry	Pantry Service Expenses/Annual Funding Request	\$ 18,000	\$ 348,700	5%	\$ 16,000	\$ 17,000
United Action for Youth	North Liberty Services	\$ 5,000	\$ 115,000	4%	\$ -	
Domestic Violence Intervention Program	Ensuring Safety for North Liberty Victims of Domestic Violence	\$ 6,600	\$ 48,000	14%	\$ 6,000	\$ 6,500
North Liberty Family Resource Center/Iowa City Community School District	Student and Family Advocates (Elementary Schools)	\$ 35,000	\$ 29,986	13%	\$ 55,000	\$ 55,000
Housing Trust Fund of Johnson County	HTFJC Revolving Loan Fund/Homeowner Minor Rehab	\$ 15,000	\$ 1,571,250	1%	\$ 8,000	\$ 10,000
Big Brothers Big Sisters of Johnson County	Lightning Transition	\$ 4,374	\$ 9,617	45%	\$ 2,500	\$ 3,000
Rape Victim Advocacy Program	Sexual Assault Prevention Education (Safe Dates Healthy Relationship Education, Raise the Bar)	\$ 3,000	\$ 4,000	75%	\$ 2,000	\$ 2,500
Any Given Child	Any Given Child fine arts programming	\$ 5,000	\$ 60,000	8%	\$ 1,000	\$ 2,716
Friends of the Center	SHIIP Medicare Counseling Services	\$ 7,484	\$ 12,474	60%	\$ -	\$ -
Houses into Homes	Basic Comforts of Home	\$ 3,500	\$ 94,500	4%		
Girls on the Run of Eastern Iowa	North Liberty GOTR 2021	\$ 1,000	\$ 5,409	18%	\$ -	\$ -
Total Funds Requested		\$ 121,930			\$ 99,500	\$ 108,216
Total Funds Available		\$ 120,000				
Difference		\$ (1,930)				

2020A Bond Sale

Staff has been working with the City's financial advisor and bond counsel to prepare for selling nearly \$10 million in bonds to cover the costs of projects that have been or will be completed in the near future. The chart to the right identifies the projects and amounts. The resolution on the agenda, which staff recommends approval, is setting a public hearing date for May 26.

2020A Bond Sale - Summary of Projects		
Project	Amount	Type
Ranshaw Way, Phase 2	\$750,000	GO/TIF Bond
Ranshaw Way, Phase 3 & 4	\$2,797,000	GO/TIF Bond
Penn/Front Corridor Improvements	\$1,000,000	GO/TIF Bond
Sub Total	\$4,547,000	
Trails	\$623,000	GO Bond
Dog Park	\$215,000	GO Bond
Penn/Front Corridor Improvements	\$1,000,000	GO Bond
Wastewater Collections Improvements^	\$813,000	GO Bond
Police Station	\$2,750,000	GO Bond
Sub Total	\$5,401,000	
Total	\$9,948,000	
^To be repair with wastewater funds		

IDOT Settlement Agreement

Included on the agenda is a proposed settlement agreement between the City and the Iowa Department of Transportation concerning the repayment of deobligated federal funds from the Ranshaw Way/Highway 965 Phase II project. The agreement establishes terms for the timeframe for repaying the funds, releases the City and its agents from liability to the DOT, and provides that the DOT will cooperate with the City in any future action related to the repayment of the funds. The City Attorney recommends approval.

CDBG Funding Agreement

The City has applied and been approved for \$12,000 in CDBG funds to help offset costs to the emergency childcare program established at the Community Center. This program continues to serve 10 children of parents who are providing essential service job functions during the current pandemic. Staff recommends approval of the agreement with CDBG.



Agenda

City Council
May 12, 2020
Regular Session
6:30 p.m.

NOTICE: Due to the COVID-19 pandemic, public health and safety concerns require City of North Liberty public meetings to be held electronically, so as to limit the spread of the virus. The public is invited to submit questions and comments in advance of the meeting for consideration submitting them to the City Clerk Tracey Mulcahey via email at tmulcahey@northlibertyiowa.org.

This meeting may be accessed by the public as follows:

By internet video:

- On the City of North Liberty website, viewable below.
- On Facebook, at facebook.com/northliberty/
- On YouTube, at www.youtube.com/channel/UCrCw6ipAPjJnd-olpRgPJcg

By phone:

- Call 1 (312) 626 6799. You will need a touchtone phone and to enter the meeting ID: 899 2200 4184 and then the password: 101292

Meetings are rebroadcast on cable and available on-demand on northlibertyiowa.org.

1. Call to order
2. Roll call
3. Approval of the Agenda
4. Consent Agenda
 - A. City Council Minutes, Regular Session, April 28, 2020
 - B. Claims
 - C. Liquor License Renewal, Mosley's
 - D. Well 5 Recasing Project, Pay Application Number 4, Northway Well & Pump Company, \$55,832.92
5. City Engineer Report

6. City Administrator Report
7. Mayor Report
8. ICAD Presentation
 - A. Presentation by Kate Moreland, ICAD
9. Social Service Programs
 - A. Presentation by social service applicants
 - B. Discussion and possible action on social service funding for FY 2020-21
10. 2020A Bond Sale
 - A. Resolution Number 2020-43, A Resolution setting the date for Public Hearings on proposals to enter into a General Obligation Corporate Purpose Loan Agreements
11. Settlement Agreement
 - A. Resolution Number 2020-44, A Resolution authorizing the Settlement Agreement with the Iowa Department of Transportation
12. CDBG Agreement
 - A. Resolution Number 2020-45, A Resolution approving the Community Development Block Grant Agreement between the City of North Liberty and the Iowa Economic Development Authority that establishes the terms and conditions under which grant funds will be used for an emergency childcare program
13. Old Business
14. New Business
15. Adjournment



Consent Agenda

City Council
April 28, 2020
Regular Session
6:30 p.m.

NOTICE: Due to the COVID-19 pandemic, public health and safety concerns require City of North Liberty public meetings to be held electronically, so as to limit the spread of the virus.

Call to Order

Mayor Terry Donahue called the April 28, 2020 Regular Session of the North Liberty City Council to order at 6:30 p.m. Councilors present: RaQuishia Harrington, Chris Hoffman, Annie Pollock, Brent Smith and Brian Wayson.

Others present: Ryan Heiar, Tracey Mulcahey, Grant Lientz, Ryan Rusnak, Kevin Trom, Debra Hilton, Mike Bails, Kyle Sherman and other interested parties.

Agenda

Pollock moved, Harrington seconded to approve the agenda. The vote was all ayes. Agenda approved.

Consent Agenda

Hoffman moved, Smith seconded to approve the Consent Agenda including City Council Minutes from the Regular Session on April 14, 2020; the attached list of Claims; March Revenues; March Treasurer's Report; St. Andrews Drive Project, Pay Application Number 1, Metro Pavers, Inc., \$111,571.42; Dog Park Paving Project, Pay Applications Number 2 & 3, Midwest Concrete, \$2,600; and Dog Park Paving Project Acceptance. The vote was all ayes. Consent agenda approved.

City Engineer Report

City Engineer Kevin Trom reported that at the St. Andrews Drive construction progress meeting this week, the contractor reported on good progress including bringing in fill and compacting it. The east entrance to Centennial Park is open. There will be a short window next week where flaggers will be at the entrance to let cars in and out. Trom reported that design work has started on Ranshaw Way, Phase 5. The City staff review meeting will be soon.

City Administrator Report

City Administrator Ryan Heiar presented an update on the City's COVID-19 response including extended building closures through May 31. Staff will continue to evaluate the situation and will reopen incrementally. The City's Library and Recreation programming, except for Summer Camp, has been cancelled through June. Sixty kids are enrolled in Summer Camp. The program will require distancing and hygiene requirements comparable to the Emergency Childcare Program. The Library's Summer Reading Program will be held virtually. The Library continues contactless curbside pickup. The indoor and outdoor pools, splash pad and playgrounds are closed.

indefinitely. Ballfields are closed for organized sports through June. City Clean Up Day was postponed to the Fall. With all closures, cancellations, and changes happening, staff is working to be nimble. Staff's goal is to set a standard that the rest of the community can follow. The City continues to provide all the services possible.

Heiar reported that the Police Department new building is very close. Furnishings are installed. The walk through for the final punch list will be this week.

The next meeting is a pretty full agenda. The agenda will have social services applications, an update from ICAD and starting proceedings for upcoming borrowing.

Council discussed the report with Heiar.

Mayor Report

Mayor Terry Donahue reported on the communication from Sara Barron from the Johnson County Affordable Housing Coalition. Council discussed the possibility of implementing a program for water/sewer relief. Mulcahey provided a summary of the City's current plan for assisting customers facing with financial difficulties due to COVID-19. Council encouraged the requirement of proof of unemployment for the program.

Urban Renewal – Diamond Dreams

Hoffman moved, Pollock seconded to approve the third consideration and adoption, Ordinance 2020-01, An Ordinance Providing for the Division of Taxes Levied on Taxable Property in the March, 2020 Addition to the North Liberty Urban Renewal Area, Pursuant to Section 403.19 of the Code of Iowa. The vote was: ayes – Hoffman, Smith, Pollock, Harrington, Wayson; nays – none. Motion carried.

Kyle Sherman and Mike Bails from the Diamond Dreams project presented information on the plan. Heiar summarized the agreement for the City Council. Smith moved, Wayson seconded to approve Resolution Number 2020-40, A Resolution amending Development Agreement with Diamond Dreams Sports Academy, LLC, authorizing annual appropriation tax increment payments and pledging certain tax increment revenues to the payment of the agreement. After discussion, the vote was: ayes – Harrington, Hoffman, Pollock, Smith, Wayson; nays – none. Motion carried.

Employee Handbook

Debra Hilton presented information on the updated employee handbook. Council discussed the revisions with Hilton. Harrington moved, Wayson seconded to approve Resolution Number 2020-41, A Resolution approving the revised personnel manual. The vote was: ayes – Pollock, Smith, Wayson, Hoffman, Harrington; nays – none. Motion carried.

Lientz presented information on the resolution. Smith moved, Hoffman seconded to approve Resolution Number 2020-42, A Resolution declaring that certain fundraising activities by City of

North Liberty employees serve a public purpose. The vote was: ayes – Pollock, Smith, Wayson, Harrington, Hoffman; nays – none. Motion carried.

Old Business

No old business was presented.

New Business

Councilor Hoffman thanked City staff for the ballfield conversations. The Mayor has sent a questionnaire to Matt Eckhart relating to the NLCBS upcoming season to create a planning document for the future. Councilor Smith expressed his concerns regarding the announcement of closures of the ballfields through June and requested reconsideration of the closure date. Mayor Donahue stated that all decisions are reviewable and will be revisited with data updates.

Mayor Donahue asked all on the call their status.

Adjournment

Mayor Donahue adjourned the meeting at 7:25 p.m.

CITY OF NORTH LIBERTY

By: _____
Terry L. Donahue, Mayor

Attest: _____
Tracey Mulcahey, City Clerk

Applicant License Application (LC0044512)

Name of Applicant: <u>Iowa Hickory LLC</u>		
Name of Business (DBA): <u>Mosley's</u>		
Address of Premises: <u>125 E. Zeller St.</u>		
City <u>North Liberty</u>	County: <u>Johnson</u>	Zip: <u>52317</u>
Business <u>(319) 471-2577</u>		
Mailing <u>125 E. Zeller St.</u>		
City <u>North Liberty</u>	State <u>IA</u>	Zip: <u>52317</u>

Contact Person

Name <u>Sean Keller</u>	
Phone: <u>(319) 471-2577</u>	Email <u>sean.keller7@gmail.com</u>

Classification Class C Liquor License (LC) (Commercial)

Term:12 months

Effective Date: 06/01/2020

Expiration Date: 05/31/2021

Privileges:

Catering Privilege

Class C Liquor License (LC) (Commercial)

Outdoor Service

Sunday Sales

Status of Business

BusinessType: <u>Limited Liability Company</u>	
Corporate ID Number: <u>XXXXXXXXXX</u>	Federal Employer ID <u>XXXXXXXXXX</u>

Ownership

Sean Keller

First Name: <u>Sean</u>	Last Name: <u>Keller</u>	
City: <u>NORTH LIBERTY</u>	State: <u>Iowa</u>	Zip: <u>52317</u>
Position: <u>Owner</u>		
% of Ownership: <u>52.95%</u>	U.S. Citizen: <u>Yes</u>	

Matthew Swift

First Name: <u>Matthew</u>	Last Name: <u>Swift</u>	
City: <u>Iowa City</u>	State: <u>Iowa</u>	Zip: <u>52240</u>
Position: <u>Owner</u>		
% of Ownership: <u>47.05%</u>	U.S. Citizen: <u>Yes</u>	

Insurance Company Information

Insurance Company: Society Insurance

Policy Effective Date: 06/01/2020

Policy Expiration 06/01/2021

Bond Effective

Dram Cancel Date:

Outdoor Service Effective

Outdoor Service Expiration

Temp Transfer Effective

Temp Transfer Expiration Date:



North Liberty Police Department

5 E Cherry St•PO Box 77•North Liberty, Iowa•52317•(319) 626-5724/Fax: 5743

March 30, 2020

Liquor License Check

Business: Mosley's
125 E. Zeller Street
North Liberty, IA 52317

Owners: Sean Keller (DOB: 1979)
Matthew Swift (DOB: 1982)

The North Liberty Police Department does not have any documented contacts with the owners or premise in conflict with their liquor license.

I recommend the license be granted.

This record check was conducted by Sergeant Mitch Seymour.





State of Iowa ABD approval statement from the following county department

Legal Name of Applicant: _____

Name of Business (DBA): _____

Mosely's

Address of Business: _____

Business Phone: _____

Email: _____

State of Iowa ABD License #: _____

Johnson County Health Department:

☒ The above referenced business possesses a valid Johnson County Public Health food license.

Name: _____

James Lacina

Title: _____

Env. Health Manager

Date: _____

3/27/20

Signature: _____

James Lacina

Date:

Name of Business:

Address:



Fire Inspection Form

SITE	Code Section	Yes	No
1) Address #s are Posted & Visible	IFC 505.1		
2) Keys in Knox Box are Current	IFC 506.2		
3) Premise is Free of Waste Accumulation	IFC 304.1.1		

ASSEMBLY OCCUPANCIES	Code Section	Yes	No	N/A
4) Occupant Load Sign(s) are Posted	IFC 1004.3			

FIRE EXTINGUISHERS	Code Section	Yes	No
5) Fire Extinguishers have Current Annual Inspection Tag	IFC 901.6.1		
6) Fire Extinguishers have been Visually Checked Monthly (Date & Initial Tag)	NFPA 7.2.1.2		
7) Fire Extinguishers are Unobstructed & Unobscured	IFC 906.6		
8) Fire Extinguishers are Mounted on a Bracket or in a Fire Extinguisher Cabinet	IFC 906.7		

EMERGENCY & EXIT LIGHTS	Code Section	Yes	No
9) Emergency Lights Illuminate when Tested (Use Test Button)	IFC 1008.3.4		
10) Exit Signs are Illuminated	IFC 1013.3		
11) Exit Signs Illuminate when Tested (Use Test Button)	IFC 1013.3		

ELECTRICAL	Code Section	Yes	No	N/A
12) Electrical Panels have at least 3 Feet of Clearance in Front of Panel	IFC 605.3			
13) There is No Exposed Wiring	IFC 605.6			
14) Extension Cords are Not being Used for Permanent Wiring	IFC 605.5			
15) Surge Protectors are Mounted/Secured and Plugged Directly into an Outlet	IFC 605.4.1			

EXIT ACCESS & DOORS	Code Section	Yes	No	N/A
16) Exits are Unobstructed Exit Signs are Illuminated	IFC 1031.2			
17) Corridors & Aisles are Unobstructed	IFC 1003.6			
18) Exit Doors Open Freely	IFC 1010.1.3			

STORAGE	Code Section	Yes	No	N/A
19) Storage is at least 18" below Sprinkler Heads in Sprinklered Buildings	IFC 315.3.1			
20) Storage is at least 24" below Ceiling in Non-Sprinklered Buildings	IFC 315.3.1			
21) Kitchen Cleaning Rags are Disposed of in a Non-Combustible Container	IFC 304.3.1			

COMPRESSED CYLINDERS	Code Section	Yes	No	N/A
22) Compressed Gas Cylinders are Secured or Chained	IFC 5303.5.3			

Provide Explanation for any "No" Answers Below

Inspection Completed by: _____

Signature: _____



ENGINEERS JOINT CONTRACT
DOCUMENTS COMMITTEE

Contractor's Application for Payment No.

4

Application Period: January thru April	Application Date: 4/29/2020
To (Owner): City of North Liberty	From (Contractor): Northway Well & Pump Company
Project: Well 5 Re-Casing Project	Via (Engineer): Fox Engineering
Owner's Contract No.:	Contractor's Project No.:
	Engineer's Project No.: 3373-19A

Application For Payment

Change Order Summary

Approved Change Orders		
Number	Additions	Deductions
C/O#1		
C/O#2	\$41,060.00	
C/O#3	\$33,356.90	
TOTALS	\$74,416.90	
NET CHANGE BY CHANGE ORDERS	\$74,416.90	

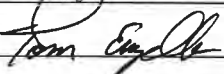
1. ORIGINAL CONTRACT PRICE.....	\$	\$519,436.92
2. Net change by Change Orders.....	\$	\$74,416.90
3. Current Contract Price (Line 1 + 2).....	\$	\$593,853.82
4. TOTAL COMPLETED AND STORED TO DATE (Column F total on Progress Estimates).....	\$	\$412,855.50
5. RETAINAGE:		
a. 5% X \$412,855.50 Work Completed.....	\$	\$20,642.78
b. X Stored Material.....	\$	
c. Total Retainage (Line 5.a + Line 5.b).....	\$	\$20,642.78
6. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5.c).....	\$	\$392,212.72
7. LESS PREVIOUS PAYMENTS (Line 6 from prior Application).....	\$	\$336,379.80
8. AMOUNT DUE THIS APPLICATION.....	\$	\$55,832.92
9. BALANCE TO FINISH, PLUS RETAINAGE (Column G total on Progress Estimates + Line 5.c above).....	\$	\$201,641.10

Contractor's Certification

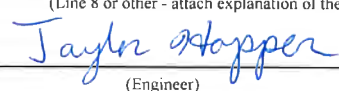
The undersigned Contractor certifies, to the best of its knowledge, the following:

- (1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment;
- (2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all Liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such Liens, security interest, or encumbrances); and
- (3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

Contractor Signature

By:  Date: May 5, 2020 12/13/2019

Payment of: \$ **55,832.92**
(Line 8 or other - attach explanation of the other amount)

is recommended by:  **5/5/2020**
(Engineer) (Date)

Payment of: \$ _____
(Line 8 or other - attach explanation of the other amount)

is approved by: _____
(Owner) (Date)

Approved by: _____
Funding or Financing Entity (if applicable) (Date)



ICAD Presentation

North Liberty

— ICAD Group Update 2019 —

Who We Are

ICAD's mission is to create, collaborate and lead regional economic development initiatives that contribute to the creation and growth of companies, wealth and quality jobs through a spirit of innovation and a culture of sharing that transforms knowledge into economic opportunity.

Formed in 1984, ICAD Group serves the communities of Iowa City, Coralville, North Liberty, Kalona, Solon, Tiffin, Tipton, the Amana Colonies, West Branch, West Liberty, and Johnson County.

ICAD Group is available to assist interstate commerce companies with location or expansion projects, workforce development, and entrepreneurial services.

Our Clients

Our North Liberty Clients

- Centro
- CompleWare Corporation
- GEICO
- Heartland Express
- J.M. Swank Inc.
- JMI Laboratories
- Spotix
- Moxie Solar
- Coles Quality Foods

Sample of Other ICAD Clients

- ACT
- Bankers Advertising / Tru Art Color Graphics
- CIVCO Medical Solutions
- IDx
- Innovative Software Engineering
- Loparex
- Pearson
- Procter & Gamble
- ProCircular
- West Music
- ... and more!

GROW **YOUR BUSINESS**

**SALES ARE
INCREASING**

57.1%

— of North Liberty companies
saw an increase in sales

**MARKET SHARES
ARE INCREASING**

43%

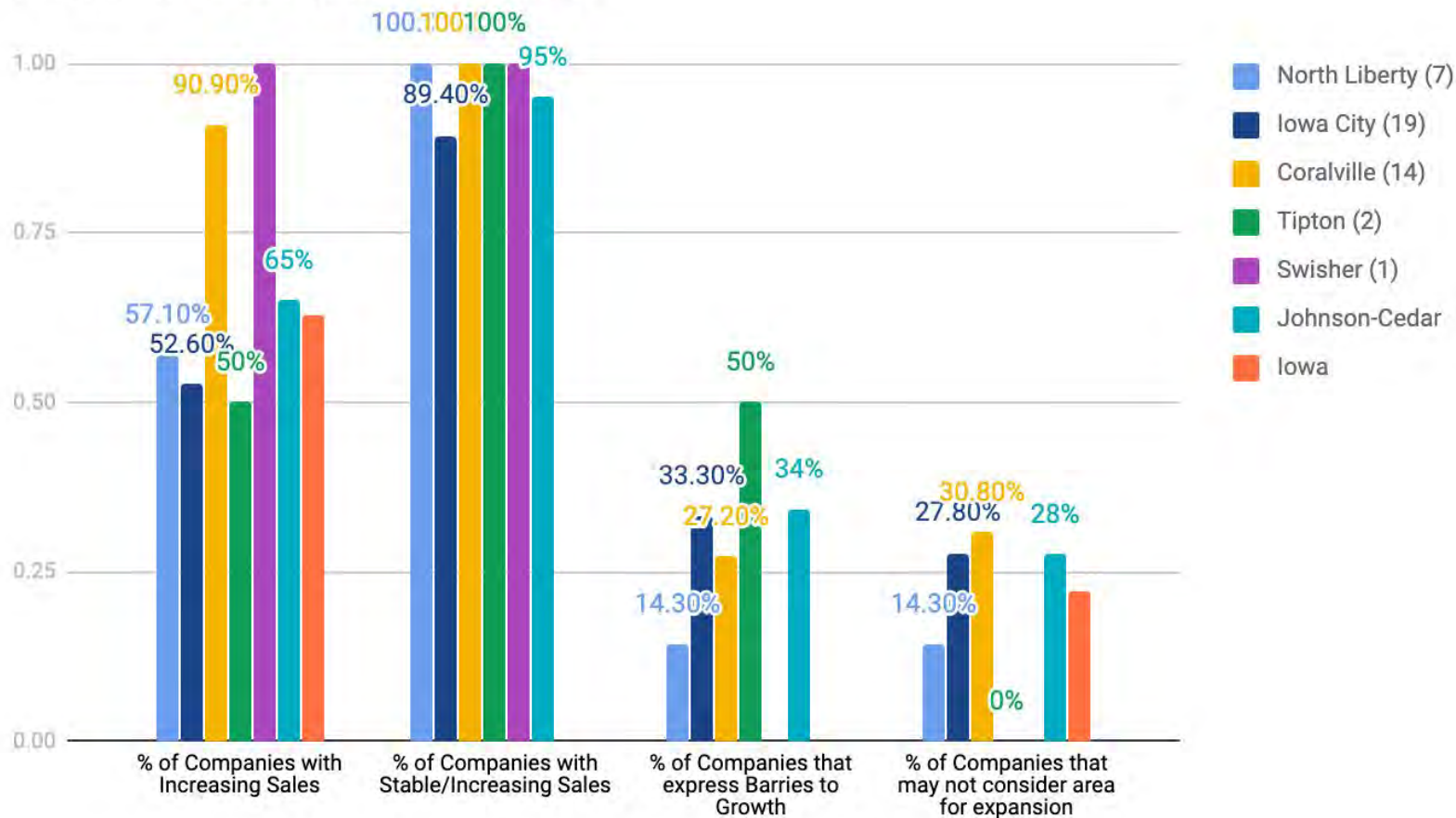
— of North Liberty companies
saw an increase in market
share

COMPANIES ARE EXPANDING

57.1%

— of North Liberty companies
plan to expand in the next
three years

Sales, Market Share, and Expansion



COMPANIES ARE INNOVATING

71.4%

of North Liberty companies have introduced
new products in the past five years

71.4%

of North Liberty companies plan to introduce
new products in the next two years

**JOBS ARE
BEING CREATED**

345

the # of jobs added by North
Liberty companies in 2019

Workforce



MAKE THINGS HAPPEN

Iowa EdTech Collaborative

The Iowa EdTech Collaborative is a network of internationally-known education companies, successful EdTech startups, educators, and economic development leaders who are working collectively to grow human-centered K-12 and lifelong learning in the State of Iowa.



Skills Based Hiring



The rapid adoption of new technologies has created challenges for many employers, from shortage of skilled workers to high turn over rates, resulting in the way we need to hire, train and develop our workforce.

Skillful helps employers address this challenge by accelerating the adoption of skills-based practices to support talent acquisition and retention.

We're In This Together

We are proud to partner with the Iowa City Area Business Partnership, Think Iowa City & the Iowa City Downtown District on a new resource website; icareatogether.com.

This new website is intended to house all COVID-19 relevant resources, news updates, applications and opportunities for businesses, employees and the community.





Social Service Programs



FY 2021 Social Service Applications

FY 21 Social Service Funding Applications

Agency	Program	Requested	Program Cost	%	FY 19 Award	FY 20 Award
Shelter House Community Shelter and Transition	Emergency Shelter	\$ 5,000.00	50,000.00	10.00%	4,000.00	\$ 5,000.00
CommUnity Crisis Services and Food Bank	Basic Needs Program	\$ 10,472.00	216,450.00	4.84%	5,000.00	\$ 5,000.00
Iowa City Free Medical and Dental Clinic	Medical and Dental Care for North Liberty Residents	\$ 2,500.00	8,900.00	28.09%	-	\$ 1,500.00
	Pantry Service Expenses/Annual Funding					
North Liberty Community Pantry	Request	\$ 18,000.00	348,700.00	5.16%	16,000.00	\$ 17,000.00
United Action for Youth	North Liberty Services	\$ 5,000.00	115,000.00	4.35%	-	
	Ensuring Safety for North Liberty Victims of Domestic Violence	\$ 6,600.00	48,000.00	13.75%	6,000.00	\$ 6,500.00
Domestic Violence Intervention Program	Domestic Violence					
North Liberty Family Resource Center/Iowa City Community School District	Student and Family Advocates (Elementary Schools)	\$ 35,000.00	259,986.00	13.46%	55,000.00	\$ 55,000.00
	HTFJC Revolving Loan Fund/Homeowner					
Housing Trust Fund of Johnson County	Minor Rehab	\$ 15,000.00	1,571,250.00	0.95%	8,000.00	\$ 10,000.00
Big Brothers Big Sisters of Johnson County	Lightning Transition	\$ 4,374.00	9,617.00	45.48%	2,500.00	\$ 3,000.00
	Sexual Assault Prevention Education (SafeDates Healthy Relationship Education, Raise the Bar)	\$ 3,000.00	4,000.00	75.00%	2,000.00	\$ 2,500.00
Rape Victim Advocacy Program	Raise the Bar					
Any Given Child	Any Given Child fine arts programming	\$ 5,000.00	60,000.00	8.33%	1,000.00	\$ 2,716.00
Friends of the Center	SHIIP Medicare Counseling Services	\$ 7,484.40	12,474.00	60.00%	-	\$ -
Houses into Homes	Basic Comforts of Home	\$ 3,500.00	94,500.00	3.70%		
Girls on the Run of Eastern Iowa	North Liberty GOTR 2021	\$ 1,000.00	5,408.95	18.49%	-	\$ -
Total requested		<u>\$ 121,930.40</u>			<u>99,500.00</u>	<u>\$ 108,216.00</u>



SOCIAL SERVICES FUNDING APPLICATION – FY 2021

North Liberty City Council has allocated funds in the FY 2021 (July 1, 2020 – June 30, 2021) budget for social service programs and projects. These funds are for both annual funding and smaller projects and contributions to innovative programs. New applicants are encouraged to contact Tracey Mulcahey at 319/626-5712 or tmulcahey@northlibertyiowa.org before completing the application. *Council has emphasized the focus of innovative, new projects and deemphasized the funding of personnel.*

General Information

Agency Name:

Shelter House

Agency Contact:

Mark Sertterh

Position:

Associate Executive Director

Address:

429 Southgate Ave., Iowa City, IA 52240

Phone:

319-351-0326

Email:

mark@shelterhouseiowa.org

Website:

www.shelterhouseiowa.org

Agency Mission Statement:

Shelter House provides safe shelter and helps people improve the quality of their lives as they move beyond homelessness

Tax Status:

Non-Profit 501(c)(3)

Program/Project Information

Program/Project Title:

Emergency Shelter

Program/Project Expenditures

Expense (List all expenses by category, using another sheet if necessary)	Amount
Personnel	No Personnel Costs Included
Utilities--Electric, Water, Sewer, Gas	\$35,000
Program Supplies--Laundry Detergent, Trash Bags, Toilet Paper	\$15,000
Total:	\$50,000

Sources of Program/Project Funds

Source of Funds (List all sources, using another sheet if necessary)	Amount/Percentage of total cost
Johnson County	\$15,000/30%
City of Iowa City	\$15,000/30%
City of Coralville	\$7,000/14%
Emergency Food and Shelter Program--FEMA	\$8,000/16%
City of North Liberty	\$5,000/10%
Total:	\$5,000

Anticipated/Actual start date:

7/1/2020

Anticipated Program/Project completion date:

6/30/2020

Application Information

1. Describe the program/project.

Shelter House's emergency shelter program is Johnson County's only general use homeless shelter that serves people experiencing a housing crisis. The year round facility can accommodate up to 70 people each night and serves men, women, and families. In the most recent program year, 907 people were served with 149 of them being children. Guests staying in shelter are served 2 meals per day and are given locker space to store personal belongings. Guests also have access to bathroom facilities that include showers and have access to all personal care items and toiletries.

In addition to providing a safe place to be during the crisis of homelessness and have their most basic needs met, people also have access to numerous services to help them move beyond homelessness and move into a more stable and permanent living situation. Shelter House staff work side by side with the client to address barriers such as employment, income, mental health, substance use, childcare, medical, domestic violence, or any other issues that caused or contributed to their homelessness.

Shelter House is requesting funds to help with the costs of utilities and program supplies.

2. What specific need in the community is the Agency addressing with this program/project? (Describe the extent of the problem, and the major factors in the community contributing to the problem.)

Emergency shelter addresses homelessness in all of Johnson County. Homelessness is a very complex issue with many factors that contribute to a household having a crisis that causes them to have a housing crisis. There are thousands of households in the community that are living in poverty who are 1 event (i.e. job loss, illness, injury, family breakup, domestic violence, mental health crisis, etc.) from being homeless.

There are many contributing factors to homelessness in the community, with poverty, unemployment, mental health, substance use, lack of affordable housing, and domestic violence accounting for a large number of them. Emergency shelter gives people a place to start to become stable and engage in services with our agency that helps them turn their lives around and get back into stable housing.

3. How many North Liberty residents will you be serving with this program/project?

In Shelter House's most recent program year, 69 individuals reported that "their last permanent address" was North Liberty--which is 7%. It is projected that 70 people from North Liberty would be served.

4. Provide a succinct, specific description of your primary target population(s).

Shelter House provides services to men, women, and families who are experiencing homelessness in Johnson County.

5. What percentage of the program/project benefits North Liberty residents?

It is anticipated that 7-10% of the program will benefit North Liberty residents.

6. How will this program/project benefit the community of North Liberty?

The emergency shelter program at Shelter House benefits anyone in Johnson County who are experiencing homelessness--including North Liberty residents. By supporting the only general use homeless shelter in the county, the City of North Liberty will help ensure that this service is available to their residents when they are most in need. By providing a safe environment for residents during these crises that arise, Shelter House is then able to connect households, with supports, to increase income, housing and re-stabilize their lives.

7. Describe your efforts to outreach to residents of North Liberty in providing accessibility to your programs and services.

Many referrals to Shelter House from North Liberty are from Student and Family Advocates from the Iowa City School District (and 1 from North Bend Elementary last year).

The North Liberty Community Pantry also has referral information available for people who need information and may be housing insecure and in need of shelter. Shelter House also gives information and presentations to North Liberty faith communities as they make referrals also.

8. If this funding is not available, describe the impact of that decision on the Agency and the program/project these funds would have supported.

Emergency shelter will still exist through Shelter House if funding is not secured from the City of North Liberty. The other large municipalities (Johnson County, Iowa City, Coralville) continue to provide support for emergency shelter. The United Way, US Housing and Urban Development, and private fundraising cover balance of the other personnel costs of emergency shelter. Shelter House would attempt to pursue other grant opportunities and try to increase fundraising efforts to fully fund the rest of the shelter program.

Hours of operation would be reduced if Shelter House is unable to cover a deficit in the emergency shelter budget

9. List all amounts and years of funds previously received from the City of North Liberty.

FY'16--\$1,000
FY' 18--\$4,000
FY'19--\$5,000

10. If you have previously participated in the City of North Liberty's social services funding opportunity, have you completed required reports?

Yes

I give permission to the City of North Liberty to reproduce and use any photographs taken at my program/project and/or that are submitted as part of our program summary report.

Signature

Mark Sertterh

Digitally signed by Mark Sertterh
Date: 2020.03.20 17:30:02
-05'00'

Date

3/20/2020

Send one grant application via email to Tracey Mulcahey at tmulcahey@northlibertyiowa.org. Do not send any hard copies of applications.

Submission deadline: Applications will be accepted until March 20, 2020 with awards made at a Council meeting in April.

Annual reports on awarded projects/programs are due by August 31, 2021. Reminder notices will be emailed in July.



SOCIAL SERVICES FUNDING APPLICATION – FY 2021

North Liberty City Council has allocated funds in the FY 2021 (July 1, 2020 – June 30, 2021) budget for social service programs and projects. These funds are for both annual funding and smaller projects and contributions to innovative programs. New applicants are encouraged to contact Tracey Mulcahey at 319/626-5712 or tmulcahey@northlibertyiowa.org before completing the application. *Council has emphasized the focus of innovative, new projects and deemphasized the funding of personnel.*

General Information

Agency Name: **CommUnity Crisis Services and Food Bank**

Agency Contact: **Becci Reedus**

Position: **Executive Director**

Address: **1121 S. Gilbert Ct.**

Phone: **319-351-2726 ext 109**

Email: **becci.reedus@builtbycommunity.org**

Website: **www.builtbycommunity.org**

Agency Mission Statement:

CommUnity Crisis Services and Food Bank is a volunteer-driven organization that provides immediate and non-judgmental support for individuals facing emotional, food, or financial crisis.

Tax Status:

501 (c)3

Program/Project Information

Program/Project Title:

Basic Needs Program (formerly Emergency Financial Assistance Program)

Program/Project Expenditures

Expense (List all expenses by category, using another sheet if necessary)	Amount
Personnel	\$88,890
Basic Need Payments	\$113,700
Occupancy	\$9,195
Supplies	\$3,415
Other	\$1,250
Total:	\$216,450

Sources of Program/Project Funds

Source of Funds (List all sources, using another sheet if necessary)	Amount/Percentage of total cost
Consultation of Religious Communities	\$31,500
Grants	\$23,180
Masons Fund	\$4,000
Donations	\$116,098
St. Anthony's Bread Fund	\$31,200
City of North Liberty	\$10,472
Total:	\$216,450

Anticipated/Actual start date:

May 2020

Anticipated Program/Project completion date:

December 2020

Application Information

1. Describe the program/project.

CommUnity's Basic Needs Program provides financial assistance for housing and utilities, identification assistance, prescription and vision assistance, and work-enabling items to low income residents of Johnson County. We know that by providing financial assistance to pay overdue rent or utilities, we are able to prevent hopelessness. Families paying more than 30% of their income for housing are considered housing-cost burdened. The result from the surveys of Hunger Task Force revealed that 81% of Johnson County families who visited a food pantry are severely housing-cost burdened (spending more than 50% of income on housing costs).

Though the assistance is small, on average \$100, it can help North Liberty families through a crisis or to offset an unexpected but necessary expense. Prevention such as assisting with one utility bill or one month's rent is cost-effective compared to the financial price of an eviction. We conducted a follow-up study in July 2019 of clients who had received assistance with a rent or utility bill three months prior. Ninety six percent (96%) of all clients (all but one family) reported being housed with water and energy for the entire three months after receiving an average of \$103 with just one of those bills.

The need in our communities has increased and funding has decreased. We have traditionally been able to assist half of those individuals seeking assistance from us. Johnson County's Consultation of Religious Communities used to provide the largest share of funding for this program; however donations have fallen in the past few years. 2017 contributions were \$56,744 and dropped to \$33,011 in FY 2019. This had a direct impact on the number of individuals we could assist in our community.

CommUnity has received interim assistance from Johnson County Flex Funding in FY 2020 to help us make direct assistance awards while we seek increased and/or new funding. This is an emergency for the most vulnerable in our community who have few alternatives and therefore have to make choices between paying a past-due bill to avoid eviction, buying insulin, paying the rent or paying for the repair on a vehicle. No one should have to make those choices. Safety, shelter, etc. are not optional; they are basic needs.

We are continuing to work on fundraising for additional assistance for residents of Johnson County and ask the City of North Liberty to assist with a grant of \$10,472 to be used for direct assistance for residents of North Liberty.

2. What specific need in the community is the Agency addressing with this program/project? (Describe the extent of the problem, and the major factors in the community contributing to the problem.)

Over 17% of Johnson residents live at or below the Federal Poverty Line. More than half of families served by CommUnity report at least one employed family member, but they are still unable to earn enough money to cover basic needs or cover a sudden financial crisis. Residents seeking financial assistance usually have one or more of the following reasons for needing assistance: 1) their employment was temporary or reduced; 2) a wage earner lost their job; 3) medical issues or caring for a sick child prevented full employment; 4) they had unexpected expenses from a medical issue, hospitalization or a car repair.

3. How many North Liberty residents will you be serving with this program/project?

We estimate serving 300 North Liberty residents

4. Provide a succinct, specific description of your primary target population(s).

Food Bank and Basic Needs clients struggle with insufficient income, usually due to a crisis event. They need validation without judgment. Although many Food Bank clients are eligible for SNAP and other federal programs, there are barriers to receiving assistance and it is often insufficient to eliminate their food insecurity. Food Bank clients often sacrifice food to pay for rent or utilities, knowing that food banks such as CommUnity's will supplement their food needs and will allow them to stabilize their situations.

5. What percentage of the program/project benefits North Liberty residents?

We provided 99 assists from a total of 878 in FY19, or 275 individuals to North Liberty residents; 11% of our total assists. Housing and utility assistance totalled \$11,480. Twenty five of our interviews were conducted in North Liberty to accommodate residents.

6. How will this program/project benefit the community of North Liberty?

Communities address the inequalities that influence social welfare and health through different levels such as federal, state, local funding and programming. By supporting programs like Basic Needs; North Liberty becomes a part of the funding partnership that addresses these local needs of our families.

The conditions in which people live and have access to social support systems has a profound impact on the health and well-being of a community. The type of emergency financial assistance provided by CommUnity reaches beyond any other type of service offered in our county.

7. Describe your efforts to outreach to residents of North Liberty in providing accessibility to your programs and services.

We offer to meet North Liberty clients who are not able to come to our facility. Last year, twenty five (25) interviews were done in North Liberty.

8. If this funding is not available, describe the impact of that decision on the Agency and the program/project these funds would have supported.

We do our best to fund this program through local funding sources and contributions. The amount of funding has an impact on the level of financial assists we are able to provide; and decreased contributions will result in assistance to fewer individuals.

9. List all amounts and years of funds previously received from the City of North Liberty.

July 2018 \$5,000
July 2019 \$5,000

10. If you have previously participated in the City of North Liberty's social services funding opportunity, have you completed required reports?

yes

I give permission to the City of North Liberty to reproduce and use any photographs taken at my program/project and/or that are submitted as part of our program summary report.

Signature

Becifredus

Date

3/5/2020

Send one grant application via email to Tracey Mulcahey at tmulcahey@northlibertyiowa.org. Do not send any hard copies of applications.

Submission deadline: Applications will be accepted until March 20, 2020 with awards made at a Council meeting in April.

Annual reports on awarded projects/programs are due by August 31, 2021. Reminder notices will be emailed in July.



SOCIAL SERVICES FUNDING APPLICATION – FY 2021

North Liberty City Council has allocated funds in the FY 2021 (July 1, 2020 – June 30, 2021) budget for social service programs and projects. These funds are for both annual funding and smaller projects and contributions to innovative programs. New applicants are encouraged to contact Tracey Mulcahey at 319/626-5712 or tmulcahey@northlibertyiowa.org before completing the application. *Council has emphasized the focus of innovative, new projects and deemphasized the funding of personnel.*

General Information

Agency Name: Iowa City Free Medical and Dental Clinic

Agency Contact: Barbara Vinograde

Position: Executive Director

Address: 2440 Towncrest Drive; Iowa City, IA 52240

Phone: 319-337-4459

Email: bvinograde@freemedicalclinic.org

Website: www.freemedicalclinic.org

Agency Mission Statement:

The mission of the Iowa City Free Medical and Dental Clinic is "to provide quality, comprehensive healthcare services for the uninsured and under-insured in Johnson County and surrounding areas."

Tax Status:

501(c)(3)

Program/Project Information

Program/Project Title:

Healthcare for North Liberty Residents

Program/Project Expenditures

Expense (List all expenses by category, using another sheet if necessary)	Amount
Personnel	
Provision of out-patient medical and dental care for an estimated 100 North Liberty residents in FY21 (please see attached for additional information)	\$8,900
Total:	\$8,900

Sources of Program/Project Funds

Source of Funds (List all sources, using another sheet if necessary)	Amount/Percentage of total cost
Johnson County	\$3,200
United Way of Johnson and Washington Counties	\$3,200
City of North Liberty	\$2,500
Total:	\$8,900

Anticipated/Actual start date:

July 1, 2020

Anticipated Program/Project completion date:

June 30, 2021

Application Information

1. Describe the program/project.

please see attached

2. What specific need in the community is the Agency addressing with this program/project? (Describe the extent of the problem, and the major factors in the community contributing to the problem.)

please see attached

3. How many North Liberty residents will you be serving with this program/project?

please see attached

4. Provide a succinct, specific description of your primary target population(s).

please see attached

5. What percentage of the program/project benefits North Liberty residents?

please see attached

6. How will this program/project benefit the community of North Liberty?

please see attached

7. Describe your efforts to outreach to residents of North Liberty in providing accessibility to your programs and services.

please see attached

8. If this funding is not available, describe the impact of that decision on the Agency and the program/project these funds would have supported.

please see attached

9. List all amounts and years of funds previously received from the City of North Liberty.

Please see attached

10. If you have previously participated in the City of North Liberty's social services funding opportunity, have you completed required reports?

please see attached

I give permission to the City of North Liberty to reproduce and use any photographs taken at my program/project and/or that are submitted as part of our program summary report.

Signature *Brian Viaugrade* Date *2-17-2020*

Send one grant application via email to Tracey Mulcahey at tmulcahey@northlibertyiowa.org. Do not send any hard copies of applications.

Submission deadline: Applications will be accepted until March 20, 2020 with awards made at a Council meeting in April.

Annual reports on awarded projects/programs are due by August 31, 2021. Reminder notices will be emailed in July.

North Liberty Social Services Funding Application FY 2021: Application Information

Program/Project Expenditures:

The Iowa City Free Clinic (FMC) is requesting grant support of \$2,500 for the provision of medical and/or dental services for an estimated 100 uninsured or under-insured North Liberty residents.

In Fiscal Year 2019, 104 North Liberty residents received Clinic services, and during the first 6 months of Fiscal year 2020, the Clinic served 72 residents. Based on the number of North Liberty individuals using FMC services over the past 5 years, we anticipate the clinic will serve at least 100 residents in Fiscal Year Year 2021.

In Fiscal Year 2019, during 6,508 clinic visits, 1,806 patients received treatment for acute and chronic health conditions. Based on the Clinic's annual expenses, the cost per patient visit was \$89. The cost per visit included examination and diagnosis, provision of medications, laboratory testing, radiology procedures and case management.

Using this information, we estimate the cost of care for 100 North Liberty residents in Fiscal Year 2021 will total \$8,900. Grant funding receiving from Johnson County and the United Way of Johnson and Washington Counties will contribute to the cost of care for North Liberty patients.

1. Describe the program/project

"Healthcare for North Liberty Residents" will provide funding for the provision of medical and/or dental care at the Iowa City Free Medical Clinic (FMC) for an estimated 100 uninsured North Liberty residents.

The FMC serves as a medical home for most clinic users. During 6 weekly medical clinics, staff and volunteers provide patients with treatment for acute and chronic health conditions. Specialty services are also provided, including dermatology, physical therapy, ophthalmology, gynecology, orthopedics, rheumatology, and pre-natal care. The Clinic has an on-site medication dispensary and laboratory.

The FMC also holds between 2 and 5 weekly dental clinics during which patients receive exams, treatment plans, x-rays, fillings, extractions and hygiene services.

Additional services for FMC users include HIV counseling and testing and vouchers to purchase eyeglasses and to assist with the cost of medications not available through the dispensary.

The FMC serves a diverse and very low-income population who, without the clinic, would often have nowhere else to turn. All services are provided at no cost to the patients.

2. What specific need in the community is the Agency addressing with this program/project? (Describe the extent of the problem and the major factors in the community contributing to the problem).

The Iowa City Free Medical and Dental Clinic (FMC) addresses the need for access to medical and dental care for uninsured individuals in North Liberty.

Since 1971, the FMC has provided free, out-patient services for thousands of individuals who have "fallen through the cracks" of the healthcare system. The FMC provides the uninsured with an alternative to the high cost of area Emergency Rooms and helps to ensure that people do not have to choose between paying for healthcare and other basic needs, such as housing, food and utilities.

Although the number of uninsured Iowans has declined since the passage of the Affordable Care Act (ACA), a significant number of Johnson County residents remain in need of clinic services. FMC clients include those who can't find an affordable insurance plan, don't qualify for an ACA plan, or have insurance that is limited in its scope of coverage. Surveys conducted as a part of Johnson County's 2015-2020 Community Health Needs Assessment and Health Improvement Plan found that access to healthcare was one of the greatest concerns for respondents, due both to a lack of insurance and the high cost of available insurance.

The majority of patients who remain uninsured in the United States are in low-income households, and people of color are at higher risk of being uninsured than non-Hispanic Whites (Kaiser Family Foundation). These are the populations served at the FMC. In FY 2019, 70% of clinic users reported incomes below the Federal Poverty Level and 26% reported incomes between 100 and 200% of the Federal Poverty Level. Forty-four percent identified their ethnicity as Hispanic/Latino and 22% identified their race as Black/African American.

Population growth in Iowa is primarily due to international migration, and over the past 10 years the FMC has served increasing numbers of immigrants and refugees. Immigrants do not qualify for government assistance programs until they reside in the United States for 5 years, and while refugees may receive 8 months of Medicaid when they arrive in the United States, they are then ineligible for assistance until they also reach the 5-year residency requirement. As a result, during these 5 years, many immigrants and refugees use FMC services.

Based on the uncertainty of health care reform in Iowa and in our country, we anticipate the need for FMC services will remain high in the foreseeable future.

3. How many North Liberty residents will you be serving with this program/project?

An estimated uninsured 100 North Liberty residents will be served through this program.

Over the past 3 years, the number of North Liberty residents using Clinic services has increased slightly. In FY 2017, 69 residents of North Liberty utilized Clinic services; in FY 2018, 77 residents and in FY 2019, the Clinic served 104 residents. Based on this trend, we anticipate the number of North Liberty individual in need of Clinic services will remain steady or continue to slowly increase.

4. Provide a succinct, specific description of your primary target populations(s).

The Clinic's primary target populations are uninsured and underinsured individuals residing in Johnson County and surrounding areas. Of the 1,809 individuals using FMC services in FY 2019, 104 were residents of North Liberty.

In Fiscal Year 2019:

- 80% of Clinic patients were Johnson County residents; 7% Muscatine County and 3% Washington. The remaining 10% resided in other surrounding counties.
- 58% were employed.
- 52% were female and 48% male.
- 44% identifies their ethnicity as Hispanic/Latino.
- 22% identified their race Black/African American, 8% Multi-Racial, 4% Asian and 61% Caucasian.
- 70% reported household incomes below the Federal Poverty Level; 26% reported household incomes between 100 and 200% of the Federal Poverty Level.
- 6% were under 18; 13% were 18-24; 20% were 25-34; 23% were 35-44; 32% were 45-64 and 6% were 65 and older.
- 98% of Clinic users were uninsured or underinsured.

5. What percentage of the program/project benefits North Liberty residents?

100% of grant funding will be utilized for the provision of medical and/or dental care for North Liberty residents.

6. How will this program/project benefit the community of North Liberty?

The Free Clinic (FMC) serves a very low-income population who would otherwise often delay or go without needed care. In Fiscal Year 2019, the Clinic served 104 North Liberty residents, and during the first 6 months of FY20, 72 residents received care. Based on the number of North Liberty individuals using the FMC over the past 5 years, we anticipate the Clinic will serve at least 100 residents in Fiscal Year 2021. The FMC provides an alternative to the high cost of area Emergency Rooms and works to ensure patients do not have to choose between paying for healthcare and other basic needs, such as housing, food and utilities.

North Liberty residents receive treatment for acute and chronic conditions, dental appointments and specialty services including dermatology, ophthalmology, physical therapy and gynecology. An on-site medication dispensary and laboratory are also available. All services are provided to patients at no charge.

7. Describe your efforts to outreach to residents of North Liberty in providing accessibility to your programs and services.

Presentations and information about Clinic services are made throughout the year to a wide range of audiences, including area business, services clubs, churches, other non-profits, and UIHC classes.

Clinic staff work with representatives from many other area agencies to schedule appointments for clients and to provide information about FMC services. These agencies include Healthy Kids School Based Clinics, Neighborhood Centers, CommUnity, the UIHC Mobile Clinic and the Free Mental Health Clinic.

8. If this funding is not available, describe the impact of that decision on the Agency and the program/project these funds would have supported.

If funding is not available, the FMC will continue to serve residents of North Liberty using other funding sources, including Johnson County and the United Way of Johnson and Washington Counties. Grants, fundraising and private donations will also support patient services.

Thanks to new grant funding and partnerships, the number of FMC visits increased by 23% over the past 2 years. The cost of providing medical and dental care has also increased. Clinic staff are always seeking new funding sources to provide healthcare services for the uninsured.

Local grant funding received from Johnson County, the United Way, and the Cities of North Liberty, Coralville, and Iowa City plays an integral role in the Clinic's successful operation.

9. List all amounts and years of funds previously received from the City of North Liberty.

The Iowa City Free Clinic received funding in the amount of \$1,500 for Fiscal Year 2020.

10. If you have previously participated in the City of North Liberty's social services funding opportunity, have you completed required reports?

The North Liberty Social Services Funding Report for Fiscal Year 2020 will be completed by July 15th, 2020, the due date.



SOCIAL SERVICES FUNDING APPLICATION – FY 2021

North Liberty City Council has allocated funds in the FY 2021 (July 1, 2020 – June 30, 2021) budget for social service programs and projects. These funds are for both annual funding and smaller projects and contributions to innovative programs. New applicants are encouraged to contact Tracey Mulcahey at 319/626-5712 or tmulcahey@northlibertyiowa.org before completing the application. *Council has emphasized the focus of innovative, new projects and deemphasized the funding of personnel.*

General Information

Agency Name:

North Liberty Community Pantry

Agency Contact:

Kaila Rome

Position:

Executive Director

Address:

89 N. Jones Blvd.

Phone:

319-626-2711

Email:

director@northlibertycommunitypantry.org

Website:

www.northlibertycommunitypantry.org

Agency Mission Statement:

North Liberty Community Pantry exists to engage our community in feeding and clothing our neighbors.

Tax Status:

501(c)3

Program/Project Information

Program/Project Title:

Pantry Service Expenses

Program/Project Expenditures

Expense (List all expenses by category, using another sheet if necessary)	Amount
Personnel	\$168,100
Service Expenses- Food Clothing, Detergent etc.	\$105,700
Operational Exp.- Utilities, Equipment, Office supplies, Transportation, Marketing etc.	\$52,100
Garden Expense- Classes, Seeds, Tools, Equipment etc.	\$10,300
Other - Membership fees, Emergency fund, Outsourcing, Insurance, etc.	\$12,500
Total:	\$348,700

Sources of Program/Project Funds

Source of Funds (List all sources, using another sheet if necessary)	Amount/Percentage of total cost
Please see attached sheet of estimated funding for FY21	\$330,700
City of North Liberty	\$18,000
Total:	\$348,700

Anticipated/Actual start date:

Ongoing

Anticipated Program/Project completion date:

Ongoing

Application Information

1. Describe the program/project.

The North Liberty Community Pantry (NLCP) provides food, toiletries, and children's clothing as its primary services on a weekly basis to those in need. NLCP distributed over 427,700 pounds of food and toiletries (a 21% increase) and over 19,000 pieces of clothing in 2019 to help reduce the gap between income and the cost of basic needs for 763 client families (a 6.5% increase) from North Liberty and the surrounding rural communities. The Pantry responds to neighbors in need in a welcoming and non-judgmental way to all who seek assistance. Secondary services include distributing laundry detergent (every 60 days), toilet paper (weekly), toiletries (weekly + 2x year), new socks and underwear (2x year), winter coats and other winter clothing (1x year + referrals from FSA), clothing vouchers (every 6 months), and partnering in the Back to School Bash serving more than 520 students with vital items to return to school. During times of great uncertainty, the Pantry has been a stable in this community serving the needs of our neighbors in unique and adaptable ways. In addition, educational services are provided by NLCP including: healthy eating recipes; samples during pantry hours; a weekly free Farmer's Market; fresh vegetable and fruit growing, care, preparation and preservation; and activities and meals during the NL Summer Lunch & Fun program including free pop-up farmers markets and container gardens for 216 children. NLCP began the Growing Together Garden in 2015 and continues to expand educational and community building opportunities available through twice weekly garden volunteer times and family friendly programming. NLCP provides access to employment services, library services, free donated books, SNAP sign-up, voter registration, Census information, UIHC Mobile Clinics, Toys for Tots registration, Medicare information, mental health resources, and information and referrals for other community services. We are seeking funding to continue to provide these services to a growing community in need. North Liberty residents need our services now more than ever to help make ends meet, to recover from unforeseen circumstances, and to fill the gaps being widened by economic downturn and barriers to assistance programs. As we see an increase in need, we strive to be able to meet this need in the coming year through the help of the City of North Liberty.

2. What specific need in the community is the Agency addressing with this program/project? (Describe the extent of the problem, and the major factors in the community contributing to the problem.)

The NLCP provides food and clothing for families in the community with limited resources. Cost of living is an increasing concern for families of low to moderate income. Housing costs in Johnson County were already significantly higher than the state median, and last year many residents were hit with significant increases in their rent or mobile home lot rent costs, causing a drastic increase in the Pantry's service numbers. Out-of-state or large investment companies are able to purchase land or apartment complexes and change requirements for residents with little to no warning, putting vulnerable populations at risk of losing their housing.

Approximately 20% of students in town qualify for free or reduced lunch at school, making time out of school an increased need time for families with children. Extended breaks from school put even more pressure on the Pantry to help fill those meal gaps. NLCP has noted an increase from an average of 9 visits per family in 2010 to 14 visits per family last year. At the same time, food distributions have increased from 26 pounds per visit in 2010 to 40 pounds per visit last year. With limited access to grocery stores and a lack of public transportation, families need to use the pantry more often, and they rely more on the pantry to help meet their food needs. In a recent survey, 55% of families reported relying on food from the Pantry to make 1 or more meals each day. Even with 66% of families reporting an income from work, many struggle to make ends meet. Often a crisis situation like a broken water heater, car repairs, illness, or fleeing domestic violence puts a family in unexpected need and turns them to the Pantry for help.

3. How many North Liberty residents will you be serving with this program/project?

In 2019, the Pantry assisted 637 North Liberty families with 2,005 individuals receiving services. We anticipate serving a similar number or more individuals from North Liberty. We are hopeful more residents will be aware of our services through our marketing efforts and positive client interactions.

4. Provide a succinct, specific description of your primary target population(s).

NLCP serves individuals and families with limited resources. 99% percent of client families have incomes that fall below 185% of the federal poverty level. NLCP serves all ages, currently ranging from newborn to 102 years of age. Children make up over 42% of those served at NLCP. All client families are residents of Johnson County. Clients have health challenges including diabetes and high blood pressure, and they need healthy food options. Many families served (over 30%) report someone in the household with a disability. Elderly individuals (5%) served report living on a fixed income that is insufficient. Over 66% of families report having at least one person in the household working either full-time, part-time or multiple jobs. We find clients only access service when they truly need additional support.

5. What percentage of the program/project benefits North Liberty residents?

85% of all individuals who visit the Pantry for services are North Liberty residents. In addition, our secondary programs serve majority North Liberty residents, such as the Back to School Bash, Socks, Underwear and Toiletry distributions, Coat and Winter Wear distribution, and children served at Summer Lunch and Fun programs.

6. How will this program/project benefit the community of North Liberty?

NLCP provides essential services to individuals and families with limited resources. The Pantry helps build community through providing the opportunity for positive interactions to take place family to family, family to volunteer, and volunteer to volunteer. The Pantry provides services in a welcoming and non-judgmental manner that decreases the overall stress and stigma for families with limited resources. The volunteers and staff of the Pantry also collaborate with other area organizations and businesses to improve the overall quality of life for North Liberty community members. We regularly participate in the NL Unity Coalition, work with businesses to build awareness of community needs, and facilitate distribution of resources. NLCP is piloting work to combat senior hunger and isolation by contributing to senior meals for those unable to afford the weekly fee. The Pantry's Growing Together Garden provides an accessible learning experience for families in need, as well as children and adults from our neighborhoods, to share in growing healthy foods. We focus on educating families in making healthy choices, impacting parents as well as their children who attend area schools and play in community parks. NLCP hosts inclusive community engagement and fundraising events for all ages, abilities, and economic status for North Libertarians to participate in. As our motto states, "Neighbors Helping Neighbors", NLCP provides volunteer opportunities for the community as well as vital services to our neighbors in need.

7. Describe your efforts to outreach to residents of North Liberty in providing accessibility to your programs and services.

NLCP is based locally so individuals and families are able to drive, walk, ride a bike, get a ride from a friend or from school staff to access services at the Pantry. The Pantry has hosted City staff to enroll families in the NLTAP and has seen great usage with the program to get folks without transportation to and from the Pantry. With the use of a van, we are able to make deliveries for special circumstances for individuals with medical or other urgent reasons that prevent them from accessing services at the Pantry. As a participant in the NL Summer Lunch & Fun program, we prepare and deliver meals, bring activities and fresh produce, and provide volunteers during the summer. We distribute socks, underwear, toiletries, shoes, and groceries during the Back to School Bash at Penn Meadows Park alongside other area organizations in an easily accessible area of North Liberty within walking distance from low-income family homes. We have installed an ADA compliant sidewalk so any resident with disabilities can access our garden and enjoy gardening activities. We are in the process of expanding our building accessibility for those with walkers and wheelchairs. We work with the City to register families for Toys for Tots and Shop with a Cop, and share information about City community events. We expanded our efforts to provide access to all Pantry community events for those without resources to attend, such as the Turkey Trot, Garden Taste and Tour, and the Stone Soup Supper. In addition, we have worked with area partners to translate service brochures and information into French and Spanish to better serve our non-English-speaking clients and increase accessibility.

8. If this funding is not available, describe the impact of that decision on the Agency and the program/project these funds would have supported.

Funding from the City of North Liberty will be utilized in its entirety to purchase items that directly assist families in need, including food, clothing, and toiletries. A decrease or loss in funding would directly decrease the services we would be able to provide. We are striving to meet the needs of each family who visits us for support. A loss of funding would not allow us to provide that same high quality service, or would limit the amounts of various items that we could provide. Our goal is to provide for everyone in need who seeks help. Our ability to provide healthy options would decrease, leading to cheaper, less healthy food options on the shelves if funding were to decrease. To turn away families in need goes against the mission and values of our organization. We simply would not be able to keep up with the increase in visits to the Pantry.

9. List all amounts and years of funds previously received from the City of North Liberty.

FY06: \$1,000	FY12: \$12,000	FY16: \$14,000
FY07: \$3,000	FY13: \$12,000	FY17: \$15,000
FY08: \$5,000	2013: Refrigeration \$15,000	FY18: \$16,000
FY09: \$8,000	FY14 \$14,000	FY19: \$16,000
FY10: \$11,000	FY15: \$14,000	FY20: \$17,000
FY11: \$11,000	2015 Gardening for Health: \$3,800	

10. If you have previously participated in the City of North Liberty's social services funding opportunity, have you completed required reports?

Yes, all reporting is complete.

I give permission to the City of North Liberty to reproduce and use any photographs taken at my program/project and/or that are submitted as part of our program summary report.

Signature

Kaila Rome
Digitally signed by Kaila Rome
DN: cn=Kaila Rome, o=North Liberty Community
Pantry, ou,
email=kaila.rome@northlibertycommunitypantry.org,
c=US
Date: 2020.03.20 11:12:48 -05'00'

Date

3/20/20

Send one grant application via email to Tracey Mulcahey at tmulcahey@northlibertyiowa.org. Do not send any hard copies of applications.

Submission deadline: Applications will be accepted until March 20, 2020 with awards made at a Council meeting in April.

Annual reports on awarded projects/programs are due by August 31, 2021. Reminder notices will be emailed in July.

Source of Funding for City of North Liberty FY21 Funding Request

Additional Source of Funds	Amount
United Way of Johnson and Washington County - Grant	\$ 25,000.00
United Way - Allocations	\$ 8,000.00
Community Foundation of Johnson County - Grant	\$ 1,500.00
Johnson County Social Service	\$ 4,200.00
EFSP (FEMA) - Grant	\$ 7,000.00
VeggieRx Grant	\$ 15,000.00
Religious Grants (Matthew 25, Rice Bowl)	\$ 3,000.00
Corporate Grants (Wells Fargo, South Slope, etc.)	\$ 19,300.00
Special Events (Golf Tournament, Turkey Trot, Stone Soup Supper)	\$ 70,100.00
Individual, Group, and Business Contributions	\$ 177,100.00
Interest Income	\$ 500.00
Sub-Total	\$ 330,700.00
City of North Liberty	\$ 18,000.00
Total	\$ 348,700.00



SOCIAL SERVICES FUNDING APPLICATION – FY 2021

North Liberty City Council has allocated funds in the FY 2021 (July 1, 2020 – June 30, 2021) budget for social service programs and projects. These funds are for both annual funding and smaller projects and contributions to innovative programs. New applicants are encouraged to contact Tracey Mulcahey at 319/626-5712 or tmulcahey@northlibertyiowa.org before completing the application. *Council has emphasized the focus of innovative, new projects and deemphasized the funding of personnel.*

General Information

Agency Name: **United Action for Youth**

Agency Contact: **Genevieve Anglin**

Position: **Chief Financial Officer**

Address: **1700 S 1st Ave, Iowa City, IA 52240**

Phone: **319-338-7518**

Email: **genevieve.anglin@unitedactionforyouth.org**

Website: **www.unitedactionforyouth.org**

Agency Mission Statement:

To nurture the potential of all youth to create, grow, and succeed.

Tax Status:

501(c)3

Program/Project Information

Program/Project Title:

North Liberty Services

Program/Project Expenditures

Expense (List all expenses by category, using another sheet if necessary)	Amount
Personnel	
General Operating Expenses	5000
Total:	5000

Sources of Program/Project Funds

Source of Funds (List all sources, using another sheet if necessary)	Amount/Percentage of total cost
Donations	5000
United Way	10,000
ICCSD	5000
Iowa Department of Human Services - Health Ed Services	45,000
Johnson County Juvenile Justice - Crisis Services	45,000
City of North Liberty	5000
Total:	115,000

Anticipated/Actual start date:

7/1/2020

Anticipated Program/Project completion date:

6/30/2021

Application Information

1. Describe the program/project.

UAY has been working with agency partners including the North Liberty Rec Center, Library, Iowa City Community School District (ICCSd), United Way of Johnson and Washington Counties, and North Liberty businesses to provide youth programming, youth development trainings, crisis services, and community engagement opportunities. We would like to continue working on these initiatives in the upcoming fiscal year. Additional funding from North Liberty would allow us to continue these initiatives and increase our ability to look for sources of funding to provide additional services.

2. What specific need in the community is the Agency addressing with this program/project? (Describe the extent of the problem, and the major factors in the community contributing to the problem.)

There are a number of issues for low-income youth in North Liberty, including transportation and after school program access. There is an after school program run by the Rec Center, but it is only for youth up to 6th grade. The idea for this project arose from discussions during recent youth development trainings that UAY presented to staff at the Library. Library staff do not feel that they currently have the knowledge and training to be effective in their roles. They expressed frustration at their inability to effectively work with the youth that are there every day. UAY served 566 North Liberty residents in FY19, from our health education program at North Central, junior high art workshops and through our work at Liberty. We have been made aware of struggles with youth in the area by Liberty and Library staff, and through anecdotes from individuals living in North Liberty. It is our goal that North Liberty is well-versed in all of the services UAY provides, and how to access them, to ensure that there are no unmet needs or unserved youth. In FY18 UAY received funding from DECAT to work with youth and staff at Liberty High School, ICCSD's newest school. At that point, Liberty was struggling with student discipline, morale, and behavioral issues, along with staff fatigue and declining morale. UAY made significant progress at Liberty, and continues to have a presence at the school, though less extensive than last year. According to one staff at Liberty, "the work you guys (UAY) have done is paying off. Things are really starting to feel better at Liberty. I wish you would have started sooner."

The North Liberty Library is currently seeing between 30 and 50 youth per day. This has stretched their resources and their staff. The Library is meant to be a place for young people and adults, but it was never intended to be a youth center. Staff at the Library do their best to find constructive outlets for youth, but limited staff, resources and training in positive youth development, not to mention being overwhelmed by the sheer numbers of youth, mean that staff are overwhelmed, and unable to focus on the rest of the visitors to the Library. According to Jennie Garner, the Library Director, "We really want the library to be a welcoming space for everyone. We want the kids to feel this is their space but we also have to be able to cater to our other patrons. All in all, this can become very time consuming for staff when we don't have staff whose sole job function is dedicated to monitoring these unsupervised kids."

Also according to Garner, physical altercations have become an issue, leading to some in the community expressing a concern that the Library is no longer a safe place for young parents to bring their children.

In FY20 we have worked closely with the Library and Rec Center to provide additional youth development trainings, add weekly groups at the Library, and increase our crisis work with area families.

3. How many North Liberty residents will you be serving with this program/project?

550

4. Provide a succinct, specific description of your primary target population(s).

UAY works primarily with youth in junior high and high school, and their families

5. What percentage of the program/project benefits North Liberty residents?

15% of our total served are North Liberty residents, these funds would be used 100% for North Liberty residents

6. How will this program/project benefit the community of North Liberty?

There will be several benefits to the community of North Liberty. Primarily for the youth who do not currently have supervised activities during afterschool hours. This will give them a safe place to go with safe adults who will provide them with enriching activities, and who are trained in positive youth development. It is important to note that our staff are not just "youth workers". They are all highly trained in Positive Youth Development (PYD) techniques. All youth development programs at UAY utilize the Youth Program Quality Assessment (YPQA), an evidence-based assessment tool designed to measure the quality of youth programs and identify staff training needs in programs that serve youth during out-of-school time. YPQA evaluates the quality of youth experiences as youth participate in programming. The focus of YPQA is on process quality, not just inputs like staff and supplies or outputs like test scores, but on giving youth a powerful experience. YPQA provides a framework for intentionally moving youth toward the most important quality of youth programs, interaction and engagement. Evidence is gathered through observation and interview by a qualified, trained observer, in our case, Stu Mullins, UAY's Executive Director. Notes, observations and interview data are used as evidence to score items. This assessment is run each April. In addition to the benefits to the youth involved, this will benefit the Library and Rec Center by giving the youth an alternative outlet for their energies. Additional trained staff in the building will be able to handle more youth, give youth more one on one time with caring adults, and allow the staff to more readily handle the other patrons. Our training with staff would also give them more tools for working with youth in a positive way. Finally, the entire community of North Liberty benefits when youth have safe, effective programming. According to Youth.gov, the federal government website, "Effective afterschool programs bring a wide range of benefits to youth, families and communities. Afterschool programs can boost academic performance, reduce risky behaviors, promote physical health, and provide a safe, structured environment for the children of working parents."

Other demonstrated benefits include:

- o Improved academic performance, (Naftzger et. al., 2007)
- o Improved classroom behavior, attendance, aspirations, and decreased drop outs, (Wisconsin Department of Public Instruction, 2010), (Huang, Leon, La Torre, Mostafavi, 2008)
- o Reduced drug use, and criminal behavior, Investing in Our Young People, (University of Chicago, 2006), (UCLA National Center for Research on Evaluation, Standards and Student Testing, 2007)
- o Positive health outcomes, (Mahoney, J., Lord, H., & Carryl, 2005)

7. Describe your efforts to outreach to residents of North Liberty in providing accessibility to your programs and services.

Using the Library and Rec Center as the base for our groups is our main way of providing accessibility. They are already a community hub, within easy walking distance of most of the primary target population, and a place most of them are familiar with and already utilizing to some extent. Crisis work is done at schools, in homes, or wherever is most convenient for each individual.

8. If this funding is not available, describe the impact of that decision on the Agency and the program/project these funds would have supported.

Youth in North Liberty will continue to utilize the Library and Rec Center as the currently do, and the staff will continue to struggle to meet their needs.

9. List all amounts and years of funds previously received from the City of North Liberty.

none

10. If you have previously participated in the City of North Liberty's social services funding opportunity, have you completed required reports?

NA

I give permission to the City of North Liberty to reproduce and use any photographs taken at my program/project and/or that are submitted as part of our program summary report.

Signature

Genevieve Anglin

Digitally signed by Genevieve
Anglin
Date: 2020.03.20 12:57:18 -05'00'

Date

3/20/2020

Send one grant application via email to Tracey Mulcahey at tmulcahey@northlibertyiowa.org. Do not send any hard copies of applications.

Submission deadline: Applications will be accepted until March 20, 2020 with awards made at a Council meeting in April.

Annual reports on awarded projects/programs are due by August 31, 2021. Reminder notices will be emailed in July.



SOCIAL SERVICES FUNDING APPLICATION – FY 2021

North Liberty City Council has allocated funds in the FY 2021 (July 1, 2020 – June 30, 2021) budget for social service programs and projects. These funds are for both annual funding and smaller projects and contributions to innovative programs. New applicants are encouraged to contact Tracey Mulcahey at 319/626-5712 or tmulcahey@northlibertyiowa.org before completing the application. Council has emphasized the focus of innovative, new projects and deemphasized the funding of personnel.

General Information

Agency Name: **The Domestic Violence Intervention Program**

Agency Contact: **Ashlee Hopkins**

Position: **Development Coordinator**

Address: **1105 S. Gilbert Ct. Ste. 300, Iowa City, IA 52240**

Phone: **319-359-9353**

Email: **ashlee@dvi Iowa.org**

Website: **www.dvi Iowa.org**

Agency Mission Statement:

The Mission of the Domestic Violence Intervention Program is to provide comprehensive support and advocacy services to victim/survivors, focusing on immediate and long-term safety, empowerment, dignity, and hope. In collaboration with the community, we strive to end domestic abuse through education, accountability, and social justice.

Tax Status:

Private Non-Profit 501c(3)

Program/Project Information

Program/Project Title:

Safety for victim/survivors in North Liberty

Program/Project Expenditures

Expense (List all expenses by category, using another sheet if necessary)	Amount
Personnel	\$38,600
Benefits/Tax	\$7200
Transportation	\$600
Phone	\$600
Computer	\$1000
Total:	\$48,000

Sources of Program/Project Funds

Source of Funds (List all sources, using another sheet if necessary)	Amount/Percentage of total cost
State of Iowa (Iowa Attorney General)	\$19,400
Johnson County, Board of Supervisors	\$22,000
City of North Liberty	\$6,600
Total:	\$48,000

Anticipated/Actual start date:

July 1st, 2020

Anticipated Program/Project completion date:

June 30th, 2021

Application Information

1. Describe the program/project.

The Domestic Violence Intervention Program (DVIP) provides crisis intervention and trauma-informed recovery services for victims of intimate partner violence, dating violence, human trafficking and stalking. This program seeks funds to assist with emergency safe shelter, 24 hour hotline, advocacy, and trauma care counseling and support groups for residents of North Liberty. Critical to this project is our mobile advocacy model, which ensures our advocates are available to meet victims where they feel most safe - their church, school, grocery store or library. In order to achieve this, our advocates need transportation, phones, and laptops so they can reach people remotely. Over the last 40 years, DVIP has found that to reach more victim/survivors we have to meet people where they are physically and emotionally.

With the help of community partners, such as those at the North Liberty Unity Coalition, our clients have access to more resources and connections in the North Liberty community to support their transition to safety and autonomy from their abusive intimate partner. With this funding, DVIP can continue to provide emergency shelter and client specific counseling and advocacy services. We will provide information and accompaniment with victims to court, hospitals and other community services to ensure victims legal rights and emotional/physical well-being are completely engaged. DVIP will provide housing assistance and case management as victims establish independence from an abusive partner.

2. What specific need in the community is the Agency addressing with this program/project? (Describe the extent of the problem, and the major factors in the community contributing to the problem.)

In collaboration with the community, DVIP strives to end intimate partner abuse through education, accountability, and social justice. According to the National Coalition Against Domestic Violence (NCADV), 72% of all murder-suicides involve an intimate partner and 94% of the victims of these crimes are women. And, the risk of child abuse is much greater in households where domestic violence occurs.

Responding to intimate partner violence is critical and requires a community-wide effort. DVIP has been in existence for nearly 40 years in Johnson County, Iowa. Our services continue to be vital to 1 in 3 women and 1 in 4 men who experience intimate partner violence in their lifetime. DVIP is committed to ending the cycle of abuse. To do this we need to reach as many people as possible in all of our communities. With additional staff hired in the last year we are able to put forth more time and effort in growing communities such as North Liberty.

3. How many North Liberty residents will you be serving with this program/project?

In Fiscal Year 2019, DVIP served 97 individuals from North Liberty and over 900 in Johnson County. In the previous fiscal year, we served 78 individuals from North Liberty. With an increase of almost 20 individuals served we expect to see this number to grow again this year by 20%.

4. Provide a succinct, specific description of your primary target population(s).

Adult and youth victims of intimate partner violence, dating violence, stalking, harassment and human trafficking. DVIP does not discriminate based on race, religion, gender, sexual orientation, socioeconomic status or any other factors.

5. What percentage of the program/project benefits North Liberty residents?

This project supports Johnson County residents. Currently 13% of our services in Johnson County are provided to North Liberty. North Liberty makes up 11% of the county's population.

6. How will this program/project benefit the community of North Liberty?

One of DVIP's main objectives is to empower and restore dignity to victims of intimate partner abuse. We do this by providing the services described above. Research has shown that domestic violence costs community businesses in lost productivity, benefits costs and employees fired or forced to quit due to the behaviors of their abusive partner (national estimates are \$8.3 billion). 78% of surveyed perpetrators used workplace resources to check up on, threaten, or pressure their victims. 75% of victims reported being harassed at work, even with a no contact order in place.

In addition, we know that domestic violence impacts children in significant ways - specifically with age appropriate development and health/wellbeing issues as they grow into adulthood. Iowa ACES 360 research identifies witnessing domestic violence as trauma and that children experiencing more than 4 incidences of trauma are 6 times more likely to suffer from depression than children that have not experienced trauma. Domestic violence impacts children in school, how they use violence to solve problems, substance use and higher rates of suicide. As children become adults they are 1.88 times more likely to have diabetes, 3.11 times more likely to have a stroke and 4.29 times more likely to have COPD.

7. Describe your efforts to outreach to residents of North Liberty in providing accessibility to your programs and services.

Intimate partner violence is an incredibly isolating crime, and being able to meet victims where they are means we reach more victims. DVIP has a Domestic Abuse Response Team (DART) protocol working with the North Liberty Police Department. The DART protocol is a coordinated community response to domestic violence. DVIP partners with the North Liberty Police Department by providing resources and information to victims. The goal of this partnership is to ensure victims have immediate access to safety and trauma-informed care. The Johnson County Attorney's office has provided support and resources for training on the DART protocol and new state level lethality assessment tools for law enforcement (Johnson County is one of three pilot counties participating in an Iowa Justice Department initiative) in North Liberty. Johnson County Sheriff and Coralville Police Department to expand the success of our local DART program.

This year we were also able to partner with the North Liberty Community Pantry in a youth fundraising event that was open to the public, we had about 60 people in attendance and many were not familiar with DVIP services. This partnership is an example of the importance of collaborations between nonprofits to reach more people in North Liberty. DVIP reaches people through social media posts on Facebook and Instagram and our community engagement department attends the Back to School Bash and other community events to reach those most vulnerable.

8. If this funding is not available, describe the impact of that decision on the Agency and the program/project these funds would have supported.

With cuts in Federal and State funding this last year, DVIP has been relying more on Local municipalities, Community Foundations, Business, and individual donors to fill the gaps so we can continue to provide comprehensive services for victim/survivors in North Liberty and throughout our 8 county service region. With the COVID-19 pandemic, DVIP has been struggling to provide additional emergency funds for alternative sheltering needs, sanitation supplies, protective equipment, and transportation needs for victims who are becoming more isolated because of this pandemic. Maintaining our current funding will be vital in the coming year for supporting victim/survivors in North Liberty.

9. List all amounts and years of funds previously received from the City of North Liberty.

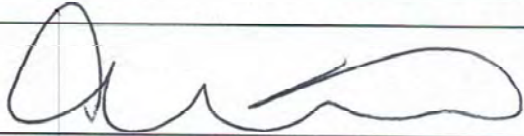
DVIP received \$6000 in FY 18 and FY19 from the City of North Liberty to provide social services. In 2014 DVIP benefited from a donation by the City of North Liberty to the Crisis Center of Johnson County's 1105 Project in Iowa City. DVIP resides in the building that the donation helped to renovate. The 1105 Project is a collaborative project lead by the Crisis Center of Johnson County with DVIP, the Free Lunch Program and the National Alliance on Mental Illness of Johnson County.

10. If you have previously participated in the City of North Liberty's social services funding opportunity, have you completed required reports?

Yes

I give permission to the City of North Liberty to reproduce and use any photographs taken at my program/project and/or that are submitted as part of our program summary report.

Signature

A handwritten signature in black ink, appearing to be 'A. Mulcahey', is written inside a rectangular box.

Date 3/19/20

Send one grant application via email to Tracey Mulcahey at tmulcahey@northlibertyiowa.org. Do not send any hard copies of applications.

Submission deadline: Applications will be accepted until March 20, 2020 with awards made at a Council meeting in April.

Annual reports on awarded projects/programs are due by August 31, 2021. Reminder notices will be emailed in July.



SOCIAL SERVICES FUNDING APPLICATION – FY 2021

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General Information

Agency Name: North Liberty Family Resource Center/Iowa City Community School District

Agency Contact: Coreen Frank

Position: Coordinator of Mental Health Services

Address: 1725 North Dodge Street, Iowa City, IA 52240

Phone: 319-688-1000

Email: frank.coreen@iowacityschools.org

Website: <https://www.iowacityschools.org/Page/9>

Agency Mission Statement:

The mission of the Iowa City Community School District is to ensure all students will become responsible, independent learners capable of making informed decisions in a democratic society as well as in the dynamic global community this is accomplished by challenging each student with a rigorous and creative curriculum taught by a diverse, professional, caring staff and enriched through the resources and the efforts of families and the entire community. The North Liberty Family Resource Center was established to address issues of poverty and academic failure. Children in poverty experience numerous barriers to learning. High rates of mobility, inadequate housing, poor nutrition, inaccessible health care, lack of affordable childcare and/or preschool all impede the students' ability to succeed in school which in turn perpetuates the cycle of poverty.

Tax Status:

Public Non-Profit

Program/Project Information

Program/Project Title:

Student and Family Advocate (SFA) Program

Program/Project Expenditures

Expense (List all expenses by category, using another sheet if necessary)	Amount
Personnel	
North Liberty Elementary SFAs (1.9 FTE)	\$131,161
North Liberty Junior High SFA (1.0 FTE)	\$52,101
North Liberty High School SFAs (1.5 FTE)	\$76,724
Total:	\$259,986

Sources of Program/Project Funds

Source of Funds (List all sources, using another sheet if necessary)	Amount/Percentage of total cost
ICCS - Drop Out Prevention	\$175,008 (67.3%)
ICCS - SAVE	\$49,978 (19.2%)
City of North Liberty	\$35,000 (13.5%)
Total:	\$259,986 (100%)

Anticipated/Actual start date:

July 1, 2020

Anticipated Program/Project completion date:

on-going

Application Information

1. Describe the program/project.

The ICCSD annually invests over eight million dollars in programs to assist students who are experiencing barriers to learning. School-based interventions supported with education dollars include: alternative education, additional reading and math support, guidance counselors, behavior interventionists, and instructional coaches. However, partnerships with the community are essential to address the increasingly complex social and emotional issues of our youth.

The ICCSD has a long history of partnering with the North Liberty community, The North Liberty Family Resource Center has been developed in partnership with the community to assist students and families overcome barriers to learning.

The North Liberty Family Resource Center (NLFRC) was established in 1995. As one of the first Family Resource Centers in the Iowa City Community School District, the NLFRC has served as a model for other schools. Currently, all 28 buildings in the ICCSD have at least a part-time Student and Family Advocate (SFA) to provide assistance to students and families through the Family Resource Center model. The mission of the Family Resource Center program is to ensure that all students come to school ready to learn. This is accomplished by services which encourage a strong home-school partnership.

Through the Family Resource Center program, staffed with Student and Family Advocates, the following activities are provided to address the 3 priority areas:

Income:

- Assistance with enrolling in the free and reduced lunch program
- Food distribution
- Clothing distribution
- Support with transportation
- Support the Earned Income Tax Credit outreach program
- Assistance with technology to bridge the "digital divide"
- Referral to community resources for emergency shelter, subsidized housing, utility assistance, food, employment opportunities, child care

Health:

- Assistance with accessing health insurance - Medicaid, Hawk-I
- Assistance with accessing the Healthy Kids Community Care School Based Health Clinic
- Referral to the Free Medical Clinic
- Coordinate school-based mental health services
- Referral to community resources to address mental health and substance abuse issues
- Liaison between students, families, school staff and community-based mental health providers

Education:

- Activities to support student connection to school and promote strong attendance
- Education, counseling and support to parents to encourage active involvement in their children's educational experience
- Promote strong home-school partnerships focused on helping educators understand family issues, and parents to understand school practices

2. What specific need in the community is the Agency addressing with this program/project? (Describe the extent of the problem, and the major factors in the community contributing to the problem.)

The needs the SFAs address in this community are primarily focused on connecting families beyond school to community resources. Due to the lack of public transportation located here in North Liberty families often finding it challenging to get to the majority of community resources which are mostly located in Iowa City. These resources may include: Housing Authority, Child Care Assistance, FIP, Department of Human Services, W.I.C., UIHC Child Psychiatry, Social Security Office, Center for Disabilities and Development, CommUnity Crisis Center, Shelter House, DVIP, RVAP, United Action for Youth and HACAP. The SFAs also help families get connected to transportation resources such as TMS or may provide transportation in our own vehicles in order to support families in accessing these critical resources.

3. How many North Liberty residents will you be serving with this program/project?

All North Liberty residents who have a student, grade PreK-12, that attends one of the ICCSD schools located in North Liberty has the potential to be impacted by this program.

4. Provide a succinct, specific description of your primary target population(s).

SFAs primarily work with families that are identified as at risk financially and/or social-emotional-behaviorally. The majority of our target population is PreK-12th aged students and their families; however many of these families have children ages 0-5 in the home who also benefit from our supports. SFAs provide on-going case management support for families struggling with mental health concerns, homelessness, language & cultural barriers, access to basic needs and assistance during crisis situations. Our goal is for families to build a stronger connection to the school community therefore increasing student engagement in learning. Indicators that a family may need SFA support could include: student attendance concerns, student behavior concerns & low levels of parent engagement in the school environment.

5. What percentage of the program/project benefits North Liberty residents?

100%

6. How will this program/project benefit the community of North Liberty?

The SFA program benefits the community by focusing on supporting families as they navigate community resources. Schools often serve as a first point of contact for families who are new to the community so SFAs are in a unique position to welcome new residents and insure that they know where in the community to turn for support. Having stronger connections to the the community, helps a family become more self sufficient, get to school/work regularly, as well as, stay physically and emotionally healthy.

Our programs primarily serve students and their families who are experiencing barriers to learning, as evidenced by:

- Poor attendance
- Behavior issues
- Failing grades
- Lack of reading and math proficiency
- Deficiency in basic needs

Each student and family has unique needs and requires an individualized plan. Whether the plan is addressing an academic concern or a social-emotional issue, it must start with identifying the student strengths. Involvement of the student and parent in the planning process is essential. Our programming needs to be flexible to meet the diverse needs of our growing student population.

Students who are homeless are of particular concern because they are experiencing multiple barriers to learning, including but not limited to:

- 1) acquiring the basic needs of food, shelter, clothing and transportation are regular challenges
- 2) many have academic issues due to high mobility and therefore gaps in their educational experience
- 3) many also have social-emotional issues, such as, grieving the losses of what they have had to leave behind when their families lost their housing and they had to move away from friends and family

7. Describe your efforts to outreach to residents of North Liberty in providing accessibility to your programs and services.

Although the Student and Family Advocates are housed in the schools, it is a fee-free community based resource serving all families that reside in the North Liberty. The SFAs are active members of the North Liberty Unity Coalition. Through the partnerships with the coalition, the North Liberty Food and Clothing Pantry and the summer lunch program, the SFAs gain knowledge about community resources and distribute this information through personal home visits, phone calls, text messages, emails, etc. The SFAs hold an annual, "Back to School Bash" event in which fliers are printed and distributed throughout the community. It is held each August before school starts in which many community resources are shared with families that attend. The SFA program has been with the ICCSD since 1995, word of mouth is the most popular way families learn about the services and outreach directly to the SFAs.

8. If this funding is not available, describe the impact of that decision on the Agency and the program/project these funds would have supported.

If funding from North Liberty is not continued, services to North Liberty students and families would have the potential to be reduced and/or redesigned. As noted in the budget section, the cost of the Family Resource Center program continues to grow as the school district has committed to maintaining SFA support at each of our 6 schools in North Liberty as well as across all 28 schools collectively in the district. The two other funding streams that support the SFA budget, SAVE (sales tax funding) and Drop Out Prevention funding, also fund a number of other at-risk programs across the district and are stretched to support the growing number of at-risk students & families in our district. We are thankful for the City of North Liberty's continued support and partnership with the Student and Family Advocate/Family Resource Center program.

9. List all amounts and years of funds previously received from the City of North Liberty.

2005-06, 2006-07, 2007-08:	\$33,500
2008-09, 2009-10:	\$36,850
2010-11, 2011-12, 2012-13, 2013-14:	\$50,000
2014-15:	\$52,000
2015-16:	\$54,080
2016-17; 2017-18; 2018-19; 2019-20:	\$55,000

10. If you have previously participated in the City of North Liberty's social services funding opportunity, have you completed required reports?

Yes

I give permission to the City of North Liberty to reproduce and use any photographs taken at my program/project and/or that are submitted as part of our program summary report.

Signature



Date 4.16.2020

Send one grant application via email to Tracey Mulcahey at tmulcahey@northlibertyiowa.org. Do not send any hard copies of applications.

Submission deadline: Applications will be accepted until March 20, 2020 with awards made at a Council meeting in April.

Annual reports on awarded projects/programs are due by August 31, 2021. Reminder notices will be emailed in July.

Tracey Mulcahey

From: Coreen Frank <frank.coreen@iowacityschools.org>
Sent: Thursday, April 16, 2020 1:53 PM
To: Tracey Mulcahey
Cc: Lora Daily
Subject: [EXTERNAL] Social Services Application
Attachments: NL Application.pdf

WARNING: This email originated from outside of this organization. Do not click links or open attachments unless you know the contents are safe. Never provide your user ID or password to anyone.

Hi Tracey,

Attached is the ICCSD social services funding application for the North Liberty Family Resource Center/Student & Family Advocate programming. Thank you again for offering us an extension in the due date for this application. We very much value our partnership & relationship with the City of North Liberty.

I wanted to include a few notes with our application because, as you will notice when you look through it, we have applied for less funding than in recent years. There are a multitude of factors that went into this decision, however, I will highlight a couple key factors for you:

- We rely heavily on partnerships with community based agencies when supporting families & acknowledge that if we ask for less funding then there is more funding available to support our agency partners in developing, extending & promoting their work in North Liberty.
- The work of the Student & Family Advocates (SFA) is ever evolving. The district is committed to having SFA support available in all our buildings & over the last few years we have also refined our systems for staff allocation, funding allocation and continuity of programming K-12. We are working to standardize how the SFA positions are funded and therefore are working to rely less on outside of district funding to maintain these positions.

I again want to state how much we value our partnership with the City of North Liberty. Please don't hesitate to reach out to me with questions or concerns.

Thank you,
Coreen

--

Coreen Frank, M.S.Ed.
Coordinator of Mental Health Services
Iowa City Community School District



SOCIAL SERVICES FUNDING APPLICATION – FY 2021

North Liberty City Council has allocated funds in the FY 2021 (July 1, 2020 – June 30, 2021) budget for social service programs and projects. These funds are for both annual funding and smaller projects and contributions to innovative programs. New applicants are encouraged to contact Tracey Mulcahey at 319/626-5712 or tmulcahey@northlibertyiowa.org before completing the application. *Council has emphasized the focus of innovative, new projects and deemphasized the funding of personnel.*

General Information

Agency Name: **Housing Trust Fund of Johnson County (HTFJC)**

Agency Contact: **Ellen McCabe**

Position: **Executive Director**

Address: **P.O. Box 2446, Iowa City, IA 52244**

Phone: **(319) 358-0212**

Email: **emccabe@htfjc.org**

Website: **htfjc.org**

Agency Mission Statement:

To promote and support affordable housing in Johnson County.

Tax Status:

501 (c) (3)

Program/Project Information

Program/Project Title:

HTFJC Revolving Loan Fund/Homeowner Minor Rehabilitation

Program/Project Expenditures

Expense (List all expenses by category, using another sheet if necessary)	Amount
Personnel	
**See Attached Spreadsheet	
Total:	\$404,289

Sources of Program/Project Funds

Source of Funds (List all sources, using another sheet if necessary)	Amount/Percentage of total cost
**See Attached Spreadsheet - including \$15,000 from the	
City of North Liberty	
City of North Liberty	\$15,000 / 1% of funding
Total:	\$1,571,250

Anticipated/Actual start date:

9/1/2020

Anticipated Program/Project completion date:

6/30/2021

Applicant Information

1. Describe the program/project.

Through its revolving loan fund, the Housing Trust Fund of Johnson County (HTFJC) provides funding to agencies, developers, and builders. The HTFJC offers funding to these entities up to four times a year and combines local government funding, state housing trust fund grant dollars, and loan repayments from prior projects that were funded in order to make safe, affordable, and adequate housing possible. Eligible activities include the acquisition and creation of new housing, the rehabilitation of existing housing (such as the Penn Oaks project in North Liberty), and other housing activities. All projects must benefit households below 80% of the Area Median Income (AMI) and must be located in Johnson County. Project awards are in the form of grants or loans depending on whether the project can support repayment.

The HTFJC also offers a minor rehabilitation program for homeowners which is currently funded, in part, by a Federal Home Loan Bank (FHLB) grant. The current round includes \$279,000 from FHLB and \$77,000 from HTFJC as match. When FHLB funding is not available, HTFJC funds this program without the FHLB grant. Eligible activities in this program include roofs, windows, doors, water heaters, furnace replacement, or electrical and plumbing improvements. Homeowners must live outside of Iowa City to be eligible and have incomes at or below 80% of the Area Median Income.

The HTFJC may also continue to use some of its revolving loan fund monies to offer support for many other housing related initiatives within Johnson County. The HTFJC dedicates some of its resources to provide administrative support to the Local Homeless Coordinating Board of Johnson County. In addition, it has provided funding to the Johnson County Affordable Housing Coalition to promote affordable housing.

2. What specific need in the community is the Agency addressing with this program/project? (Describe the extent of the problem, and the major factors in the community contributing to the problem.)

Affordable housing in Johnson County is limited for both renters and owners. The presence of the University of Iowa, three hospitals, and other large employers in the area creates a high demand for housing in Johnson County. The demand, in turn, leads to low vacancy rates and higher housing costs. Housing demand is even higher in North Liberty, as evidenced by the growth over the past few years. While North Liberty provides a variety of housing options, including some housing at a lower cost than in other parts of the metro area, the need for more affordable housing remains evident.

Rental Households

Renters who spend more than 30 percent of their income on housing related expenses are determined to be cost-burdened. Moreover, rental households who spend more than 50 percent of their income on housing related expenses are defined as severely cost-burdened.

According to the U.S. Census Bureau and American Community Survey estimates, the percentage of rental households in North Liberty who are cost-burdened and severely cost-burdened has increased from 475 households (33% of rental households in North Liberty) in 2010 to 793 households (40% of rental households in North Liberty) in 2016. This represents a **67% increase** in the number of rental households who are cost-burdened and severely cost-burdened. The increase in the percentage of rental households who could benefit from affordable housing programs is higher than the 38% increase in the growth in the population in North Liberty over the same period.

Homeowners with a Mortgage

For homeowners with a mortgage, the percentage of households who are cost burdened and severely cost burdened between 2010 and 2016 remained constant at 20% of households with a mortgage. In other words, one in five households with a mortgage in North Liberty is struggling to meet basic financial obligations.

The HTFJC addresses the pervasive shortage of affordable housing by assisting homeowners through the minor home rehabilitation program and by providing funding to housing developers and organizations for new or rehabilitated housing through low-interest loans and grants.

3. How many North Liberty residents will you be serving with this program/project?

It is not possible to predict how many North Liberty residents will be served by the HTFJC in FY21. All organizations, providers, and developers are eligible to apply for the revolving loan fund as long as projects are located within Johnson County. The Penn Oaks project in North Liberty is a recent example of the kind of assistance provided through the revolving loan fund and is assisting 36 households in North Liberty who have low incomes. HTFJC funding of \$325,000 leveraged an additional \$5,303,734 for the Penn Oaks property. This property will remain affordable for 30 years and HTFJC anticipates receiving the first loan payment on this loan in the next few months.

It is also not possible to know how many households will be able to remain in their homes through the minor rehabilitation program in any given year. Based on prior assistance provided to 14 households in North Liberty through this vital program, it is almost certain that homeowners will be assisted within North Liberty during FY21. In FY20, to date, three households in North Liberty have received HTFJC minor home rehabilitation totaling \$9,927.72 directly from HTFJC. In addition, four households in North Liberty are scheduled to receive a total of \$58,349 in needed rehabilitation prior to November 15, 2020 as part of the FHLB and HTFJC partnership.

Other households in North Liberty are receiving assistance from entities funded by HTFJC. For example, a single mother received a new hot water heater this month and is scheduled to receive some electrical work as part of a HTFJC grant to the Greater Iowa City Area Homebuilders. HTFJC also provides grant funding to the Iowa Valley Habitat for Humanity Helping Hands program. Both of these grant programs assist people who have extremely low incomes (below 30% of the Area Median Income).

4. Provide a succinct, specific description of your primary target population(s).

We serve households in Johnson County who have incomes that are low-to-moderate (at or below 80% of the Area Median Income - AMI). Thirty percent of the state funding received must be support households with extremely low incomes - those with no more than 30% of AMI. The households assisted are homeowners, renters, and those living in homeless shelters.

The table below shows the maximum income levels allowable for the target population served by the HTFJC:

HUD Maximum Income Levels by Area Median Income – AMI (Target Population)	1-person Household	2-person Household	3-person Household	4-person Household	Number of Households in North Liberty qualifying at the 80% and 30% AMI Levels (CHAS/HUD 2011-2015 data)
80% Max AMI Income	\$52,850	\$60,400	\$67,950	\$75,500	1,765 households
30% Max AMI Income	\$20,100	\$23,000	\$25,850	\$28,700	400 households
					2,165 total households

According to CHAS/HUD data for 2011-2015 there were at least **2,165 households** in North Liberty who are at the 80% or less AMI level as referenced in the column on far right on the table above. A staggering 400 households within that group were deemed to have extremely low incomes at the 30% AMI level or below.

5. What percentage of the program/project benefits North Liberty residents?

Since 2005, the HTFJC has assisted 46 households in North Liberty with more than \$409,000 allocated through our programs. Revolving loan funding in North Liberty at \$325,000 for Penn Oaks accounts for 4.2% of the total revolving loan funding. Thirty-six households are accessing housing that is affordable with the purchase and renovation of Penn Oaks as part of the revolving loan program.

In addition, 14 households have been able to remain in their homes with assistance through the minor rehabilitation program with \$88,365.72 paid for work done. In total, residents of North Liberty have received 40% of the funding for rehabilitation projects in Johnson County. An additional four households have already been identified for \$58,349 in needed rehabilitation with the FHLB grant and HTFJC investment prior to 11/15/20.

6. How will this program/project benefit the community of North Liberty?

Homeowners and renters who reside in units that the HTFJC has helped create or rehabilitate benefit directly from the assistance we provide. Some of the impact can be in the form of lower rents and/or by their dwelling becoming safe and habitable.

When residents pay less for housing and utilities, the households assisted can purchase other necessities thereby feeding money back into the North Liberty economy. In addition, contractors and building suppliers located in North Liberty along with their employees also benefit from the housing activity that the HTFJC funds and leverages.

The community as a whole benefits with increased property tax income, improved dwellings in neighborhoods, and an improved quality of life for residents of North Liberty. HTFJC support leverages additional funding such as through the Low-Income Housing Tax Credit (LIHTC) program for the Penn Oaks acquisition and rehabilitation project. We hope to be involved with larger tax credit partnerships in North Liberty in the near future.

7. Describe your efforts to outreach to residents of North Liberty in providing accessibility to your programs and services.

Past performance has shown that residents of North Liberty are able to benefit from both the revolving loan fund and the minor home rehabilitation program. Funding notices are distributed through multiple media channels to inform the public of funding available from the HTFJC. Specific sources utilized include newspapers, radio stations, local governments for posting notices, Facebook and Twitter. Area social service providers make referrals to the HTFJC on a regular basis. Securing applications is convenient as they are available on the HTFJC website, can be picked up from the HTFJC office, sent via email or mailed upon request.

8. If this funding is not available, describe the impact of that decision on the Agency and the program/project these funds would have supported.

Without support from local government entities, the HTFJC would have minimal funding to make available for the development of affordable housing and other related programs. In addition, if this funding is not available, the HTFJC would likely need to decrease or eliminate assistance available to households who need essential minor home rehabilitation to be able to remain in their homes.

We are requesting \$15,000 from the City of North Liberty for FY21. The support will enable us to continue to provide assistance through the revolving loan fund and the minor home rehabilitation program for homeowners.

The HTFJC is eligible to apply for state funding through the Iowa Finance Authority (IFA) each year and the application requires that a minimum of 25 percent of the amount requested must come from local sources. IFA also looks more favorably on applications for funding if local housing trust funds receive a broad base of support from local governments. Without local government support, including funding from the City of North Liberty, the HTFJC would be required to secure a local match from other sources which may prove difficult and/or impossible.

9. List all amounts and years of funds previously received from the City of North Liberty.

\$8,000 for each year from 2007-2018. \$10,000 was allocated in 2019.

The Housing Trust Fund of Johnson County is grateful for this past funding and looks forward to continuing this important partnership.

10. If you have previously participated in the City of North Liberty's social services funding opportunity, have you completed required reports?

Yes, we have completed past funding reports as requested.

I give permission to the City of North Liberty to reproduce and use any photographs taken at my program/project and/or that are submitted as part of our program summary report.

Signature

Ellen McCabe

Digitally signed by Ellen McCabe
Date: 2020.03.03 13:25:53
-06'00'

Date

3/3/2020

Send one grant application via email to Tracey Mulcahey at tmulcahey@northlibertyiowa.org. Do not send any hard copies of applications.

Submission deadline: Applications will be accepted until March 20, 2020 with awards made at a Council meeting in April.

Annual reports on awarded projects/programs are due by August 31, 2021. Reminder notices will be emailed in July.

Housing Trust Fund of Johnson County

FY 21 Budget (Projected)

Income

City of Coralville	\$	26,523	
City of North Liberty	\$	15,000	1%
Miscellaneous Grants	\$	15,000	
Fundraising	\$	2,000	
Federal Home Loan Bank	\$	100,000	
City of Iowa City	\$	500,000	
Johnson County Quality of Life Block Grant	\$	650,000	
Johnson County Social Services Block Grant	\$	30,000	
Interest Income	\$	48,000	
Miscellaneous Income	\$	250	
Other contributions	\$	500	
State Housing Trust Fund	\$	225,000	
Local Homeless Coordinating Board Membership	\$	500	

Projected Total Income	\$ 1,571,250
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Expenses

Education/Advocacy		
Memberships	\$	1,200
Conferences and Travel	\$	750
Professional Development	\$	600
Administrative		
Mileage	\$	800
Office Supplies /computer	\$	1,700
Public Relations	\$	600
Depreciation	\$	100
Miscellaneous Expenses	\$	500
Website Service and Maintenance	\$	750
Professional Fees		
Accounting	\$	5,500
Audit	\$	7,000
Lobbyist	\$	900
Fundraising	\$	500
Insurance	\$	2,300
Postage/ P.O. Box	\$	400
Printing	\$	400
Telephone expense	\$	1,100
Office rent	\$	4,488

Continued

Payroll

Salary	\$	80,886
Worker's Comp.	\$	600
Payroll Taxes	\$	6,188
Retirement	\$	2,427
Health Insurance	\$	13,500

Program Operation

Interest Expense	\$	300
Loan Forgiveness	\$	15,000
Program Misc. (JCAHC)	\$	5,000
FHLB - Minor Home Repair	\$	100,000
Grants	\$	150,000
Local Homess Coord. Board Expenses	\$	800

Projected Total Program Expense	\$	404,289
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Projected Net Income Available for Revolving Loan Fund	\$	1,166,961
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Projected Loan Principal Repayments for Revolving Loan Fund	\$	180,000
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SOCIAL SERVICES FUNDING APPLICATION – FY 2021

North Liberty City Council has allocated funds in the FY 2021 (July 1, 2020 – June 30, 2021) budget for social service programs and projects. These funds are for both annual funding and smaller projects and contributions to innovative programs. New applicants are encouraged to contact Tracey Mulcahey at 319/626-5712 or tmulcahey@northlibertyiowa.org before completing the application. *Council has emphasized the focus of innovative, new projects and deemphasized the funding of personnel.*

General Information

Agency Name: **Big Brothers Big Sisters of Johnson County**

Agency Contact: **Daleta Thurness**

Position: **Executive Director**

Address: **3109 Old Hwy. 218 S., Iowa City, IA 52246**

Phone: **(319) 337-2145**

Email: **daleta@bbbsjc.org**

Website: **www.bbbsjc.org**

Agency Mission Statement:

Big Brothers Big Sisters of Johnson County creates and supports 1:1 mentoring relationships that ignite the power and promise of youth.

Tax Status:

Governmental/Tax-exempt

Program/Project Information

Program/Project Title:

Lightning Transition

Program/Project Expenditures

Expense (List all expenses by category, using another sheet if necessary)	Amount
Personnel	
120 hours of Community-based match support	\$3,375 (\$28.13/hr. avg hourly rate + mileage)
35.5 hours of Community-based enrollment activities	\$ 999 (")
Initial Child and Volunteer Enrollment	\$2,430 (11.5 hrs per match)
Initial School-based match support	\$2,813 (\$56/mo. @ 10 months)
Total:	\$9,617

Sources of Program/Project Funds

Source of Funds (List all sources, using another sheet if necessary)	Amount/Percentage of total cost
Johnson County Social Services JJYD grant	\$5,243
City of North Liberty	\$4,374
Total:	\$9,617

Anticipated/Actual start date:

July 1, 2020

Anticipated Program/Project completion date:

June 30, 2021

Application Information

1. Describe the program/project.

Noble Knights is a once a week after school program at North Central Junior High. It is a collaboration between Big Brothers Big Sisters of Johnson County (BBBSJC) and Johnson County 4-H. It combines one to one mentoring; each of the fifteen students involved is matched with an adult mentor, and 4-H programming; mentors and students participate in organized activities which range from art projects to public service projects to educational field trips. The students and their mentors meet only during the organized program. This program has had a very successful run for the last seven years.

Often a student and volunteer (match) would like to continue to see each other after the student graduates from 8th grade. We recognize this transition from junior high to high school as a critical time for students. Students, especially the higher risk students involved in our programming, are exposed to risky behavior options, and face social and academic challenges. We know mentoring can be helpful in negotiating this crucial time.

The match would continue to need and benefit from BBBSJC staff support. Currently we do not have the capacity to provide this. Our goal is to transition 35% of the Noble Knight matches to continue meeting into 9th grade. This match would then be considered a community-based match. A community-based match receives support for the volunteer, the student and the family. Increasing the length of these match relationships would as shown by research to increase the significant positive youth outcomes, particularly during this crucial time of transition.

2. What specific need in the community is the Agency addressing with this program/project? (Describe the extent of the problem, and the major factors in the community contributing to the problem.)

According to the Iowa Youth Survey for Johnson County, percentages consistently increase from 8th grade to 11th grade in almost all categories of risky behavior. For example, 7% of 8th graders reported they had their first drink of alcohol by age 13 or 14, by age 15 or 16 it rises to 26%. In 8th grade, 8% report using tobacco, by 11th grade it's 16%. We also know that school and medical personnel report significant concerns regarding the rise/access of vaping and e-cigarettes. Mentoring has been cited by the Institute of Medicine as an example of a secondary preventive intervention, whereby prevention efforts focus on adolescents who are deemed "at-risk" for substance use but do not yet present behavioral health issues. Big Brothers Big Sisters (BBBS) is a widely cited example of a successful large-scale mentoring program with evidence of effectiveness. Child participation was shown in one of the most widely reported studies of BBBS to be associated with a 46 percent lower likelihood of illicit drug use initiation, suggesting the value of mentoring as a primary prevention strategy.

3. How many North Liberty residents will you be serving with this program/project?

20 - (5 youth and their families (average 2 family members = 10) plus 5 volunteer mentors). Please keep in mind that although this number may seem low, the dosage and duration of individualized service is high (72 mentoring hours per youth, valued at \$1,637 and 1 hour per month of professional support for parent/guardian, youth and mentor)

4. Provide a succinct, specific description of your primary target population(s).

Youth ages 12-15 from North Liberty who are self-referred, parent/guardian referred or have been referred by school personnel. Youth will present with at least one risk factor and in many cases, multiple: low-socioeconomic, minority, refugee/immigrant, social or academic challenges, one/non-parent household or may have an incarcerated or deported parent.

5. What percentage of the program/project benefits North Liberty residents?

100%

6. How will this program/project benefit the community of North Liberty?

Youth who are mentored have been proven to be more competent, caring, capable, confident, connected and contributing. Therefore, positively impacting the community in which they live.

Mentoring is a cost-effective prevention and intervention strategy. Research demonstrates that for every dollar invested in effective mentoring programs, there is a return of \$2.72. This positive return on investment reflects projected increases in lifetime earnings gained by leading at-risk youth down the path to becoming productive adult citizens, as well as dollars saved through evidence-based mentoring-related outcomes, such as reduced juvenile delinquency and crime, improved school attendance, higher graduation rates, and lowered risk of youth involvement in costly behaviors such as drug, alcohol and tobacco use.

1Anton, P., Wilder Research & Temple, Judy, Univ. of Minnesota, "Social Return on Investment in Youth Mentoring Programs,s." March 2007

Additionally, there is significant impact on mentors. The National Institute of Health sites, "Volunteering had favorable effects on depression, life satisfaction and well-being". They are more connected to their communities and aware of community issues and resources.

7. Describe your efforts to outreach to residents of North Liberty in providing accessibility to your programs and services.

There are no fees for youth/families to participate. We work directly with school personnel at North Central Junior High and BBBSJC staff are regularly present in the North Liberty Community coordinating activities at the afterschool program, attending volunteer fairs and community coalition meetings as well as conducting family home assessments as needed. We also do recruitment activities for volunteer mentors throughout the North Liberty business community.

8. If this funding is not available, describe the impact of that decision on the Agency and the program/project these funds would have supported.

In FY21 due to reduction in FTE's, if a match wants to transition from school-based to community-based an assessment* will be made on whether current staffing has the capacity to support those activities to fully enroll the match in the community-based program and perform the standardized monthly match support. We may not be able to support the transition.

If funding is received we will prioritize North Liberty youth transitioning to Liberty High School and ensure the successful transition from a school-based to community-based match.

*to determine if we have the staff to support this change. Community-based (outside of school) match require more staff time; interviewing families and increased level of contacts (as part of monitoring child safety). We may not be able to support this transition.

9. List all amounts and years of funds previously received from the City of North Liberty.

FY16 \$1000
FY17 \$2500
FY18 \$2500
FY19 \$2500
FY20 \$3000

10. If you have previously participated in the City of North Liberty's social services funding opportunity, have you completed required reports?

YES

I give permission to the City of North Liberty to reproduce and use any photographs taken at my program/project and/or that are submitted as part of our program summary report.

Signature

Daleta Thurness

Digitally signed by Daleta
Thurness
Date: 2020.03.04 11:16:09 -06'00'

Date

March 4, 2020

Send one grant application via email to Tracey Mulcahey at tmulcahey@northlibertyiowa.org. Do not send any hard copies of applications.

Submission deadline: Applications will be accepted until March 20, 2020 with awards made at a Council meeting in April.

Annual reports on awarded projects/programs are due by August 31, 2021. Reminder notices will be emailed in July.



SOCIAL SERVICES FUNDING APPLICATION – FY 2021

North Liberty City Council has allocated funds in the FY 2021 (July 1, 2020 – June 30, 2021) budget for social service programs and projects. These funds are for both annual funding and smaller projects and contributions to innovative programs. New applicants are encouraged to contact Tracey Mulcahey at 319/626-5712 or tmulcahey@northlibertyiowa.org before completing the application. *Council has emphasized the focus of innovative, new projects and deemphasized the funding of personnel.*

General Information

Agency Name: **Rape Victim Advocacy Program (RVAP)**

Agency Contact: **Adam Robinson**

Position: **Executive Director**

Address: **108 River Street, Iowa City, IA 52246**

Phone: **319-335-6001**

Email: **adam-robinson@uiowa.edu**

Website: **www.rvap.org**

Agency Mission Statement:

Our mission is to provide free, confidential, trauma-informed advocacy to individuals affected by sexual violence and promote social change through prevention education.

Our vision is a community free of sexual violence

As an agency, we hold the following core values: empowerment, inclusion, Integrity, prevention, and resiliency.

Tax Status:

42-6004813

Program/Project Information

Program/Project Title:

Sexual Assault Prevention Education (SafeDates Healthy Relationship Education, Raise the Bar)

Program/Project Expenditures

Expense (List all expenses by category, using another sheet if necessary)	Amount
Personnel	\$4,000
Total:	\$4,000

Sources of Program/Project Funds

Source of Funds (List all sources, using another sheet if necessary)	Amount/Percentage of total cost
JP Morgan Anonymous Foundation	\$1,000 / 25%
City of North Liberty	\$3,000 / 75%
Total:	\$4,000

Anticipated/Actual start date:

July 1, 2020

Anticipated Program/Project completion date:

June 15, 2021

Application Information

1. Describe the program/project.

City of North Liberty provides the Rape Victim Advocacy Program (RVAP) with resources to provide comprehensive primary prevention education to residents in North Liberty. RVAP offers evidence-based comprehensive prevention curriculum in schools in North Liberty. In FY19, RVAP provided multi-session prevention curriculum to 255 students at North Central Junior High. Additionally, we facilitated our new Healthy Relationships Course, created in collaboration with Iowa City Community School District staff, to 184 students at Liberty High School. Continued funding from the City of North Liberty ensures that we will be able to provide the prevention strategies necessary to make our students and community safer as we work to change culture surrounding sexual violence.

In addition to the prevention work we provide in local schools, RVAP also developed a prevention curriculum for owners and employees of businesses that serve alcohol. Alcohol is the most frequently used weapon used to commit sexual assault, so informing staff serving alcohol is key in intervening to help prevent sexual violence from occurring. The training educates participants about ways that alcohol is often a factor in sexual assaults, the dynamics of sexual assault, and how alcohol-facilitated sexual assault occurs. Staff members are also taught how to recognize perpetrator motivations and red flags in a bar setting, and how people in each specific role (wait staff, bartenders, bouncers, etc.) can respond. City of North Liberty funding will help RVAP expand our Raise The Bar training to establishments in the North Liberty community, where we hope to have similar success from what we've experienced in Iowa City.

2. What specific need in the community is the Agency addressing with this program/project? (Describe the extent of the problem, and the major factors in the community contributing to the problem.)

Sexual violence is an issue that impacts every individual and all communities. According to the Department of Justice and The Centers for Disease Control and Prevention, a sexual assault (defined as sexual contact without consent) occurs every 109 seconds. Broken down by gender identity, we see that 1 in 4 cisgender women, 1 in 6 cisgender men, and 1 in 2 transgender individuals will experience some form of sexual violence in their lifetime (CDC, 2012 and FORGE, 2004). At RVAP, we view violence as a community wide problem: while an individual might personally experience sexual assault, every individual in our community knows one or multiple people who have experienced this type of violence.

The need for direct services in our communities is high. This has been important because RVAP experienced a continued increase in new direct service clients and total advocacy/counseling sessions in FY18. Specifically, RVAP saw a 49% increase in new clients and a 122% increase in total client sessions (advocacy, counseling, and therapy). Please see the table below: 1st, 2nd, and 3rd Quarter Statistics FY12 FY13 FY14 FY15 FY16 FY17 FY18 New Clients 81 75 102 43 41 87 130 Total Sessions 414 272 301 83 93 368 820 The community need for primary prevention interventions is very high. Best practice in primary prevention includes multiple touch-points through comprehensive educational modalities. Research shows that the average age of first time perpetration of sexual violence is 16 years-old (Ybarra and Mikell, 2013). Primary prevention is most effective when it is reaching audiences before and around this age range. The CDC statistics show that the majority of sexual assault survivors never seek professional help (2012). We know that the number of clients we see is only a small fraction of the survivors in our community. The last few years have seen an unprecedented level of national media attention on the issue of sexual violence, which is often followed by more people experiencing the courage to come forward and tell their story. RVAP remains committed to working every day to support all who seek our services while we remain focused on our goal of ultimately ending sexual violence.

3. How many North Liberty residents will you be serving with this program/project?

400-500

4. Provide a succinct, specific description of your primary target population(s).

RVAP's prevention and education programming is targeted to all populations, but focuses on youth ages 12-22. Prevention populations for this funding source will be all eighth grade students at North Central Junior High, as well as students at Liberty High School. Our Raise The Bar curriculum targets owners and employees at bars and restaurants serving alcohol.

5. What percentage of the program/project benefits North Liberty residents?

Of this specific funding source, 100% will benefit North Liberty residents.

6. How will this program/project benefit the community of North Liberty?

RVAP's Raise The Bar, and the evidence-based SafeDates curriculum provide a statistically significant increase in changes to participants' attitudes, behaviors, and beliefs surrounding healthy relationships and interpersonal violence. These changes are the foundation for future experiences and social interactions, which have a lasting effect on the whole community.

RVAP's ultimate goal is to stop violence before it begins. Our Prevention & Education Team utilizes The Center for Disease Control's (CDC) four-level social-ecological model to better understand violence and the effect of potential prevention strategies. This model considers the complex interplay between individual, relationship, community, and societal factors. It allows us to understand the range of factors that put people at risk for violence or protect them from experiencing or perpetrating violence. Besides helping to clarify these factors, the model also suggests that in order to prevent violence, it is necessary to act across multiple levels of the model at the same time. This approach is more likely to sustain prevention efforts over time than any single intervention.

7. Describe your efforts to outreach to residents of North Liberty in providing accessibility to your programs and services.

Our prevention programming works in conjunction with Personal Development classes at North Central Junior High School. This collaboration gives RVAP access to all enrolled eighth graders at the school and additionally any NCJH students who would like to meet with us. The new Healthy Relationships class at Liberty High School that RVAP influenced, was created in partnership with staff from the Iowa City Community School District.

Additionally, RVAP has a list of community centers and businesses in which we post notices of our services and upcoming support groups. Included in that list are multiple North Liberty locations including the Recreation Center, restaurants, coffee shops, and also on social media.

8. If this funding is not available, describe the impact of that decision on the Agency and the program/project these funds would have supported.

With prevention requests increasing year over year, it has been difficult to maintain our current level of prevention programming without local support. While RVAP will continue to foster our relationship with North Liberty schools, we cannot guarantee full request coverage without the funds necessary to support this critical work. As always, we are committed to doing all that we can to support all students.

9. List all amounts and years of funds previously received from the City of North Liberty.

FY2019: \$2,500
FY2018: \$2,000
FY2017: \$1,000
FY2016: \$500

10. If you have previously participated in the City of North Liberty's social services funding opportunity, have you completed required reports?

Yes

I give permission to the City of North Liberty to reproduce and use any photographs taken at my program/project and/or that are submitted as part of our program summary report.

Signature

Adam Robinson

Digitally signed by Adam Robinson
Date: 2020.03.11 15:34:36 -05'00'

Date

3/11/2020

Send one grant application via email to Tracey Mulcahey at tmulcahey@northlibertyiowa.org. Do not send any hard copies of applications.

Submission deadline: Applications will be accepted until March 20, 2020 with awards made at a Council meeting in April.

Annual reports on awarded projects/programs are due by August 31, 2021. Reminder notices will be emailed in July.



SOCIAL SERVICES FUNDING APPLICATION – FY 2021

North Liberty City Council has allocated funds in the FY 2021 (July 1, 2020 – June 30, 2021) budget for social service programs and projects. These funds are for both annual funding and smaller projects and contributions to innovative programs. New applicants are encouraged to contact Tracey Mulcahey at 319/626-5712 or tmulcahey@northlibertyiowa.org before completing the application. *Council has emphasized the focus of innovative, new projects and deemphasized the funding of personnel.*

General Information

Agency Name: **ICCSD Foundation**

Agency Contact: **Susan Brennan**

Position: **Executive Director**

Address: **1725 North Dodge Street, IC, IA 52245**

Phone: **319-688-1012**

Email: **brennan.susan@iowacityschools.org**

Website: **iccsdfoundation.org**

Agency Mission Statement:

The ICCSD Foundation enhances the educational experiences of all students in the District by providing resources to enrich curriculum, programs and student and staff experiences.

Tax Status: **non-profit/501(c)(3)**

Program/Project Information

Program/Project Title: **Any Given Child, Fine arts programming**

Program/Project Expenditures

Expense (List all expenses by category, using another sheet if necessary)	Amount
Personnel	n/a
Programming and Busing (detail attached)	\$58,400
Total:	\$58,400

Sources of Program/Project Funds

Source of Funds (List all sources, using another sheet if necessary)	Amount/Percentage of total cost
Attached	
Total:	\$60,000

Anticipated/Actual start date: **Fall 2020**

Anticipated Program/Project completion date: **Spring 2021**

Application Information

1. Describe the program/project.

In addition to the fine arts experiences that have become a part of our students education in the community (please see budget attachment), the Any Given Child program in the Iowa City Community School District is hoping to launch a brand new fine arts experience for our students during the 2020-21 academic year. One art experience that we know is lacking for our students is dance and theater performances. We have been working with a local dance studio, Nolte Academy, to provide more exposure to these art forms to our elementary students. In partnership with this local business, it is our hope to invite Nolte dancers in to all 21 elementary schools in our District to teach the students a dance pulled from the Nutcracker, integrate the music of the Nutcracker in their traditional music classes and have these experiences culminate in a field trip to the Englert theater to watch the Nutcracker performed. This fine arts experience would be made available to all 2nd or 3rd grade students (yet to be determined) across our District ensuring an equitable opportunity for all students regardless of socio-economic backgrounds. In addition, this experience would incorporate dance, music and a theater opportunity in one concerted program which helps us capitalize on connecting different art forms and really collaborating across different mediums.

2. What specific need in the community is the Agency addressing with this program/project? (Describe the extent of the problem, and the major factors in the community contributing to the problem.)

Providing our students an education rich in the arts has always been a priority of the Iowa City Community School District. However, these offerings have not always been balanced from school to school or across the grade levels. What and when students received some additional fine arts exposure was too dependent on the individual schools ability to finance these experiences creating inequities. The Any Given Child programming is made available to all students regardless of what building they attend ensuring every student receives fine arts exposure while they attend our public schools. This particular experience, the Nutcracker, addresses our lack of dance and theater art forms in our District and combines dance, music and a memorable trip to watch a live performance into one fine arts exposure. All students should be allowed to enjoy the arts in our community regardless of their personal socio-economics. With changing demographics, our District has seen our population of students shift and reaching them with these types of impactful and educational experiences is that much more important.

3. How many North Liberty residents will you be serving with this program/project?

Roughly 2100 students in the Iowa City Community School District are residents of North Liberty. All students that attend Penn, Grant, Van Allen and Garner elementary schools along with North Central Junior High School receive fine arts experiences through the Any Given Child initiative.

4. Provide a succinct, specific description of your primary target population(s).

The mission of the Any Given Child fine arts programming is to reach every student with an impactful experience from Kindergarten through the 8th grade. The ICCSD provides experiences for students in the North Liberty area attending Penn, Grant, Van Allen and Garner elementary schools and the North Central junior high students as well. There is now a fine arts experience for every grade level at each of our schools across the District.

5. What percentage of the program/project benefits North Liberty residents?

100% of the elementary students that attend Penn, Grant, Van Allen and Garner elementary schools and the students that attend North Central Junior High will participate in at least one Any Given Child fine arts experience every year of their education Kindergarten through the 8th grade.

6. How will this program/project benefit the community of North Liberty?

Providing students with an education rich in the arts helps to develop better critical thinkers, people with more refined creative problem solving skills, it fosters interdisciplinary learning and cross-cultural understanding. Additionally, early and consistent exposure to the fine arts helps to cultivate a life-long appreciation of the arts.

Showing kids in our community different types of art forms and connecting them to resources made accessible helps create a sense of community in places like North Liberty. These kinds of initiatives keep people living here and wanting to raise their families in a community that values the local public school education and the experiences our students enjoy.

7. Describe your efforts to outreach to residents of North Liberty in providing accessibility to your programs and services.

All of the Any Given Child fine arts experiences are made available to the students of the Iowa City Community School District Kindergarten through the eighth grade free of charge. Each of our offered programs are emailed out to the families with explanations, helpful questions to ask students and surveys to determine program efficacy. Any Given Child, the ICCSD Foundation and the District all utilize email, social media and direct communication to families and constituents ensuring the messaging is widely received.

8. If this funding is not available, describe the impact of that decision on the Agency and the program/project these funds would have supported.

The funding requested is specifically used for the Any Given Child fine arts programming. Any shortfalls in funding will require cuts to the programming we are able to offer to the students.

9. List all amounts and years of funds previously received from the City of North Liberty.

December 2015: \$2000
August 2017: \$2000
October 2018: \$1000
September 2019: \$2716

10. If you have previously participated in the City of North Liberty's social services funding opportunity, have you completed required reports?

Yes. We have completed the requested reports each year.

I give permission to the City of North Liberty to reproduce and use any photographs taken at my program/project and/or that are submitted as part of our program summary report.

Signature

Susan Brennan

Digitally signed by Susan Brennan
Date: 2020.02.10 15:54:29 -06'00'

Date

2/11/20

Send one grant application via email to Tracey Mulcahey at tmulcahey@northlibertyiowa.org. Do not send any hard copies of applications.

Submission deadline: Applications will be accepted until March 20, 2020 with awards made at a Council meeting in April.

Annual reports on awarded projects/programs are due by August 31, 2021. Reminder notices will be emailed in July.

City of North Liberty Social Services Funding Application Addendum – FY21
Iowa City Community School District Foundation

Program/Project Expenditures (program specific)

Any given Child Fine Arts Programming budget 2020-21

AGC Symphony Goes to School	\$12,000
AGC KinderTales	\$10,000
AGC Animation	\$5,500
AGC Opera Iowa	\$2,800
AGC PE Dance	\$2,000
AGC KidSing	\$3,100
AGC M.C. Ginsberg Artist in Residence	\$5,000
AGC Live Arts at Hancher	\$8,000
AGC 7 th Grade fine arts experience (TBD)	\$5,000
*AGC Nutcracker	\$5,000
PROGRAMMING TOTAL:	\$58,400

*New program 2020-21

Sources of Program/Project Funds

City of North Liberty	*\$5,000 (pending) 8%
City of Coralville	*\$5,000 (pending) 8%
City of Iowa City	\$5,000 8%
US Bank	*\$5,000 (pending) 8%
Hancher	\$5000 8%
Title Sponsorships: MWO, MC Ginsberg, Doug and Linda Paul, West Music, Anonymous donor	\$35,000 58%
TOTAL:	\$60,000

*Pending



SOCIAL SERVICES FUNDING APPLICATION – FY 2021

North Liberty City Council has allocated funds in the FY 2021 (July 1, 2020 – June 30, 2021) budget for social service programs and projects. These funds are for both annual funding and smaller projects and contributions to innovative programs. New applicants are encouraged to contact Tracey Mulcahey at 319/626-5712 or tmulcahey@northlibertyiowa.org before completing the application. *Council has emphasized the focus of innovative, new projects and deemphasized the funding of personnel.*

General Information

Agency Name: **Friends of The Center**

Agency Contact: **Jessi Simon**

Position: **Development Specialist**

Address: **28 S Linn St, Iowa City, IA 52240**

Phone: **319-356-5216**

Email: **jessi-simon@iowa-city.org**

Website: **icseniorcenterfriends.org**

Agency Mission Statement:

Through fundraising and community-based initiatives, Friends of The Center supports the Iowa City/Johnson County Senior Center in its mission is to enhance quality of life by creating opportunities to support wellness, social connections, community engagement and lifelong learning for a diverse and growing older adult population. The Center's vision is to continue social involvement and end social isolation for all adults age 50+.

Tax Status: 501c3 Nonprofit: EIN 20-1219019

Program/Project Information

Program/Project Title: SHIP Medicare Counseling Services

Program/Project Expenditures

Expense (List all expenses by category, using another sheet if necessary)	Amount
Personnel	
SEE ATTACHMENT	
Total:	\$12,474.00

Sources of Program/Project Funds

Source of Funds (List all sources, using another sheet if necessary)	Amount/Percentage of total cost
City of Iowa City - Funding approved via The Center's operational budget	\$2,494.80 = 20%
Johnson County Quality of Life Grant	\$2,494.80 = 20%
City of North Liberty	\$7,484.40 = 60%
Total:	\$12,474.00

Anticipated/Actual start date: Beginning of FY21

Anticipated Program/Project completion date: End of FY21

Application Information

1. Describe the program/project.

SHIIP, the Senior Health Insurance Information Program, is a free, confidential service of the State of Iowa that helps Iowans make informed decisions about Medicare and other health coverage. Friends of The Center provides funding to help support the Iowa City/Johnson County Senior Center (The Center) as a local sponsor for SHIIP in Johnson County. The Center currently provides office space for SHIIP in downtown Iowa City and volunteer coordination to offer this free professional service to community members who are eligible for Medicare and Medicaid. The Center is working strategically to expand programming and services in satellite locations to further serve all aging adults in Johnson County.

SHIIP counselors are trained by the state and do not sell or promote any insurance companies, policies, or agents. SHIIP counselors can help find answers to questions about Medicare, Medicare supplemental insurance, long term care insurance, Part D for Medicare Drug Benefits, Part C for Advantage plans, and other health insurance issues. This service has proven to be incredibly beneficial to community members and is in high demand. During the 2019 calendar year The Center provided 1,168 SHIIP counseling contacts, 711 of which took place in October – December, which includes the Medicare open enrollment period. In November 2019, a satellite office was piloted in North Liberty which provided 25 one-on-one Medicare counseling appointments over the 5-day test period. It was immediately clear that this service is in high demand and North Liberty residents need more assistance with navigating the complex health insurance issues that come with aging. Increased funding will support the expansion of SHIIP Medicare Counseling to potentially include office hours in North Liberty 5 days a month year round, and significantly more often during the Medicare open enrollment period (October 15 - December 7).

2. What specific need in the community is the Agency addressing with this program/project? (Describe the extent of the problem, and the major factors in the community contributing to the problem.)

SHIIP provides valuable information and reliable guidance to help our aging population understand Medicare coverage options, and make informed choices based upon their individual health, budget or both. For some, this in-person help is essential for understanding the complexities of Medicare and making good choices. For others, SHIIP education helps them save on their health care costs.

According to the 2018 US Census, age 65+ is the fastest growing demographic in Johnson County. As the Baby Boomer generation reaches retirement age, the number of Americans over the age of 65 is expected to double over the next decade. This indicates that these types of services will be increasingly vital as North Liberty's population matures. Healthcare options are constantly changing and Medicare is increasingly complex. SHIIP provides a lifeline to crucial medical coverage for our aging community members.

3. How many North Liberty residents will you be serving with this program/project?

Last year 67 North Liberty residents received SHIIP counseling services through The Center. Expanding our SHIIP services to a satellite location will drastically improve accessibility to North Liberty seniors. We expect to provide approximately 250 SHIIP counseling appointments if a satellite office in North Liberty is implemented 5 days a month January – October and every weekday during open enrollment. It is reasonable to assume that the majority will be North Liberty residents.

4. Provide a succinct, specific description of your primary target population(s).

Adults age 50 and greater who live in Johnson County, with a focus on those living in North Liberty.

5. What percentage of the program/project benefits North Liberty residents?

80% - It is reasonable to assume that majority of SHIP counseling appointments will be with North Liberty residents, but it is open to anyone over age 50.

6. How will this program/project benefit the community of North Liberty?

SHIP provides a lifeline to crucial medical coverage for our aging community members. Responding to the maturing of our population offers local governments, community stakeholders, businesses, non-profits, philanthropists, and the local media the opportunity to make our community a more livable place for all ages and ensure that North Liberty remains a good place to grow up and to grow older.

7. Describe your efforts to outreach to residents of North Liberty in providing accessibility to your programs and services.

Improving accessibility is the core goal of this project. Creating a consistent satellite location for SHIP services in North Liberty will eliminate the barrier of travel and parking limitations if residents had to come to Iowa City to receive counseling. We will collaborate with the North Liberty Community Center to utilize space in their readily accessible public building. We will also include information about North Liberty's Transportation Assistance Program in our outreach and promotion of SHIP counseling for residents that don't have access to a vehicle or who are disabled. SHIP counseling services will remain free of charge to all participants to ensure equal and equitable access to trusted information for all patrons.

This program will be promoted with various community outreach efforts. It will be featured in each of The Center's seasonal program guides which are printed and distributed to 5,000 Johnson County households. It will be regularly featured in e-mail newsletters, boosted on Facebook, and shared with the public via press release when the satellite location launches and again leading into the Medicare open enrollment period.

8. If this funding is not available, describe the impact of that decision on the Agency and the program/project these funds would have supported.

If funding is not available we will not be able to fully implement a consistent satellite location for SHIP counseling in North Liberty. Full funding will provide an estimated 90 days of counseling services in North Liberty and assist in hiring a temporary office assistant to schedule SHIP appointments on a dedicated phone line during Medicare open enrollment. Without this funding it is likely that only 5-10 days of SHIP counseling per year will be offered in North Liberty.

9. List all amounts and years of funds previously received from the City of North Liberty.

None, this is our first application.

10. If you have previously participated in the City of North Liberty's social services funding opportunity, have you completed required reports?

n/a

I give permission to the City of North Liberty to reproduce and use any photographs taken at my program/project and/or that are submitted as part of our program summary report.

Signature

Jessica Simon

Digitally signed by Jessica Simon
DN: dc=org, dc=Iowa-City, dc=Civic,
ou=SEN, cn=Jessica Simon
Date: 2020.03.19 12:38:40 -05'00'

Date

3/19/2020

Send one grant application via email to Tracey Mulcahey at tmulcahey@northlibertyiowa.org. Do not send any hard copies of applications.

Submission deadline: Applications will be accepted until March 20, 2020 with awards made at a Council meeting in April.

Annual reports on awarded projects/programs are due by August 31, 2021. Reminder notices will be emailed in July.

Iowa City/Johnson County Senior Center -- SHIIP Medicare Counseling Expansion to North Liberty

<u>Item</u>	<u>Est Expense</u>	<u>Notes</u>
Personnel - Volunteer/Outreach Coordinator	\$ 4,164.00	This represents approximately 5% of The Center's Volunteer/Outreach Coordinator wages
Personnel - SHIIP Assistant	\$ 4,500.00	Temporary SHIIP office assistant to staff dedicated phone line for appointment scheduling and field questions during 10 week Medicare open enrollment period.
Mileage (volunteer travel to/from NL at 57.5 cents/mile)	\$ 1,610.00	2 volunteers a day - travel to NL 5 days a week for 10 months, every weekday for 8 weeks.
SHIIP Office Equipement / Supplies	\$ 1,700.00	Laptop, printer, paper, misc supplies
Rental Fees for local meeting room space	In-Kind	Collaboration w/ North Liberty Recreation Center
Marketing/Promotion of service	\$ 500.00	Featured space in program guide mailed to 5,000 area residents, Facebook promotion to North Liberty seniors, design/printing of flyers for local distribution
PROJECT TOTAL:	\$ 12,474.00	

Proposed 90 days of SHIIP counseling in NL

5 days a month for 10 months (50 days) and every weekday during open enrollment (40 days)



SOCIAL SERVICES FUNDING APPLICATION – FY 2021

North Liberty City Council has allocated funds in the FY 2021 (July 1, 2020 – June 30, 2021) budget for social service programs and projects. These funds are for both annual funding and smaller projects and contributions to innovative programs. New applicants are encouraged to contact Tracey Mulcahey at 319/626-5712 or tmulcahey@northlibertyiowa.org before completing the application. *Council has emphasized the focus of innovative, new projects and deemphasized the funding of personnel.*

General Information

Agency Name: **Houses into Homes**

Agency Contact: **Lucy Barker**

Position: **Director of Operations**

Address: **1935 Flanigan Ct, Iowa City IA 52246**

Phone: **319-435-1075**

Email: **directors@housesintohomes.org**

Website: **housesintohomes.org**

Agency Mission Statement:

Houses into Homes provides gently-used beds, furniture, and household items for families and individuals in the Iowa City area who are exiting homelessness, domestic violence, and other crisis situations. Our mission is to help people feel the comfort of home, no matter their circumstances, and critically, to do so in a way that honors their experience and engages them with dignity. We receive referrals from 14 local social service agencies and then visit clients in their new homes to determine what they need and want. Finally we deliver the items from our warehouse.

An additional aspect of our mission is its environmental impact. It is not legal to re-sell mattresses, meaning that clean and gently-used beds go to the landfill. Re-use of furniture items decreases the generation of carbon dioxide that would be required to manufacture and transport new items. In total, we have delivered 470 mattresses with boxsprings, 140 sofas, 371 chairs, 69 dining tables, and 79 coffee or end tables, among other items like linens and kitchenware. We estimate that we have diverted over 50 tons of material from the landfill.

Finally, Houses into Homes provides volunteers the opportunity to help those in need and to learn about those with whom they share the community.

Tax Status:

501(c)3

Program/Project Information

Program/Project Title:

Basic Comforts of Home

Program/Project Expenditures

Expense (List all expenses by category, using another sheet if necessary)	Amount
Personnel	
see attached	
Total:	

Sources of Program/Project Funds

Source of Funds (List all sources, using another sheet if necessary)	Amount/Percentage of total cost
see attached	
City of North Liberty	
Total:	

Anticipated/Actual start date:

July 1, 2020

Anticipated Program/Project completion date:

June 30, 2021

Application Information

1. Describe the program/project.

Houses into Homes receives referrals from social service agencies and then meets with recipients to determine needs and preferences. We then deliver beds, furniture, and other household items all at once, turning an empty house into a home.

For example: We recently furnished a home for a single mother and her four children, ages 7 (twins), 10 and 11. Before moving into their housing, they were in the homeless shelter, and before that were living in their van. Once in their home, all five family members were sharing one air mattress and had only a table and chairs for furniture. When this household came to the top of the waiting list, we met with the mother to see the space she has and to find out her needs and preferences for beds, furniture, and other items.

On delivery day, volunteers gathered the items labeled for this household in the warehouse and loaded them onto the truck. Volunteers delivered and assembled two sets of bunk beds. Other furniture provided included a couch, a large stuffed chair, coffee table, TV and TV stand, living room area rug, a desk and chair for each of the children's bedrooms, and small plastic drawers. Housewares provided included plates, bowls, glasses, silverware, pots and pans, baking pans, sheets and comforters, pillows, shower curtain, bathmat, towels, and a vacuum. All of these items had been previously used and donated, and were thus diverted from the landfill.

This work is possible because of donated items and volunteer time. Therefore, Houses into Homes' major expenses are salary for one full-time staff person, rent on a 4,000 square foot warehouse, and truck rental. This grant requests \$3,500 to be used to support 2 months' rent.

2. What specific need in the community is the Agency addressing with this program/project? (Describe the extent of the problem, and the major factors in the community contributing to the problem.)

Local social service agencies provide household items for some of their own clients transitioning out of homelessness. However, the Iowa City area has lacked an organization dedicated specifically to providing beds and household items to people in need since the closure of the Furniture Project in 2016.

In 2019 Houses into Homes expanded rapidly while furnishing 145 households referred by an array of local agencies. Even with this remarkable growth, the waiting list grew to over 40 households at times, necessitating a temporary halt to accepting new referrals in the fall of 2019. Furniture provided included 280 mattresses (most with boxsprings), 68 sofas, over 250 chairs, 53 dining tables, and many other items.

To our knowledge, we are the only agency that is able to receive, store, and deliver multiple beds – as well as living room, dining room, bathroom, and bedroom furniture – all at once. This capability depends upon, among other things, adequate storage space where items can be received, cleaned, repaired or refurbished, inventoried, and stored.

3. How many North Liberty residents will you be serving with this program/project?

Approximately 26 households, comprising approximately 90 individuals.

4. Provide a succinct, specific description of your primary target population(s).

All of our recipients are in low-income households, with the large majority extremely low-income (30% Average Median Income). About 80% are African American, 10% Hispanic, 5% Asian American and 5% white. Two-thirds of our recipients are children.

5. What percentage of the program/project benefits North Liberty residents?

About 12% of our recipients live in North Liberty.

6. How will this program/project benefit the community of North Liberty?

The primary benefits will go to recipients who gain a place to sleep, sit, and eat. We also hypothesize that households with furniture are more likely to remain in housing, meaning that our program may contribute to stabilizing populations that are otherwise transient. To date, in just over two years, we have delivered to 32 households in North Liberty (46 adults, 83 children). Every North Liberty recipient household has had children, so the ripple effect of a good night's sleep is seen in classrooms throughout the city. In addition, we have 10-15 Liberty High School students who have volunteered on delivery days and work days consistently for over 1.5 years.

7. Describe your efforts to outreach to residents of North Liberty in providing accessibility to your programs and services.

Houses into Homes receives referrals from local social service agencies and does not receive or solicit clients directly from the public. This allows the organization to focus its efforts on its mission while avoiding duplication of the expertise and infrastructure of referring agencies. These referring agencies service the Iowa City-Coralville-North Liberty area, and as a result, approximately 12% of our clients are North Liberty residents.

8. If this funding is not available, describe the impact of that decision on the Agency and the program/project these funds would have supported.

Houses into Homes brings together used and donated beds, furniture, and household items with households that are otherwise devoid of those items. To do this, we need a small staff (one paid position and one volunteer at this time), community volunteers, rented trucks, and warehouse space. This funding will support a portion of the rent on the warehouse space. Without these funds, we will need to spend more time seeking funding for rent.

9. List all amounts and years of funds previously received from the City of North Liberty.

0

10. If you have previously participated in the City of North Liberty's social services funding opportunity, have you completed required reports?

N/A

I give permission to the City of North Liberty to reproduce and use any photographs taken at my program/project and/or that are submitted as part of our program summary report.

Signature

Date

3/19/20

Send one grant application via email to Tracey Mulcahey at tmulcahey@northlibertyiowa.org. Do not send any hard copies of applications.

Submission deadline: Applications will be accepted until March 20, 2020 with awards made at a Council meeting in April.

Annual reports on awarded projects/programs are due by August 31, 2021. Reminder notices will be emailed in July.

Houses into Homes

Budget estimate for 2020

Income

Donations	\$68,000.00
Grant Awards	\$25,000.00
In-kind Donations	\$1,500.00
Total Income	\$94,500.00

Expenses

Advertising & Marketing	\$750.00
Car & Truck	\$3,500.00
Gasoline	\$1,200.00
Gross Wages	\$57,500.00
Hardware	\$500.00
Insurance	\$400.00
Legal & Professional Services	\$1,200.00
Meals & Entertainment	\$1,700.00
FICA-Employer	\$4,400.00
Office Supplies & Software	\$1,000.00
Purchases of furniture	\$1,200.00
Rent & Lease	\$21,000.00
Repairs & Maintenance	\$150.00
Total Expenses	\$94,500.00



SOCIAL SERVICES FUNDING APPLICATION – FY 2021

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General Information

Agency Name:

Girls on the Run of Eastern Iowa

Agency Contact:

Kelly Teeselink

Position:

Executive Director

Address:

26 E Market St, Iowa City, IA, 52245

Phone:

515-320-2410

Email:

kelly.teeselink@girlsontherun.org

Website:

girlsontheruniowa.org

Agency Mission Statement:

We inspire girls to be joyful, healthy and confident using a fun, experience-based curriculum which creatively integrates running.

Tax Status:

501c(3)

Program/Project Information

Program/Project Title:

North Liberty Camp GOTR 2021

Program/Project Expenditures

Expense (List all expenses by category, using another sheet if necessary)	Amount
Personnel	1524.00
Supplies & equipment	1445.70
Snacks/backup meals	431.25
Buses and staff mileage	1908.00
Unexpected	100.00
Total:	5408.95

Sources of Program/Project Funds

Source of Funds (List all sources, using another sheet if necessary)	Amount/Percentage of total cost
Gross revenues from fees	5850.00
Scholarships granted	(877.50)
Net earned income	4972.50
City of North Liberty	1000.00
Total:	5972.50

Anticipated/Actual start date:

June 14, 2021

Anticipated Program/Project completion date:

June 18, 2021

Application Information

1. Describe the program/project.

2. What specific need in the community is the Agency addressing with this program/project? (Describe the extent of the problem, and the major factors in the community contributing to the problem.)

By age 9, girls' self-confidence begins to decline as well as girls' physical activity rates which continue to decline throughout adolescence. Opportunities to engage in accessibly-priced social and emotional youth programming incorporating physical activity are limited for children when they are out of school, particularly for children from disadvantaged backgrounds.

In North Liberty Camp GOTR will provide an opportunity for young girls to engage in experience-based youth programming that focuses on the development of important social-emotional skills, self-worth, confidence, character, social connection and contribution, healthy practices, and engages girls in fun and beneficial physical activities. This holistic combination of targeted developments is unique among local summer camps for this age group. The affordable fee of \$130 and scholarships will make the program accessible to more girls.

Studies suggest that physical activity-based positive youth development programs like Camp GOTR contribute to enhanced life and social skills, moral development and goal-related skills. These types of programs can also address risk factors for youth and prevent problem behaviors.

3. How many North Liberty residents will you be serving with this program/project?

For reference, of our 45 Camp GOTR 2020 registrants, 28 live in North Liberty. In 2021 we will increase the number of North Liberty girls participating by expanding to at least one other location in Cedar Rapids or Iowa City. This will allow girls in those cities to attend that camp location and will open up more spots in our North Liberty location.

4. Provide a succinct, specific description of your primary target population(s).

Children who identify as girls entering or exiting 3rd - 5th grade who live in, or are able to travel to, North Liberty.

5. What percentage of the program/project benefits North Liberty residents?

For reference, of our 45 Camp GOTR 2020 registrants, 62% live in North Liberty. The remaining 38% live in surrounding municipalities. In 2021 we will increase the number of North Liberty girls participating by expanding to at least one other location in Cedar Rapids or Iowa City. This will allow girls in those cities to attend that camp location and will open up more spots in our North Liberty location.

6. How will this program/project benefit the community of North Liberty?

Camp GOTR will provide quality programming at low cost to North Liberty residents with 3rd - 5th grade girls. This will encourage the development of a new generation of confident, successful girls in North Liberty who are socially invested. Additionally, participants who don't live in North Liberty will travel into the city for the program, introducing other families to the North Liberty community and businesses. The implementation of Camp GOTR will expand the programming of GOTREI which serves around 1,000 girls each year in its afterschool program. In Fall 2019, GOTREI's pre/post surveys of girl participants showed statistically significant increases in measures of confidence, connection, character, contribution, caring, weekday physical activity, and a decrease in screen time.

7. Describe your efforts to outreach to residents of North Liberty in providing accessibility to your programs and services.

GOTREI is dedicated to removing barriers to access. This includes providing programming to all girls, regardless of their financial situation by offering financial assistance. The level of assistance is suggested to be based on household annual income, though the family ultimately decides the level of assistance needed. GOTREI has also collaborated with Meadowlark Psychiatric Services in North Liberty to provide referrals to our program for girls who may benefit most.

8. If this funding is not available, describe the impact of that decision on the Agency and the program/project these funds would have supported.

Funds received from the City of North Liberty would firstly go toward covering financial assistance for participants. If this funding were not available we would either limit the number of girls who can participate in the program to a number that can be covered by other funding sources, or we would need to reduce the number of scholarship participants. Either way, fewer under served, high-need girls would have the opportunity to feel the power of this transformational program.

9. List all amounts and years of funds previously received from the City of North Liberty.

N/A

10. If you have previously participated in the City of North Liberty's social services funding opportunity, have you completed required reports?

N/A

I give permission to the City of North Liberty to reproduce and use any photographs taken at my program/project and/or that are submitted as part of our program summary report.

Signature

Date

3/20/20

Send one grant application via email to Tracey Mulcahey at tmulcahey@northlibertyiowa.org. Do not send any hard copies of applications.

Submission deadline: Applications will be accepted until March 20, 2020 with awards made at a Council meeting in April.

Annual reports on awarded projects/programs are due by August 31, 2021. Reminder notices will be emailed in July.



2020A Bond Sale

MINUTES TO SET DATE FOR
HEARINGS ON LOAN AGREEMENTS

421033-79

North Liberty, Iowa

May 12, 2020

The City Council of the City of North Liberty, Iowa, met on May 12, 2020, at 6:30 p.m., , North Liberty, Iowa.

The City Council met electronically via Zoom.us, which was accessible at the following:

NOTICE: Due to the COVID-19 pandemic, public health and safety concerns require City of North Liberty public meetings to be held electronically, so as to limit the spread of the virus. The public is invited to submit questions and comments in advance of the meeting for consideration submitting them to the City Clerk Tracey Mulcahey via email at tmulcahey@northlibertyiowa.org.

This meeting may be accessed by the public as follows:

By internet video:

- On the City of North Liberty website, viewable below.
- On Facebook, at facebook.com/northliberty/
- On YouTube, at www.youtube.com/channel/UCrCw6ipAPjJnd-olpRgPJcg

By phone:

- Call 1 (312) 626 6799. You will need a touchtone phone and to enter the meeting ID: 899 2200 4184 and then the password: 101292

Meetings are rebroadcast on cable and available on-demand on northlibertyiowa.org.

The City Council is conducting this meeting electronically due to federal and state government recommendations in response to COVID-19 pandemic conditions. Electronic access information was included in the posted agenda of this public meeting.

The Mayor presided and the roll was called showing the following members of the City Council present and absent:

Present:

Absent: _____.

Council Member _____ introduced the resolution hereinafter next set out and moved its adoption, seconded by Council Member _____; and after due consideration thereof by the City Council, the Mayor put the question upon the adoption of the said resolution and the roll being called, the following named Council Members voted:

Ayes:

Nays: _____.

Whereupon, the Mayor declared the resolution duly adopted as hereinafter set out.

• • • •

At the conclusion of the meeting and upon motion and vote, the City Council adjourned.

APPROVED AND ADOPTED this 12th day of May, 2020.

CITY OF NORTH LIBERTY:

Terry L. Donahue, Mayor

ATTEST:

I, Tracey Mulcahey, City Clerk of the City of North Liberty, hereby certify that at a meeting of the City Council of said City, held on the above date, among other proceedings, the above was adopted.

Tracey Mulcahey, City Clerk

Resolution No. 2020-43

**RESOLUTION SETTING THE DATE FOR PUBLIC HEARINGS ON
PROPOSALS TO ENTER INTO GENERAL OBLIGATION LOAN
AGREEMENTS**

WHEREAS, the City of North Liberty (the "City"), in Johnson County, State of Iowa now proposes to enter into a loan agreement (the "Essential Purpose Loan Agreement"), pursuant to the provisions of Section 384.24A of the Code of Iowa, and to borrow money thereunder in a principal amount not to exceed \$7,280,000 for the purpose of paying the costs, to that extent, of constructing street, water system, sanitary sewer system, storm water drainage and sidewalk/pedestrian walkway improvements; and acquiring and installing street signage, lighting and signalization (the "Essential Purpose Projects"); and it is necessary to fix a date of meeting of the City Council at which it is proposed to take action to enter into the Essential Purpose Loan Agreement and to give notice thereof as required by such law; and

WHEREAS, the City also proposes to enter into a loan agreement (the "General Purpose Loan Agreement"), pursuant to the provisions of Section 384.24A of the Code of Iowa, and to borrow money thereunder in a principal amount not to exceed \$350,000 for the purpose of paying the costs, to that extent, of constructing and equipping a new municipal dog park facility (the "General Purpose Project"), and it is now necessary to fix a date of meeting of the City Council at which it is proposed to take action to enter into the General Purpose Loan Agreement and to give notice thereof as required by such law, including notice of the right to petition for an election on such proposal;

WHEREAS, the City previously proposed to enter into a loan agreement (the "Original Urban Renewal Loan Agreement") and to borrow money thereunder in a principal amount not to exceed \$5,000,000 for the purpose of paying the cost, to that extent, of constructing, furnishing and equipping a municipal police station, and in lieu of calling an election upon such proposal, has published notice of the proposed action and has held a hearing thereon, and as of June 27, 2017, no petition had been filed with the City asking that the question of entering into the Original Urban Renewal Loan Agreement be submitted to the registered voters of the City; and

WHEREAS, the City also proposed to enter into a loan agreement (the "Supplemental Urban Renewal Loan Agreement," and together with the Original Urban Renewal Loan Agreement, the "Urban Renewal Loan Agreements"), and to borrow money thereunder in a principal amount not to exceed \$1,500,000 pursuant to the provisions of Section 384.24A and Section 384.24(3)(q) of the Code of Iowa, for the purpose of paying the costs, to that extent, of constructing, furnishing and equipping a municipal police

station (the "Urban Renewal Project" and together with the Essential Purpose Projects and the General Purpose Project, the "Projects") (such amount being supplemental of and additional to the \$5,000,000 previously authorized for this purpose by the City Council under the Original Urban Renewal Loan Agreement), has published notice of the proposed action and has held a hearing thereon, on December 11, 2018, and as of such date, no petition had been filed with the City asking that the question of entering into the Supplemental Urban Renewal Loan Agreement be submitted to the registered voters of the City; and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of North Liberty, Iowa, as follows:

Section 1. This City Council shall meet on May 26, 2020, at 6:30 p.m., electronically on Zoom.us, North Liberty, Iowa, at which time and place hearings will be held and proceedings will be instituted and action taken to enter into the Essential Purpose Loan Agreement and the General Purpose Loan Agreement.

Section 2. The City Clerk is hereby directed to give notice of the proposed action on the Essential Purpose Loan Agreement setting forth the amount and purpose thereof, the time when and place where the said meeting will be held by publication at least once, not less than four (4) and not more than twenty (20) days before the date of said meeting, in a legal newspaper which has a general circulation in the City. The notice shall be in substantially the following form:

NOTICE OF PROPOSED ACTION TO INSTITUTE PROCEEDINGS TO
ENTER INTO A LOAN AGREEMENT AND TO BORROW MONEY
THEREUNDER IN A PRINCIPAL AMOUNT NOT TO EXCEED \$7,280,000

(GENERAL OBLIGATION)

The City Council of the City of North Liberty, Iowa, will meet on May 26, 2020, at 6:30 p.m., via Zoomus, North Liberty, Iowa, for the purpose of instituting proceedings and taking action on a proposal to enter into a loan agreement (the "Loan Agreement") and to borrow money thereunder in a principal amount not to exceed \$7,280,000 for the purpose of paying the costs, to that extent, of constructing street, water system, sanitary sewer system, storm water drainage and sidewalk/pedestrian walkway improvements; and acquiring and installing street signage, lighting and signalization.

The Loan Agreement is proposed to be entered into pursuant to authority contained in Section 384.24A of the Code of Iowa and will constitute a general obligation of the City. Some or all of the repayment of principal under the Loan Agreement may be made subject to annual appropriation by the City Council.

At that time and place, oral or written objections may be filed or made to the proposal to enter into the Loan Agreement. After receiving objections, the City may determine to enter into the Loan Agreement, in which case, the decision will be final unless appealed to the District Court within fifteen (15) days thereafter.

By order of the City Council of the City of North Liberty, Iowa.

Tracey Mulcahey
City Clerk

Section 3. The City Clerk is hereby directed to give notice of the proposed action on the General Purpose Loan Agreement setting forth the amount and purpose thereof, the time when and place where the said meeting will be held by publication at least once, not less than ten (10) and not more than twenty (20) days before the date selected for the meeting, in a legal newspaper which has a general circulation in the City. The notice shall be in substantially the following form:

NOTICE OF PROPOSED ACTION TO INSTITUTE PROCEEDINGS TO
ENTER INTO A LOAN AGREEMENT AND TO BORROW MONEY
THEREUNDER IN A PRINCIPAL AMOUNT NOT TO EXCEED \$350,000

(GENERAL OBLIGATION)

The City Council of the City of North Liberty, Iowa (the "City"), will meet on May 26, 2020, at 6:30 p.m., via Zoom.us, North Liberty, Iowa, for the purpose of instituting proceedings and taking action on a proposal to enter into a loan agreement (the "Loan Agreement") and to borrow money thereunder in a principal amount not to exceed \$350,000 for the purpose paying the costs, to that extent, of constructing and equipping a new municipal dog park facility.

The Loan Agreement is proposed to be entered into pursuant to authority contained in Section 384.24A of the Code of Iowa and will constitute a general obligation of the City.

The maximum rate of interest which may be payable under the Loan Agreement is 7% per annum.

At any time before the date fixed for taking action to enter into the Loan Agreement, a petition may be filed with the City Clerk of the City asking that the question of entering into the Loan Agreement be submitted to the registered voters of the City, pursuant to the provisions of Section 384.26 of the Code of Iowa.

By order of the City Council of the City of North Liberty, Iowa.

Tracey Mulcahey
City Clerk

Section 4. Pursuant to Section 1.150-2 of the Income Tax Regulations (the "Regulations") of the Internal Revenue Service, the City declares (a) that it intends to undertake the Projects which are reasonably estimated to cost approximately \$13,500,000, (b) that other than (i) expenditures to be paid or reimbursed from sources other than the issuance of bonds, notes or other obligations (the "Bonds"), or (ii) expenditures made not earlier than 60 days prior to the date of this Resolution or a previous intent resolution of the City, or (iii) expenditures amounting to the lesser of \$100,000 or 5% of the proceeds of the Bonds, or (iv) expenditures constituting preliminary expenditures as defined in Section 1.150-2(f)(2) of the Regulations, no expenditures for the Projects have heretofore been made by the City and no expenditures will be made by the City until after the date of this Resolution or a prior intent resolution of the City, and (c) that the City reasonably expects to reimburse the expenditures made for costs of the City out of the proceeds of the Bonds. This declaration is a declaration of official intent adopted pursuant to Section 1.150-2 of the Regulations.

Section 5. All resolutions or parts of resolutions in conflict herewith are hereby repealed to the extent of such conflict.

Section 6. This resolution shall be in full force and effect immediately upon its adoption and approval, as provided by law.

APPROVED AND ADOPTED this 12th day of May, 2020.

CITY OF NORTH LIBERTY:

Terry L. Donahue, Mayor

ATTEST:

I, Tracey Mulcahey, City Clerk of the City of North Liberty, hereby certify that at a meeting of the City Council of said City, held on the above date, among other proceedings, the above was adopted.

Tracey Mulcahey, City Clerk

ATTESTATION CERTIFICATE

STATE OF IOWA

COUNTY OF JOHNSON SS:

CITY OF NORTH LIBERTY

I, the undersigned, City Clerk of the City of North Liberty, do hereby certify that attached hereto is a true and correct copy of the proceedings of the City Council relating to fixing a date for hearings on the City's proposal to take action in connection with certain loan agreements, as referred to therein.

WITNESS MY HAND this ____ day of _____, 2020.

City Clerk

ORGANIZATION CERTIFICATE

STATE OF IOWA
COUNTY OF JOHNSON SS:
CITY OF NORTH LIBERTY

I, the undersigned City Clerk, do hereby certify that the City of North Liberty is organized and operating under the provisions of Title IX of the Code of Iowa and not under any special charter and that the City is operating under the Mayor-Council form of government and that there is not pending or threatened any question or litigation whatsoever touching the incorporation of the City, the inclusion of any territory within its limits or the incumbency in office of any of the officials hereinafter named.

And I do further certify that the following named parties are officials of the City as indicated:

Terry L. Donahue, Mayor

Ryan Heiar, City Administrator

Tracey Mulcahey, Assistant City Administrator/City Clerk

Debra Hilton, City Treasurer

Chris Hoffman, Council Member/Mayor Pro Tem

RaQuishia Harrington, Council Member

Annie Pollock, Council Member

Brent Smith, Council Member

Brian Wayson, Council Member

WITNESS MY HAND this 12th day of May, 2020.

City Clerk

PUBLICATION CERTIFICATE

(PLEASE NOTE: Do not date and return this certificate until you have received the publisher's affidavits and have verified that the notices were published on the dates indicated in the affidavits but please return all other completed pages to us as soon as they are available.)

STATE OF IOWA
COUNTY OF JOHNSON SS:
CITY OF NORTH LIBERTY

I, the undersigned, City Clerk of the City of North Liberty, do hereby certify that pursuant to the resolution of the City Council fixing a date of meeting at which it is proposed to take action to enter into certain loan agreements, the notices, of which the printed slips attached to the publisher's affidavits hereto attached are true and complete copies, were published on the dates and in the newspaper specified in such affidavits, which newspaper has a general circulation in the City.

WITNESS MY HAND this _____ day of _____, 2020.

City Clerk

(Attach here the publisher's original affidavits with clippings of the notices, as published.)



Settlement Agreement

SETTLEMENT AGREEMENT

THIS SETTLEMENT AGREEMENT (this “Settlement Agreement”) is made to be effective on April _____, 2020 and is entered into by and between the City of North Liberty, Iowa (“North Liberty”), and the Iowa Department of Transportation (“IDOT”).

Recitals

The recitals, below, are true and correct and are material terms of this Settlement Agreement, and the Recitals are incorporated into and are part of the Settlement Agreement.

WHEREAS, on April 15, 2013, North Liberty and IDOT entered into a federal-aid Agreement (the “Agreement”) regarding Surface Transportation Program project No. STP-U-5557(617)—70-52 under which North Liberty was awarded \$1,859,000.00 in federal funding under DOT Agreement No. 6-12-STPU-35 for the completion of the road construction project known as Highway 965 Phase II Improvements (“the Project”).

WHEREAS, IDOT released a total of \$1,786,050.00 in federal funds to North Liberty in reimbursements under to the Agreement.

WHEREAS, under the Agreement and statutes and regulations incorporated by reference therein, North Liberty was required to retain certain documents and certifications showing the Project was completed in substantial compliance with the federal regulations and project plans.

WHEREAS, North Liberty hired McClure Engineering Company (“McClure”) to design the plans for and oversee the completion of the Project. As part of its duties, McClure was responsible for funding administration on behalf of the City of North Liberty. This included recording, keeping, and producing to IDOT all documents necessary to show that the Project was completed in substantial compliance with the federal regulations and project

plans, as required by the Agreement.

WHEREAS, McClure failed to provide necessary documentation regarding the most significant items involved in the project referenced in the Agreement, including concrete pavements and structures, storm sewer pipes, as required under the Agreement. McClure was also unable to provide necessary documentation regarding administrative requirements involved in the project referenced in the Agreement, including certified payrolls and working days, as required under the Agreement and the statutes and regulations incorporated by reference therein. The IDOT sent McClure a list of over one hundred missing or deficient documents. After many attempts to locate or reproduce the documents and many communications between IDOT, McClure, and North Liberty, McClure stated that it was unable to produce the necessary documents. IDOT, therefore, declined to release additional funding under the Agreement and requested a full reimbursement of the \$1,786,050.00 federal funds already released.

NOW, THEREFORE, for mutual consideration as described herein, the Parties hereto agree as follows:

1. **Mutual Release.** Except for the obligations and exceptions specifically stated in this Settlement Agreement, each Party (for itself and its respective officers, directors, owners, officials, councils, boards, departments, shareholders, employees, agents, insurers, sureties, successors, and assigns) hereby releases, acquits, and forever discharges the other Party (and its respective officers, directors, owners, officials, councils, boards, departments, shareholders, employees, agents, insurers, successors, and assigns) from any claims for reimbursement of federal funds related to or arising out of the Project and/or the Agreement (No. 6-12-STPU-35).

2. **Payments by North Liberty.** North Liberty agrees to pay \$1,786,050.00 ("the Settlement Payment") to IDOT in full satisfaction of any and all claims for reimbursement of federal funds IDOT may have related to or arising out of the Project and/or the Agreement. The Settlement Payment shall be made on or before July 15, 2020.

3. **Cooperation.** IDOT agrees to cooperate with North Liberty and its Counsel in any subsequent litigation against McClure Engineering Company (and its respective officers, directors, owners, officials, councils, boards, departments, shareholders, employees, agents, insurers, successors, and assigns) including, but not limited to making IDOT employees available as witnesses for testimony in said litigation and preserving and providing or allowing access to any and all documents, records, or communications related to the Project which are within IDOT's control, subject to the provisions of Iowa Code chapter 22 (the "Iowa Open Records Act") and all applicable federal statutes or regulations. North liberty and its Counsel shall initiate all such contact through the attorneys for IDOT.

4. **Limitation of Applicability.** This Settlement Agreement shall not affect any other past, present, or future funding agreement between IDOT and North Liberty not related to the Project.

5. **Consent and Advice of Counsel.** The Parties each represent that they have been represented by independent legal counsel, or that they have had the opportunity to retain independent legal counsel, that they have read the terms of this Settlement Agreement and that the terms of this Settlement Agreement have been completely read and explained to them by their attorney, or if they did not have an attorney, that those terms are fully understood, and voluntarily accepted by them. The Parties further affirmatively represent that they have voluntarily entered into this Settlement Agreement and that there are no

representations made by any party or their attorneys, agents or other representatives which are not expressly set forth in this Settlement Agreement.

6. Miscellaneous Provisions.

a. Amendments and Alterations. Amendments and alterations to this Settlement Agreement shall be in writing and signed by both IDOT and North Liberty.

b. Entire Agreement. The foregoing constitutes the entire agreement between the Parties. All prior settlement discussions are superseded. No modification of any of the terms or conditions contained herein may be made except by subsequent written documents signed by both of the Parties

c. Severability. If one provision of this Settlement Agreement is held invalid, then the Parties agree that the remaining portions of the Settlement Agreement are valid and enforceable and the invalidity or unenforceability of one provision shall not affect any other provision of this Settlement Agreement.

d. Binding Effect. Assignment. This Settlement Agreement is binding upon and inures to the benefit of the Parties, and their successors and assigns.

e. Waiver. No waiver of any term or provision of this Settlement Agreement shall be effective unless set forth in any written documents signed by the party charged thereby and the waiver shall be limited to the circumstances or events specifically referred to in the written waiver or document. It shall not be deemed a waiver of any other term or provision of this Settlement Agreement of the same circumstance or event upon any recurrence thereof.

f. Governing Law. This Settlement Agreement, and other documents

taken hereunder, shall be governed by and construed in accordance with the laws of the State of Iowa. Any actions regarding any dispute or any other matter regarding or arising out of this Settlement Agreement shall be venued in the Iowa District Court for Story County.

g. Authority. The persons signing this Settlement Agreement have the authority to bind North Liberty and IDOT, and this representation survives execution of this Settlement Agreement. North Liberty and IDOT represent that all government approvals were obtained before signing the Settlement Agreement.

h. No Single Drafter. The Parties agree that there is no single drafter of this Settlement Agreement. The Parties agree that they both participated in the drafting of the Settlement Agreement and they retained legal counsel to draft, review, and approve the Settlement Agreement. The Settlement Agreement shall be construed according to its plain language and shall not be interpreted for or against either party.

i. Headings. The headings in this Settlement Agreement are for convenience purposes only and do constitute substantive terms of this Settlement Agreement.

IN WITNESS WHEREOF, this Settlement Agreement is entered into as of the date set forth above.

CITY OF NORTH LIBERTY, IOWA

By: _____

Its: _____

Dated: _____

**IOWA DEPARTMENT OF
TRANSPORTATION**

By: _____

Its: _____

Dated: _____

Resolution No. 2020-44

**RESOLUTION AUTHORIZING SETTLEMENT AGREEMENT
WITH THE IOWA DEPARTMENT OF TRANSPORTATION**

WHEREAS, the City of North Liberty has been informed by the Iowa Department of Transportation of the deobligation of certain federal funds related to the Highway 965 Phase II Project; AND

WHEREAS, the City of North Liberty and the Iowa Department of Transportation have reached an agreement concerning the reimbursement of such funds already received by the City of North Liberty.

NOW, THEREFORE, BE IT RESOLVED that that the attached agreement is authorized and approved.

BE IT FURTHER RESOLVED that the City Attorney is hereby authorized to execute said agreement.

APPROVED AND ADOPTED this 12th day of May, 2020.

CITY OF NORTH LIBERTY:

Terry L. Donahue, Mayor

ATTEST:

I, Tracey Mulcahey, City Clerk of the City of North Liberty, hereby certify that at a meeting of the City Council of said City, held on the above date, among other proceedings, the above was adopted.

Tracey Mulcahey, City Clerk



CDBG Agreement

IOWA ECONOMIC DEVELOPMENT AUTHORITY

1963 Bell Avenue, Suite 200 | Des Moines, Iowa 50315 USA | Phone: 515.348.6200
iowaeda.com



May 04, 2020

Honorable Terry L. Donahue
City of North Liberty
P.O. Box 77
North Liberty, Iowa 52317

SUBJECT: 2020 CDBG OT Award (20-OT-045)

Dear Mayor Donahue:

I am pleased to inform you the Iowa Economic Development Authority (IEDA) has awarded the City of North Liberty a Community Development Block Grant (CDBG) in an amount not to exceed \$12,000.

Your contract with respect to this award (the "Contract") will have a start date of May 1, 2020 pending successful contract negotiation and complete execution. Enclosed is the Contract between the City of North Liberty and IEDA. Please review the document thoroughly. Once signed, please return the original signed copy to Hayley Crozier at IEDA. Upon receipt of your signed contract, we will execute and upload a copy to IowaGrants.gov for your records.

No HUD Funds or non-HUD funds may be committed to the project until the applicant has secured environmental approval from the State, as provided in HUD regulation 24 CFR Part 58. In addition, pending environmental approval and pursuant to 24 CFR Part 58.22(a), no grant recipient or participant in the development process, including contractors or sub-contractors, may undertake an activity that may limit the choice of reasonable alternatives. Such choice limiting actions include real property acquisition, conducting a competitive sealed bid process for the project, signing a construction contract, leasing, rehabilitation, repair, demolition, conversion, and construction.

IF ANY CONDITIONS CONTAINED IN THIS LETTER ARE NOT SATISFIED IN THE SOLE DISCRETION OF IEDA, OR THE CONTRACT IS NOT FULLY EXECUTED BY July 15, 2020, THIS AWARD OF FUNDS SHALL BE RESCINDED, AND NO REIMBURSEMENT IS AVAILABLE FOR ANY COSTS INCURRED BY THE CONTRACT RECIPIENT WITH RESPECT TO THIS AWARD.

If you have any questions, please contact your project manager, Dan Narber, at 515.348.6214 or by e-mail at dan.narber@iowaEDA.com.

IEDA looks forward to working with the City of North Liberty on its CDBG OT project **once all conditions to the award have been met and the contract is fully executed.**

Sincerely,

A handwritten signature in black ink, appearing to read "Deborah", followed by a long, horizontal, slightly wavy line that extends to the right.

Deborah V. Durham
Director

cc: Dan Narber, Iowa Economic Development Authority
File: IowaGrants.gov



PROJECT INFORMATION

PROJECT TITLE: North Liberty (CDBG OT)
TOTAL FEDERAL FUNDS AWARD TO RECIPIENT: \$12,000
GRANT AWARD PERIOD: May 1, 2020 to May 1, 2021
FEDERAL AWARD PROJECT DESCRIPTION: CDBG OT Project

SUBRECIPIENT INFORMATION

AGENCY NAME: City of North Liberty
ADDRESS: P.O. Box 77, North Liberty, 52317
DUNS # (UNIQUE ENTITY IDENTIFIER): 057036808
SUBRECIPIENT'S INDIRECT COST RATE: N/A

FEDERAL FUNDS INFORMATION

FEDERAL FUNDING ENTITY: U.S. Department of Housing and Urban Development
FEDERAL PROGRAM NAME: Community Development Block Grant
FEDERAL AWARD NUMBER: B-19-DC-19-0001
FEDERAL AWARD DATE: 08/01/2019
CATALOGUE OF FEDERAL DOMESTIC ASSISTANCE: 14.228
TOTAL FEDERAL AWARD AMOUNT: \$23,967,198
AWARD FOR RESEARCH AND DEVELOPMENT: NO

IOWA ECONOMIC DEVELOPMENT AUTHORITY**COMMUNITY DEVELOPMENT DIVISION INFORMATION**

CONTACT PERSON: Tim Waddell
E-MAIL ADDRESS: Tim.Waddell@iowaEDA.com
TELEPHONE NUMBER: 515.348.6205

This information is provided as a requirement of 2 CFR 200.331 Requirements for pass-through entities. All requirements imposed by the Federal entity and passed on to IEDA. In turn IEDA passes on to the subrecipient all requirements imposed by the Federal entity and that the Federal award is used in accordance with Federal statutes, regulations and the terms and conditions of the Federal award.

**IOWA ECONOMIC DEVELOPMENT AUTHORITY
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM
CONTRACT**

RECIPIENT: North Liberty
CONTRACT NUMBER: 20-OT-045
EFFECTIVE DATE: May 1, 2020
AWARD AMOUNT: \$12,000
END DATE: May 1, 2021

THIS COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM ("CDBG") CONTRACT is made by and between the IOWA ECONOMIC DEVELOPMENT AUTHORITY, 1963 Bell Ave, Suite 200, Des Moines, Iowa 50315 ("Authority") and "Recipient", effective as of the date stated above.

WHEREAS, the Authority is designated to receive, administer, and disburse CDBG funds; and

WHEREAS, the Authority desires to disburse grant funds to the Recipient for eligible purposes primarily benefiting low and moderate income persons, eliminating slums and blight, or meeting community development needs having particular urgency; and

WHEREAS, the Recipient submitted an Application for funding to the Authority and the Authority has approved the Application; and

WHEREAS, in approving the Application the Authority has relied upon the Recipient's representations of proposed Project activities, management and financial condition of the Recipient, investment of other Project funds, and other material information contained therein; and

WHEREAS, the Recipient has certified to the Authority that the primary purpose for obtaining CDBG funds is to primarily benefit low and moderate income persons, eliminate slums and blight, or meet community development needs having a particular urgency;

NOW, THEREFORE, the Recipient accepts this grant upon the terms and conditions set forth in this Contract. In consideration of the mutual promises contained in this Contract and other good and valuable consideration, it is agreed as follows:

ARTICLE 1
DEFINITIONS

As used in this Contract, the following terms shall apply:

- 1.1 **ACT.** Act means Title I of the Housing and Community Development Act of 1974 as amended (42 U.S.C. 5301 et seq.).
- 1.2 **ACTIVITY.** "Activity" means the description of eligible work, services, and other accomplishments, as authorized by Section 105 of the "Act" and as further defined in 24 CFR 570.482, as revised April 1, 1997. Activities are found in the line items in the Recipient's "Budget Activity" in IowaGrants.gov account and have specific performance targets.
- 1.3 **ADMINISTRATIVE CODE.** "Administrative Code" means 261 Iowa Administrative Code, Chapter 23 and 25. Iowa Administrative Code is the composite of all rules adopted and administered by the executive branch to implement state law and policy.
- 1.4 **ALLOWABLE COSTS.** "Allowable Costs" are those costs which are identified in the "Budget Activity", Application, and consistent with Federal regulations and guidelines applicable to the CDBG program.
- 1.5 **APPLICATION.** "Application" is the Application the Recipient submitted in IowaGrants.gov.
- 1.6 **BUDGET.** "Budget" means the "Budget Activity" as found in the Recipient's IowaGrants.gov account.
- 1.7 **COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM (CDBG).** "Community Development Block Grant Program" means the grant program authorized by Title I of the Housing and Community Development Act of 1974, as amended.
- 1.8 **CONTRACT.** "Contract" means this Contract and all of the notes, leases, assignments, mortgages, and similar

documents referred to in the Contract and all other instruments or documents executed by the Recipient or otherwise required in connection with the Contract, including the CDBG grant Application together with any related submittal documents.

1.9 **END DATE.** "End Date" means the date the Contract ceases to be in force and effect. The Contract expires upon the occurrence of one of the following: a) the Recipient fulfills the conditions and Project activities agreed to herein as of the end date stated above; or b) the Contract is terminated by the Authority due to any default under Article 9.1; or c) the Contract is terminated in accordance with provisions set forth in Sections 8 and 9 of the General Provisions, Attachment A of this Contract.

1.10 **GRANT.** "Grant" means the award of CDBG funds to the Recipient for Project activities.

1.11 **HUD.** "HUD" means the U.S. Department of Housing and Urban Development.

1.12 **IOWAGRANTS.GOV.** "Iowa Grants.gov" means Iowa's Funding Opportunity Search and Grant Management System. This system allows you to electronically apply for and manage grants received by the state of Iowa. Persons accessing the system for this purpose are required to register online at www.iowaGrants.gov.

1.13 **LOW- AND MODERATE-INCOME FAMILIES.** "Low- and Moderate-Income Families" means those families earning no more than 80 percent of the higher of the median family income of the county or the statewide nonmetropolitan area as determined by the latest U.S. Department of Housing and Urban Development, Section 8 income guidelines. Unrelated individuals living together shall be considered as one-person families for this purpose.

1.14 **LOW- AND MODERATE-INCOME PERSONS.** "Low and Moderate Income Person" means a member of a low- and moderate-income family as defined above.

1.15 **PROJECT.** "Project" means the totality of "Activity", to be performed by the Recipient as described in the application the Recipient submitted in IowaGrants.gov and approved by the Authority.

1.16 **RECIPIENT.** "Recipient" means the entity identified above that has been selected to receive Program funds to undertake the funded Project and agrees to comply with all applicable CDBG requirements, including those found in Title I of the Housing and Community Development Act of 1974 (42 USC 5302 et seq.), the CDBG program regulations at 24 CFR part 570, and any other HUD funded program as applicable. For purposes of this agreement the "Recipient" shall also be considered to meet the definition and qualifications as a "Subrecipient" as defined in 2 CFR 200.93 and 2 CFR 200.330 and agrees to receive this "Subaward" as defined in 2 CFR 200.92.

ARTICLE 2 **FUNDING**

2.1 **FUNDING SOURCE.** The source of funding for the Grant is a Federal appropriation for the Community Development Block Grant (CDBG) Program.

2.2 **RECEIPT OF FUNDS.** All payments under this Contract are subject to receipt by the Authority of sufficient Federal funds for the CDBG program. Any termination, reduction or delay of CDBG funds to the Authority shall, at the option of the Authority, result in the termination, reduction or delay of CDBG funds to the Recipient.

2.3 **PRIOR COSTS.** If any Recipient has received written approval from the Authority to incur certain costs prior to the Effective Date of this Contract, then said written approval and the terms and conditions therein are incorporated herein and made a part of this Contract by this reference as if fully set forth. Any such costs incurred prior to the Effective Date of this Contract are subject to the Special Conditions and General Conditions of this Contract.

2.4 **DISBURSEMENT OF LESS THAN THE TOTAL AWARD AMOUNT.** If the total award amount has not been requested by the Recipient within sixty (60) days after the End Date, then the Authority shall be under no obligation for further disbursement. The Authority may allow access to funds after this time for allowable costs associated with the conduct of the audits required in Article 2.0 of the General Provisions, Attachment A to this Contract.

ARTICLE 3

TERMS OF GRANT

3.1 **TIME OF PERFORMANCE.** The services of the Recipient are to commence as of the Effective Date and shall be undertaken in such a manner as to assure their expeditious completion. All of the services required hereunder shall be completed on or before the End Date.

3.2 **MAXIMUM PAYMENTS.** It is expressly understood and agreed that the maximum amounts to be paid to the Recipient by the Authority for any item of work or service shall conform to the "Budget Activity" as found in the Recipient's IowaGrants.gov account. It is further understood and agreed that the total of all payments to the Recipient by the Authority for all work and services required under this Contract shall not exceed the Award Amount unless modified by written amendment of this Contract as provided for in Section 1.0 of the General Provisions, Attachment A.

3.3 **LOCAL EFFORT REQUIREMENTS.** The Recipient agrees to provide local contribution to the Project as defined in the "Local" column of the "Budget Activity". Expenditures above this level, necessary to complete the "Budget Activity", shall be paid with local funds. Reports of the local funds expended shall be included in the Request for Payment/Activity Status Report specified in Article 8.1(b), "Reports." The Authority does not agree to allow a delay in the contribution of local cash. When a delay is allowed, the delay shall be until the specified date or until two-thirds of the grant amount has been drawn down, whichever come first, at which time no further Federal funds may be drawn down until sufficient local cash has been expended to attain the ratio of Federal to local funds specified in the Budget.

3.4 **ADMINISTRATION.** This Contract shall be administered in accordance with "Administrative Code" and all applicable State and Federal laws and regulations, including the Iowa Community Development Block Grant Management Guide, which has been distributed by the Authority to the Recipient.

3.5 **SATISFACTORY PERFORMANCE.** For all projects requiring approval of final plans and specifications by the Iowa Department of Natural Resources, said approval shall be completed within eighteen (18) months of the Effective Date of this contract.

ARTICLE 4

PERFORMANCE TARGET ACHIEVEMENT

4.1 **PERFORMANCE TARGETS.** By the End Date, the Recipient shall have accomplished the activities and performance targets as described in the "Budget Activity", and as further elaborated in the Application, as approved by the Authority.

4.2 **DETERMINATION OF CONTRACT PERFORMANCE.** The Authority has the final authority to assess whether the Recipient has met their performance targets by the End Date. The Authority shall determine completion according to the performance targets set forth in the "Budget Activity". The Authority reserves the right to monitor and measure at any time during and after the Contract term the achievement of the performance targets.

ARTICLE 5

USE OF FUNDS

5.1 **GENERAL.** The Recipient shall perform in a satisfactory and proper manner, as determined by the Authority, the work activities and services as written and described in the approved grant proposal (Application) as summarized in the Recipient's approved Community Development Block Grant "Budget Activity".

5.2 **PROGRAM INCOME.** Proceeds generated from the use of CDBG funds are considered program income when the total amount received by the Recipient in a fiscal year exceeds \$35,000, at which time the entire \$35,000 and excess are considered program income. Prior to the End Date, all program income shall be expended prior to requesting additional CDBG funds. Program income received by the Recipient after the End Date shall be returned to the Authority unless the Recipient has submitted, and the Authority has approved, a re-use plan. If applicable, any CDBG proceeds derived from an approved Revolving Loan Fund are considered program income, regardless of the amount received in any year.

5.3 **BUDGET REVISIONS.** Budget revisions shall be subject to prior approval of the Authority through the contract amendment process. Budget revisions shall be compatible with the terms of this Contract and of such a nature as to qualify as an allowable cost. Budget revisions requested during the final ninety (90) days of the Contract period will be approved by the Authority only if it determines that the revisions are necessary to complete the Project.

5.4 **GENERAL ADMINISTRATIVE COST LIMITATIONS.** Federal funds used for reasonable administrative costs, as allowed under Federal and State regulations, shall be limited to ten percent (10%) of the total CDBG funds as specified in the "Budget Activity". Total administrative costs (Federal plus local) on the Project shall not exceed ten percent (10%) of total Project "Budget Activity". Program income received by the Recipient during the Contract period is subject to the ten percent (10%) administrative cost limitation.

5.5 **COST VARIATION.**

(a) In the event that the total Project cost is less than the amount specified in the Agreement and the "Budget Activity", the CDBG participation shall be reduced at the same ratio to the total Project cost reduction as the original ratio of the CDBG funds to the total Project costs. Any disbursed excess above the reduced CDBG participation amount shall be returned immediately to the Authority.

(b) In the event that the total Project cost is greater than the amount specified in the "Budget Activity", the Authority shall, upon request, consider increasing the CDBG participation in the same ratio to the total increase in Project cost as the original ratio of CDBG funds to the total Project costs. The consideration of an increase of CDBG funds for a Project shall be subject to availability of funds, determination of reasonable and allowable costs, and all other applicable program rules.

(c) The Recipient may request the Authority to increase the CDBG participation to an amount that is higher than the proportional ratio. The Authority may permit such a higher increase if, in the Authority's judgment, the Recipient has demonstrated financial hardship.

ARTICLE 6
CONDITIONS TO DISBURSEMENT OF FUNDS

Unless and until the following conditions have been satisfied, the Authority shall be under no obligation to disburse to the Recipient any amounts under this Contract:

6.1 **CONTRACT EXECUTED.** The Contract shall have been properly executed and, where required, acknowledged.

6.2 **COMPLIANCE WITH ENVIRONMENTAL AND HISTORIC PRESERVATION REQUIREMENTS.** Funds shall not be released under this Contract until the Recipient has satisfied the environmental review and release of funds requirements set forth in 24 CFR Part 58, "Environmental Review Procedures for the Community Development Block Grant Program", and summarized in the Iowa CDBG Management Guide. In addition, construction contracts for non-exempt activities shall not be executed and construction shall not begin prior to providing the Authority with documentation of the Recipient's compliance with Section 106 of the National Historic Preservation Act and 36 CFR Part 800, "Protection of Historic Properties." The Recipient shall comply with any programmatic Memorandum of Understanding between the Iowa Economic Development Authority and the Iowa State Historic Preservation Office, applicable to any activities included in this contract.

6.3 **PERMITS AND LICENSES.** The Authority reserves the right to withhold funds until the Authority has reviewed and approved all material, such as permits or licenses from other state or Federal agencies, which may be required prior to Project commencement.

6.4 **EXCESSIVE FORCE POLICY.** The Authority, prior to release of funds under this Contract, shall review and approve the Recipient's policy on protecting individuals engaged in nonviolent civil rights demonstrations from the use of excessive force by law enforcement agencies within its jurisdiction, and enforcing state and local laws against physically barring entrance to or exit from a facility or location which is the subject of such nonviolent civil rights demonstrations within its jurisdiction, consistent with the provisions of Section 906 of the National Affordable Housing Act of 1990 and Subsection 104(l) of the Housing and Community Development Act of 1974, as amended.

6.5 **RESIDENTIAL ANTI/DISPLACEMENT AND RELOCATION ASSISTANCE PLAN APPROVAL.** The Authority, prior to release of funds under this Contract, shall review and approve the Recipient's Residential Anti/Displacement and Relocation Assistance Plan, consistent with the requirements of Section 104(d) of the Housing and Community Development Act of 1974, as amended.

6.6 **EQUAL OPPORTUNITY POLICY.** The Authority, prior to release of funds under this Contract, shall review and approve the Recipient's equal opportunity policy, consistent with Section 109 of the Housing and Community Development Act of 1974 as amended.

6.7 **PROCUREMENT POLICY.** The Authority, prior to release of funds under this Contract, shall review and approve the Recipient's procurement policy, consistent with 2 CFR 200.318.

6.8 **FAIR HOUSING POLICY.** The Authority, prior to release of funds under this Contract, shall review and approve the

Recipient's fair housing policy, consistent with Section 109 of the Housing and Community Development Act of 1974 as amended.

6.9 **CODE OF CONDUCT.** The Authority, prior to release of funds under this Contract, shall review and approve the Recipient's code of conduct, consistent with 2 CFR 200.318.

6.10 **CONDITIONS TO DISBURSEMENT FOR A SPECIFIC ACTIVITY.** For each activity number listed below, the Recipient shall comply with the corresponding applicable conditions prior to release of funds for that activity. If no applicable conditions are identified below, none of the conditions in Article 6.10 shall apply to the activities funded by this Contract.

ACTIVITY NUMBER(S)

APPLICABLE CONDITIONS

(a) **DEPARTMENT OF NATURAL RESOURCES APPROVAL.** Construction shall not begin prior to the written approval of the Iowa Department of Natural Resources.

(b) **REVIEW OF HANDICAPPED ACCESSIBILITY.** Prior to release of funds for construction, the Authority shall receive and review a signed statement from the Project architect that proposed construction will meet all handicapped accessibility and ADA requirements based on approved design plans.

(c) **DEPARTMENT OF HEALTH APPROVAL.** Construction shall not begin prior to receipt of written approval from the Iowa Department of Health.

(d) **FRANCHISE ORDINANCE/28E AGREEMENT.** Prior to the release of funds for construction, the Recipient shall submit, as appropriate, either an ordinance authorizing the franchise or an executed 28E Agreement for the activity for the Authority's review.

(e) **BULK PURCHASE AGREEMENT.** Prior to release of funds for construction, the Recipient shall submit an executed "Bulk Purchase Agreement" for the Authority's review.

(f) **RURAL WATER CONNECTION FEE PROJECTS.** Prior to release of funds for payment of a connection fee, the Authority shall receive and review a copy of the water purchase agreement which outlines the basis for determining the connection fee; a signed letter with the engineer's seal from the project engineer which certifies that construction is complete and water service is available to the Recipient; and a formal invoice from the Subrecipient which requests payment of the connection fee and provides a breakdown of the Federal and local dollar amounts. The Request for Payment/ Activity Status Report for the connection fee will not be processed until the Authority has received the required documentation listed in this Article.

(g) **STATE BUILDING CODE BUREAU APPROVAL.** Bidding for construction shall not be conducted prior to the written approval of the final plans by the State Building Code Bureau of the Iowa Department of Public Safety.

(h) **FAÇADE EASEMENTS.** Prior to release of funds for construction, the Recipient shall submit, as appropriate, signed copies of all façade easements and construction agreements with property owners when required for downtown revitalization projects.

(i) **STORMWATER DESIGN AND CONSTRUCTION DOCUMENTS.** Prior to bidding, the Recipient shall submit project final design and construction documents for the Authority to review for consistency with the original Application or "Budget Activity" subsequently approved by the Authority. Recipient shall also consult with Iowa Department of Agriculture and Land Stewardship (IDALS) Urban Conservation Program Team on project stormwater management designs at 30, 60, 90 percent, and final design. The Recipient shall then secure and upload to www.iowagrants.gov a letter from IDALS confirming stormwater management designs meet the requirements of the Iowa Green Streets Criteria and the Iowa Stormwater Management Manual.

(j) **IOWA GREEN STREETS CRITERIA CONSTRUCTION DOCUMENTS.** Prior to bidding, the Recipient shall submit final design and construction documents and Iowa Green Streets Criteria Appendix C for the Authority to review for consistency with the original Application subsequently approved by the Authority when required for applicable Community Facilities and Downtown Revitalization projects as identified in their application.

(k) **PERPETUAL RESTRICTIONS.** Prior to release of funds for acquisition, the Recipient shall provide the Authority evidence that appropriate perpetual deed restrictions and agreement for covenants and restrictions as required pursuant to Sections 5.7 and 5.8 of this Contract.

6.11 **CONDITIONS TO DISBURSEMENT NECESSITATING OUTSIDE AGENCY ACTION.** For each activity number listed below, the Recipient shall comply with the corresponding applicable conditions prior to release of funds for that activity. If no applicable conditions are identified below, none of the conditions in Article 6.7 shall apply to the activities funded by this Contract.

ACTIVITY NUMBER(S)	APPLICABLE CONDITIONS	OUTSIDE AGENCY
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(a) **FUNDING.** Funding shall be contingent upon receipt of adequate funds from the identified agency to complete the Project described. The Recipient must submit a copy of the notification of said funding commitment to the Authority before funds can be released to the Recipient. If there is a reduction in the amount of the funds available from this source, the Recipient shall identify an alternative source of funds, and the change in funding sources shall be reflected in an amendment to this Contract. If the funds from the identified agency are rejected, this award is no longer valid. If the other funding is not obligated to the Recipient within 6 months following the announcement of the CDBG award, the CDBG funds shall be considered available to the Authority for allocation to other Projects, and the provisions of the CDBG Administrative Rules concerning contingent awards shall apply.

(b) **SUBRECIPIENT AGREEMENT.** The Authority, prior to the release of funds, shall review and approve the subrecipient agreement between the Recipient and the identified agency.

(c) **CONTINGENT FUNDING.** The Authority has awarded these funds contingent upon receipt of other funding from the identified agency.

(d) **LONG TERM LEASE AGREEMENT.** Prior to release of funds, the Authority shall review and approve a Long Term Lease Agreement or any other binding agreement deemed appropriate by the Authority between two identified agencies. The agreement shall guarantee that the constructed facility as described in this Contract will be allowed to physically remain and continue to be used for the specified purpose. In the event that the use of the facility changes, the Recipient may be required to repay all or part of the grant award as described in Article 9.4 of this Contract.

ARTICLE 7

REPRESENTATIONS AND WARRANTIES OF RECIPIENT

To induce the Authority to make the Grant referred to in this Contract, the Recipient represents, covenants and warrants that:

7.1 **AUTHORITY.** The Recipient is duly authorized and empowered to execute and deliver the Contract. All required actions on the Recipient's part, such as appropriate resolution of its governing board for the execution and delivery of the Contract, have been effectively taken.

7.2 **FINANCIAL INFORMATION.** All financial statements and related materials concerning the Project provided to the Authority are true and correct in all material respects and completely and accurately represent the subject matter thereof as of the Effective Date of the statements and related materials, and no material adverse change has occurred since that date.

7.3 **APPLICATION.** The contents of the Application the Recipient submitted to the Authority for funding is a complete and accurate representation of the Project as of the date of submission and there has been no material adverse change in the organization, operation, or key personnel of the Recipient since the date the Recipient submitted its Application to the Authority.

7.4 **CLAIMS AND PROCEEDINGS.** There are no actions, lawsuits or proceedings pending or, to the knowledge of the Recipient, threatened against the Recipient affecting in any manner whatsoever their rights to execute the Contract or the ability of the Recipient to make the payments required under the Contract, or to otherwise comply with the obligations of the Contract. There are no actions, lawsuits or proceedings at law or in equity, or before any governmental or administrative authority pending or, to the knowledge of the Recipient, threatened against or affecting the Recipient or any property involved in the Project.

7.5 **PRIOR AGREEMENTS.** The Recipient has not entered into any verbal or written contracts, agreements or arrangements of any kind which are inconsistent with the Contract.

7.6 **EFFECTIVE DATE.** The covenants, warranties and representations of this Article are made as of the Effective Date of this Contract and shall be deemed to be renewed and restated by the Recipient at the time of each advance or request for disbursement of funds.

ARTICLE 8 **COVENANTS OF THE RECIPIENT**

8.1 **AFFIRMATIVE COVENANTS.** Until the Project has been closed out, audited, and approved by the Authority, the Recipient covenants with the Authority that:

(a) **PROJECT WORK AND SERVICES.** The Recipient shall perform the work and services detailed in the "Budget Activity" by the End Date.

(b) **REPORTS.** The Recipient shall prepare, review and sign the requests and reports as specified below in the form and content specified by the Authority. The Recipient shall review all Requests for Payment and verify that claimed expenditures are allowable costs. The Recipient shall maintain documentation adequate to support the claimed costs. After the Recipient has submitted its 1st Request for Payment the Recipient, shall continue to submit Request for Payment at least semiannually for each "Budget Activity".

The Authority reserves the right to require more frequent submission of the Activity Status Report than as shown below if, in the opinion of the Authority, more frequent submissions would help improve the Recipient's CDBG program.

REPORT

DUE DATE

- | | |
|---|---|
| 1. Request for Payment / Activity Status Report | As funds are needed |
| 2. Section 3 Report (if applicable) | Submitted annually |
| 3. Updates to the Applicant/Recipient Disclosure Report | As needed due to changes |
| 4. Iowa Green Streets Criteria Appendices D and E or F (if applicable) | Upon construction completion |
| 5. Final request for Payment / Status Report | Within 30 days of End Date |
| 6. Form 3-D, Final Accomplishments and Equal Opportunity Data (if applicable) | Within 30 days of End Date |
| 7. Single Audit Form (required) | Within 30 days of receipt of Notice to Close letter |
| 8. Audit Report (if applicable) | Within 30 days of audit completion |

(c) **RECORDS.** The Recipient shall maintain books, records, documents and other evidence pertaining to all costs and expenses incurred and revenues received under this Contract in sufficient detail to reflect all costs, direct and indirect, of labor, materials, equipment, supplies, services and other costs and expenses of whatever nature, for which payment is claimed under this Contract. The Recipient shall maintain books, records and documents in sufficient detail to demonstrate compliance with the Contract and shall maintain these materials for a period of five (5) years beyond the date upon which the final audit of the Project is accepted by the Authority. Records for non-expendable property acquired under this Contract shall be retained for a five (5) year period after the final disposition of property. Records shall be retained beyond the prescribed period if any litigation or audit is begun or if a claim is instituted involving the grant or agreement covered by the records. In these instances, the records shall be retained until the litigation, audit or claim has been finally resolved.

(d) **ACCESS TO RECORDS/INSPECTIONS.** The Recipient shall, without prior notice and at any time, permit HUD or its representatives, the General Accounting Office or its representatives, and the Authority, its representatives or the State

Auditor, to examine, audit and/or copy (i) any plans and work details pertaining to the Project, (ii) any or all of the Recipient's books, records and accounts, and (iii) all other documentation or materials related to this Contract. The Recipient shall provide proper facilities for making such examination and/or inspection.

(e) USE OF GRANT FUNDS. The Recipient shall expend funds received under the Contract only for the purposes and activities described in its CDBG Application, this Contract and as approved by the Authority.

(f) DOCUMENTATION. The Recipient shall deliver to the Authority, upon request, (i) copies of all contracts or agreements relating to the Project, (ii) invoices, receipts, statements or vouchers relating to the Project, (iii) a list of all unpaid bills for labor and materials in connection with the Project, and (iv) budgets and revisions showing estimated Project costs and funds required at any given time to complete and pay for the Project.

(g) NOTICE OF PROCEEDINGS. The Recipient shall promptly notify the Authority of the initiation of any claims, lawsuits or proceedings brought against the Recipient.

(h) INDEMNIFICATION. The Recipient shall indemnify and hold harmless the Authority, its officers and employees from and against any and all losses in connection with the Project.

(i) NOTICE TO AUTHORITY. In the event the Recipient becomes aware of any material alteration in the Project, initiation of any investigation or proceeding involving the Project, or any other similar occurrence, the Recipient shall promptly notify the Authority.

(j) CERTIFICATIONS. The Recipient certifies and ensures that the Project will be conducted and administered in compliance with all applicable Federal and State laws, regulations and orders. Certain statutes are expressly made applicable to activities assisted under the Act by the Act itself, while other laws not referred to in the Act may be applicable to such activities by their own terms. The Recipient certifies and assures compliance with the applicable orders, laws and implementing regulations, including but not limited to, the following:

(i) Financial Management guidelines issued by the U.S. Office of Management and Budget, OMB 2 CFR part 200, subpart E.

(ii) Title I of the Housing and Community Development Act of 1974 as amended (42 U.S.C. 5301 et seq.), and regulations which implement these laws.

(iii) Title VI of the Civil Rights Act of 1964 as amended (Public Law 88-352; 42 U.S.C. 2000d et seq.); Title VIII of the Civil Rights Act of 1968 as amended (Public Law 90-284; 42 U.S.C. 3601 et seq.); the Iowa Civil Rights Act of 1965; Chapter 19B.7, Code of Iowa, and Iowa Executive Order #34, dated July 22, 1988; Iowa Code Chapter 216, Presidential Executive Order 11063, as amended by Executive Order 12259; Presidential Executive Order 11246, as amended by Presidential Executive Order 11375; Section 504 of the Vocational Rehabilitation Act of 1973 as amended (29 U.S.C. 794); the Age Discrimination Act of 1975 as amended (42 U.S.C. 6101 et seq.); the Americans with Disabilities Act, as applicable, (P. L. 101-336, 42 U.S.C. 12101-12213); and related Civil Rights and Equal Opportunity statutes; and regulations which implement these laws.

(iv) Fair Housing Act, Public Law 90-284. The Fair Housing Act is part of Title VIII of the Civil Rights Act of 1968 as amended (42 U.S.C. 3601 et seq.); Section 109 of the Title I of the Housing and Community Development Act of 1974, as amended; Section 3 of the Housing and Urban Development Act of 1968 as amended (12 U.S.C. 1701u); and regulations which implement these laws.

(v) Department of Housing and Urban Development regulations governing the CDBG program, 24 Code of Federal Regulations, Part 570.

(vi) Section 102 of the Department of Housing and Urban Development Reform Act of 1989 (P.L. 101 235), and implementing regulations.

(vii) Requirements for the Notification, Evaluation, and Reduction of Lead-Based Paint Hazards in Federally Owned Residential Property and Housing Receiving Federal Assistance; Final Rule (24 CFR Part 35, et al.); Lead Based Paint Poisoning Prevention Act (42 U.S.C. 4821 - 4846), as amended, and implementing regulations.

(viii) Davis-Bacon Act, as amended (40 U.S.C. 276a - 276a-5), where applicable under Section 110 of the Housing and Community Development Act of 1974, as amended; Contract Work Hours and Safety Standards Act (40 U.S.C. 327 et seq.); the Copeland Anti-Kickback Act (18 U.S.C. 874); and regulations

which implement these laws.

- (ix) National Environmental Policy Act of 1969 and implementing regulations.
- (x) Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, (URA)(42 U.S.C. 4601 - 4655) and implementing regulations; Section 104(d) of the Housing and Community Development Act of 1974, as amended, governing the residential antidisplacement and relocation assistance plan; and Section 105(a)(11) of the Housing and Community Development Act of 1974, as amended, governing optional relocation assistance.
- (xi) Administrative rules adopted by the Iowa Economic Development Authority, 261 Iowa Administrative Code.
- (xii) Financial and Program Management guidelines issued by the Iowa Economic Development Authority; the Iowa CDBG Management Guide; and the Authority Audit Guide.
- (xiii) Government-wide Restriction on Lobbying Certification [Section 319 of Public Law 101-121] and implementing regulations.
- (xiv) Fair Labor Standards Act and implementing regulations.
- (xv) Hatch Act (regarding political partisan activity and Federally funded activities) and implementing regulations.
- (xvi) Citizen participation, hearing and access to information requirements found under sections 104(a)(2) and 104(a)(3) of Title I of the Housing and Community Development Act of 1974, as amended.
- (xvii) Subsection 104(l) of Title I of the Housing and Community Development Act of 1974, as amended, regarding the prohibition of the use of excessive force in nonviolent civil rights demonstrations and the enforcement of state and local laws on barring entrance to or exit from facilities subject to such demonstrations.
- (xviii) Drug-Free Workplace Act.

(k) MAINTENANCE OF ACTIVITY PROPERTY AND INSURANCE. The following provision shall apply to the project as appropriate. The Recipient and any subrecipient shall maintain the Project property in good repair and condition, ordinary wear and tear excepted, and shall not suffer or commit waste or damage upon the Project property. The Recipient or subrecipient shall pay for and maintain insurance as is customary in its industry. This insurance shall be in an amount not less than the full insurable value of the Project property. The subrecipient shall name the Recipient and Authority as mortgagees and/or an additional loss payees, as appropriate. The Recipient shall name the Authority as a mortgagee and/or an additional loss payee, as appropriate. The Recipient or subrecipient shall maintain copies of the policies as appropriate.

8.2 **NEGATIVE COVENANTS.** During the Contract term the Recipient covenants with the Authority that it shall not, without the prior written disclosure to and prior written consent of the Authority, directly or indirectly:

- (a) ASSIGNMENT. Assign its rights and responsibilities under this Contract.
- (b) ADMINISTRATION. Discontinue administration activities under the Contract.

ARTICLE 9 **DEFAULT AND REMEDIES**

9.1 **EVENTS OF DEFAULT.** The following shall constitute Events of Default under this Contract:

- (a) MATERIAL MISREPRESENTATION. If at any time any representation, warranty or statement made or furnished to the Authority by, or on behalf of, the Recipient in connection with this Contract or to induce the Authority to make a grant to the Recipient shall be determined by the Authority to be incorrect, false, misleading or erroneous in any material respect when made or furnished and shall not have been remedied to the Authority's satisfaction within thirty (30) days after written notice by the Authority is given to the Recipient.
- (b) NONCOMPLIANCE. If there is a failure by the Recipient to comply with any of the covenants, terms or conditions contained in this Contract.

- (c) **END DATE.** If the Project, in the sole judgment of the Authority, is not completed on or before the End Date.
 - (d) **MISSPENDING.** If the Recipient expends Grant proceeds for purposes not described in the Application, this Contract, or as authorized by the Authority.
 - (e) **INSURANCE.** If loss, theft, damage, or destruction of any substantial portion of the property of the Recipient occurs for which there is either no insurance coverage or for which, in the opinion of the Authority, there is insufficient insurance coverage. This provision applies to the project as appropriate.
- 9.2 **NOTICE OF DEFAULT.** In the event of default, the Authority shall issue a written notice of default providing therein a fifteen (15) day period in which the Recipient shall have an opportunity to cure, provided that cure is possible and feasible.
- 9.3 **REMEDIES UPON DEFAULT.** If, after opportunity to cure, the default remains, the Authority shall have the right in addition to any rights and remedies specifically to it to do one or more of the following:
- (a) exercise any remedy provided by law,
 - (b) require immediate repayment of up to the full amount of funds disbursed to the Recipient under this Contract plus interest.
- 9.4 **FAILURE TO MEET PERFORMANCE TARGETS.** If the Recipient is determined by the Authority to be in default of this Contract due to meeting less than one hundred percent (100%) of its Performance Targets, the Authority may require full Grant repayment or, at its discretion, the Authority may require partial repayment of Grant proceeds which allows partial credit for the performance targets which have been met, or the Authority may require other remedies that the Authority determines to be appropriate. For Housing rehabilitation projects only, performance targets shall include income targeting and affordability requirements as required in 261 Administrative Code 25.4(1).

ARTICLE 10

INCORPORATED DOCUMENTS

- 10.1 **DOCUMENTS INCORPORATED BY REFERENCE.** The Recipient shall comply with the terms and conditions of the following documents which are hereby incorporated by reference:
- (a) Budget Activity, as found in Recipient's IowaGrants.gov account.
 - (b) Application, "CDBG Application", as found in Recipient's IowaGrants.gov account.
 - (c) Attachment A, "CDBG Program General Provisions", dated October 3, 2018.
 - (d) "Iowa Community Development Block Grant Management Guide", as found on the Authority's website at www.iowaeconomicdevelopment.com/Community/CDBG.
- 10.2 **ORDER OF PRIORITY.** In the event of a conflict between documents of this Contract, the following order of priority shall govern:
- (a) Articles 1 through 11 herein.
 - (b) Attachment A, "CDBG Program General Provisions", dated October 3, 2018.
 - (c) Budget Activity, as found in Recipient's IowaGrants.gov account.
 - (d) Application, "CDBG Application", as found in Recipient's IowaGrants.gov account.
 - (e) "Iowa Community Development Block Grant Management Guide", as found on the Authority's website at www.iowaeconomicdevelopment.com/Community/CDBG.

ARTICLE 11

MISCELLANEOUS

- 11.1 **LIMIT ON GRANT PROCEEDS ON HAND.** The Recipient shall request Project funds only as needed and shall not have more than five hundred dollars (\$500.00) of Grant proceeds, including earned interest, on hand for a period of longer than ten (10) working days, after which time any surplus amount shall be returned to the Authority.
- 11.2 **BINDING EFFECT.** This Contract shall be binding upon and shall inure to the benefit of the Authority and Recipient and their respective successors, legal representatives and assigns. The obligations, covenants, warranties, acknowledgments, waivers, agreements, terms, provisions and conditions of this Contract shall be jointly and severally enforceable against the parties to this Contract.

11.3 **SURVIVAL OF CONTRACT.** If any portion of this Contract is held to be invalid or unenforceable, the remainder shall be valid and enforceable. The provisions of this Contract shall survive the execution of all instruments herein mentioned and shall continue in full force until the Project is completed as determined by the Authority.

11.4 **GOVERNING LAW.** This Contract shall be interpreted in accordance with the laws of the State of Iowa, and any action relating to the Contract shall only be commenced in the Iowa District Court for Polk County or the United States District Court for the Southern District of Iowa.

11.5 **NOTICES.** Whenever this Contract requires or permits any funding request, notice, report, or written request by one party to another, it shall be delivered through IowaGrants.gov. Alternately the Authority may rely on the United States Mail as the Authority deems appropriate. Any such notice given hereunder shall be deemed delivered upon the earlier of actual receipt or two (2) business days after posting. The Authority may rely on the address of the Recipient set forth heretofore, as modified from time to time, as being the address of the Recipient.

11.6 **WAIVERS.** No waiver by the Authority of any default hereunder shall operate as a waiver of any other default or of the same default on any future occasion. No delay on the part of the Authority in exercising any right or remedy hereunder shall operate as a waiver thereof. No single or partial exercise of any right or remedy by the Authority shall preclude future exercise thereof or the exercise of any other right or remedy.

11.7 **LIMITATION.** It is agreed by the Recipient that the Authority shall not, under any circumstances, be obligated financially under this Contract except to disburse funds according to the terms of the Contract.

11.8 **HEADINGS.** The headings in this Contract are intended solely for convenience of reference and shall be given no effect in the construction and interpretation of this Contract.

11.9 **INTEGRATION.** This Contract contains the entire understanding between the Recipient and the Authority and any representations that may have been made before or after the signing of this Contract, which are not contained herein, are nonbinding, void and of no effect. None of the parties have relied on any such prior representation in entering into this Contract.

11.10 **COUNTERPARTS.** This Contract may be executed in any number of counterparts, each of which shall be deemed to be an original, but all of which together shall constitute one and the same instrument.

11.11 **IOWAGRANTS.GOV.** The Authority reserves the right to require the Recipient to utilize the IowaGrants.gov system to conduct business associated with this Contract.

IN WITNESS WHEREOF, the parties have executed this Contract as of the Effective Date first stated.

RECIPIENT: North Liberty

BY:

Mayor
North Liberty
P.O. Box 77
North Liberty, Iowa 52317

Typed or Printed Name and Title

IOWA ECONOMIC DEVELOPMENT AUTHORITY:

BY:

Timothy R. Waddell, Division Administrator

ATTACHMENT A
GENERAL PROVISIONS
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
October 3, 2018

1.0 AMENDMENT.

(a) **WRITING REQUIRED.** The Contract will only be amended through written prior approval of the Authority through IowaGrants.gov. Examples of situations where amendments are required include extensions for completion of Project activities, changes to the Project including, but not limited to, alteration of existing approved activities or inclusion of new activities.

(b) **UNILATERAL MODIFICATION.** Notwithstanding paragraph "a" above, the Authority may unilaterally modify the Contract at will in order to accommodate any change in the Act or any change in the interpretation of the Act or any applicable Federal, State or local laws, regulations, rules or policies. A copy of such unilateral modification will be given to the Recipient as an amendment to this Contract.

(c) **AUTHORITY REVIEW.** The Authority will consider whether an amendment request is so substantial as to necessitate reevaluating the Authority's original funding decision on the Project. An amendment will be denied if it substantially alters the circumstances under which the Project funding was originally approved; if it does not meet requirements set forth in Iowa Administrative Code 261-23, as applicable; or if it conflicts with the Program Rules.

2.0 AUDIT REQUIREMENTS.

(a) **SINGLE AUDIT.** The Recipient shall ensure that an audit is performed in accordance with the Single Audit Act Amendment of 1996; OMB 2 CFR part 200, subpart E; and OMB 2 CFR part 200, subpart F, as applicable; and the Iowa CDBG Management Guide.

(b) **ADDITIONAL AUDIT.** As a condition of the grant to the Recipient, the Authority reserves the right to require the Recipient to submit to a post Project completion audit and review in addition to the audit required above.

3.0 COMPLIANCE WITH LAWS AND REGULATIONS. The Recipient shall comply with all applicable State and Federal laws, rules, ordinances, regulations and orders including all Federal laws and regulations described in 24 CFR subpart K.

4.0 UNALLOWABLE COSTS. If the Authority determines at any time, whether through monitoring, audit, closeout procedures or by other means or process, that the Recipient has expended funds which are unallowable, the Recipient will be notified of the questioned costs and given an opportunity to justify questioned costs prior to the Authority's final determination of the disallowance of costs. Appeals of any determinations will be handled in accordance with the provisions of Chapter 17A, Iowa Code. If it is the Authority's final determination that costs previously paid by the Authority are unallowable under the terms of the Contract, the expenditures will be disallowed and the Recipient will repay to the Authority any and all disallowed costs. Real property under the Recipient's control in excess of \$25,000 and equipment that was acquired or improved in whole or in part with CDBG funds shall be used to meet one of the National Objectives pursuant to 24 CFR 570.208 until five (5) years after expiration of the Agreement. If Recipient fails to use CDBG assisted real property that meets a National Objective during the five (5) year period the Recipient shall pay IEDA an amount equal to the current fair market value of the property less any portion of the value attributable to expenditures of non-CDBG funds for acquisition or improvement to the real property.

5.0 PROGRAM INCOME. All program income, as defined in 2 CFR part 200, subpart E; 24 CFR 570.489; and Iowa Administrative Code 261-23, if applicable; shall be added to the Project "Budget Activity" and used to further eligible Project objectives as defined in the Contract and the "Budget Activity" in the CDBG Application for funding. Program income not used to further Project objectives will be deducted from the total Project "Budget Activity" for the purpose of determining the amount of reimbursable costs under the Contract. In cases of dispute, final decisions regarding the definition or disposition of program income shall be made by the Authority.

6.0 INTEREST EARNED. To the extent that interest is earned on advances of CDBG funds, this interest shall be returned to the Authority, except that the Recipient may keep interest amounts of up to \$100 per year for administrative expenses.

7.0 SUSPENSION. When the Recipient has failed to comply with the Contract, award conditions or standards, the Authority may, on reasonable notice to the Recipient, suspend the Contract and withhold future payments, or prohibit the Recipient from incurring additional obligations of CDBG funds. Suspension may continue until the Recipient completes the corrective action as required by the Authority. The Authority may allow such necessary and proper costs which the Recipient

could not reasonably avoid during the period of suspension provided the Authority concludes that such costs meet the provisions of HUD regulations issued pursuant to OMB 2 CFR part 200, subpart E.

8.0 **TERMINATION.**

(a) **FOR CAUSE.** The Authority may terminate the Contract in whole, or in part, whenever the Authority determines that the Recipient has failed to comply with the terms and conditions of the Contract.

(b) **FOR CONVENIENCE.** The Parties may terminate the Contract in whole, or in part, when all parties agree that the continuation of the Project would not produce beneficial results commensurate with the future disbursement of funds.

(c) **DUE TO REDUCTION OR TERMINATION OF CDBG FUNDING.** At the discretion of the Authority, the Contract may be terminated in whole, or in part, if there is a reduction or termination of CDBG Federal block grant funds to the State.

9.0 **PROCEDURES UPON TERMINATION.**

(a) **NOTICE.** The Authority shall provide written notice to the Recipient of the decision to terminate, the reason(s) for the termination, and the effective date of the termination. If there is a partial termination due to a reduction in funding, the notice will set forth the change in funding and the changes in the approved "Budget Activity". The Recipient shall not incur new obligations beyond the effective date and shall cancel as many outstanding obligations as possible. The Authority's share of noncancellable obligations which the Authority determines were properly incurred prior to notice of cancellation will be allowable costs.

(b) **RIGHTS IN PRODUCTS.** All finished and unfinished documents, data, reports or other material prepared by the Recipient under the Contract shall, at the Authority's option, become the property of the Authority.

(c) **RETURN OF FUNDS.** The Recipient shall return to the Authority all unencumbered funds within one week of receipt of the notice of termination. Any costs previously paid by the Authority which are subsequently determined to be unallowable through audit, monitoring, or closeout procedures shall be returned to the Authority within thirty (30) days of the disallowance.

10.0 **ENFORCEMENT EXPENSES.** The Recipient shall pay upon demand any and all reasonable fees and expenses of the Authority, including the fees and expenses of its attorneys, experts and agents, in connection with the exercise or enforcement of any of the rights of the Authority under this Contract.

11.0 **INDEMNIFICATION.** The Recipient shall indemnify and hold harmless the Authority, its officers and employees, from and against any and all losses, accruing or resulting from any and all claims subcontractors, laborers and any other person, firm or corporation furnishing or supplying work, services, materials or supplies in connection with the performance of this Contract, and from any and all claims and losses accruing or resulting to any person, firm or corporation who may be injured or damaged by the Recipient in the performance of this Contract.

12.0 **CONFLICT OF INTEREST.**

(a) **GENERAL.** Except for the use of CDBG funds to pay salaries and other related administrative or personnel costs, no persons identified in paragraph (b) below who exercise or have exercised any functions or responsibilities with respect to CDBG assisted activities or who are in a position to participate in a decision making process or gain inside information with regard to such activities may obtain a personal or financial interest or benefit from a CDBG assisted activity or have an interest in any contract, subcontract or agreement with respect thereto, or the proceeds thereunder, either for themselves or those with whom they have family or business ties, during their tenure or for one year thereafter.

(b) **PERSONS COVERED.** The conflict of interest provisions described above apply to any person who is an employee, agent, consultant, officer, or elected or appointed official of the Recipient, or of any designated public agencies, or subrecipients which are receiving CDBG funds.

(c) **CONFLICTS OF INTEREST.** Chapter 68B, Code of Iowa, the "Iowa Public Officials Act", shall be adhered to by the Recipient, its officials and employees.

13.0 **USE OF DEBARRED, SUSPENDED, OR INELIGIBLE CONTRACTORS OR SUBRECIPIENTS.** CDBG funds shall not be used directly or indirectly to employ, award contracts to, or otherwise engage the service of, or fund any contractor or subrecipient during any period of debarment, suspension, or placement in ineligible status under the provisions of 24 CFR Part 24 or any applicable law or regulation of the Department of Labor.

14.0 CIVIL RIGHTS.

(a) **DISCRIMINATION IN EMPLOYMENT.** The Recipient shall not discriminate against any qualified employee or applicant for employment because of race, color, religion, sex, national origin, age, sexual orientation, gender identity, familial status, physical or mental disability. The Recipient may take affirmative action to ensure that applicants are employed and that employees are treated without regard to their race, color, religion, sex, national origin, age, sexual orientation, familial status, gender identity, or physical or mental disability. Such action shall include, but may not be limited to, the following: employment, upgrading, promotion, demotion or transfers; recruitment or recruitment advertising; lay-off or termination; rates of pay or other forms of compensation; and selection for training, including an apprenticeship. The Recipient agrees to post notices setting forth the provisions of the nondiscrimination clause in conspicuous places so as to be available to employees. Upon the State's written request, the Recipient shall submit to the State a copy of its affirmative action plan, containing goals and time specifications, and accessibility plans and policies as required under Iowa Administrative Code chapter 11—121.

(b) **CONSIDERATION FOR EMPLOYMENT.** The Recipient shall, in all solicitations or advertisements for employees placed by or on behalf of the Recipient, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, sexual orientation, gender identity, physical or mental disability, or familial status.

(c) **SOLICITATION AND ADVERTISEMENT.** The Recipient shall list all suitable employment openings in the State Employment Service local offices or shall list all suitable employment openings with Iowa Workforce Development's IowaJobs web site found at <https://www1.iowajobs.org/>.

(d) **CIVIL RIGHTS COMPLIANCE IN EMPLOYMENT.** The Recipient shall comply with all relevant provisions of the Iowa Civil Rights Act of 1965 as amended; Chapter 19B.7, and Chapter 216, Code of Iowa; Federal Executive Order 11246, as amended; Title VI of the U.S. Civil Rights Act of 1964 as amended (42 U.S.C. Section 2000d et seq.); the Fair Labor Standards Act (29 U.S.C. Section 201 et seq.); The Americans with Disabilities Act, as applicable, (P.L. 101 336, 42 U.S.C. 12101-12213); Section 504 of the Rehabilitation Act of 1973 as amended (29 U.S.C. Section 794); and the Age Discrimination Act of 1975 as amended (42 U.S.C. Section 6101 et seq.). The Recipient will furnish all information and reports requested by the State of Iowa or required by or pursuant to the rules and regulations thereof and will permit access to payroll and employment records by the State of Iowa to investigate compliance with these rules and regulations.

(e) **CERTIFICATION REGARDING GOVERNMENT-WIDE RESTRICTION ON LOBBYING.** The Recipient certifies, to the best of his or her knowledge and belief, that:

(i) No Federal appropriated funds have been paid or will be paid, by or on behalf of the Recipient, 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 awarding any Federal contract, making any Federal grant, making any Federal loan, entering into any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(ii) 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, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the Recipient shall complete and submit Standard Form-LLL, "Disclosure Form to Report Federal Lobbying" in accordance with its instruction.

(iii) The Recipient shall require that the language of this 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.

(iv) 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.

(f) **PROGRAM NONDISCRIMINATION.** The Recipient shall conform with requirements of Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.) and HUD regulations issued pursuant thereto contained in 24 CFR Part 1. No person in the United States shall, on the basis of race, color, national origin, sex or religion or religious affiliation, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with funds made available through this Contract. Any prohibition against discrimination on the basis of age under the

Age Discrimination Act of 1975 (42 U.S.C. 6101 et. seq.) or with respect to an otherwise qualified individual with a disability as provided in the Americans with Disabilities Act, as applicable, (P.L. 101 336, 42 U.S.C. 12101 12213) or Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. Section 794) shall also apply to any such program activity, or Project.

(g) FAIR HOUSING. The Recipient shall comply with Title VIII of the Civil Rights Act of 1968 (42 U.S.C. 3601 et seq.), generally known as the Fair Housing Act, and with HUD regulations found at 24 CFT Part 100 and 24 CFR Part 107, issued in compliance with Federal Executive Order 11063, as amended by Federal Executive Order 12259. The recipient shall also comply with Section 109, Title I of the Housing and Community Development Act of 1974, as amended.

(h) LEAD-BASED PAINT HAZARDS. The Recipient shall comply with requirements of the Notification, Evaluation, and Reduction of Lead-Based Paint Hazards in Federally Owned Residential Property and Housing Receiving Federal Assistance; Final Rule (24 CFR Part 35, et al.); Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4821 - 4846), as amended, and implementing regulations.

(i) SECTION 3 COMPLIANCE. The Recipient shall comply with provisions for training, employment, and contracting in accordance with 24 CFR part 135, Section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u). All section 3 covered contracts shall include the following clause (referred to as the section 3 clause):

(i) The work to be performed under this contract is subject to the requirements of section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (section 3). The purpose of section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.

(ii) The parties to this contract agree to comply with HUD's regulations in 24 CFR part 135, which implement section 3. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the part 135 regulations.

(iii) The contractor agrees to send to each labor organization or representative of workers with which the contractor has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers' representative of the contractor's commitments under this section 3 clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each; and the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.

(iv) The contractor agrees to include this section 3 clause in every subcontract subject to compliance with regulations in 24 CFR part 135, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 CFR part 135. The contractor will not subcontract with any subcontractor where the contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR part 135.

(v) The contractor will certify that any vacant employment positions, including training positions, that are filled (1) after the contractor is selected but before the contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR part 135 require employment opportunities to be directed, were not filled to circumvent the contractor's obligations under 24 CFR part 135.

(vi) Noncompliance with HUD's regulations in 24 CFR part 135 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.

(vii) With respect to work performed in connection with section 3 covered Indian housing assistance, section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450e) also applies to the work to be performed under this contract. Section 7(b) requires that to the greatest extent feasible (i) preference and opportunities for training and employment shall be given to Indians, and (ii) preference in the award of contracts and subcontracts shall be given to Indian organizations and Indian-owned Economic Enterprises. Parties to this contract that are subject to the provisions of section 3 and section 7(b) agree to comply with section 3 to the maximum extent feasible, but not in derogation of compliance with section 7(b).

(j) NONCOMPLIANCE WITH THE CIVIL RIGHTS LAWS. In the event of the Recipient's noncompliance with the nondiscrimination clauses of this Contract or with any of the aforesaid rules, regulations, or requests, this Contract may be

canceled, terminated, or suspended either wholly or in part. In addition, the State of Iowa may take further action, imposing other sanctions and invoking additional remedies as provided by the Iowa Civil Rights Act of 1965 (Chapter 216, Code of Iowa) or as otherwise provided by law.

(k) **INCLUSION IN SUBCONTRACTS.** The Recipient will include the provisions of the preceding paragraphs of Section 14 in every subcontract unless exempt by the State of Iowa, and said provisions will be binding on each subcontractor. The Recipient will take such action with respect to any subcontract as the State of Iowa may direct as a means of enforcing such provisions, including sanctions for noncompliance. In the event the Recipient becomes involved in or is threatened by litigation with a subcontractor or provider as a result of such direction by the State of Iowa, the Recipient may request the State of Iowa to enter into such litigation to protect the interests of the State of Iowa.

15.0 **POLITICAL ACTIVITY.** No portion of program funds shall be used for any partisan political activity or to further the election or defeat of any candidate for public office. Neither the program nor the funds provided therefore, nor the personnel employed in the administration of this Contract, shall be in any way or to any extent engaged in the conduct of political activities in contravention of The Hatch Act (5 U.S.C. 15).

16.0 **LIMIT ON RECOVERY OF CAPITAL COSTS.** The Recipient will not attempt to recover any capital costs of public improvements assisted in whole or part under this Contract 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, unless (i) funds received under this Contract are used to pay the proportion of such fee or assessment that relates to the capital costs of such public improvements that are financed from revenue sources other than under Title I of the Housing and Community Development Act of 1974, as amended, or (ii) for purposes of assessing any amount against properties owned and occupied by persons of low and moderate income who are not persons of very low income, the Recipient has certified to the Authority that it lacks sufficient funds received under Title I of the Housing and Community Development Act of 1974, as amended, to comply with the requirements of clause (i) above.

17.0 **PROHIBITED ACTIVITIES.** In accordance with 24 CFR 570.207 (a): The following activities may not be assisted with CDBG funds:

(a) **BUILDINGS OR PORTIONS THEREOF, USED FOR THE GENERAL CONDUCT OF GOVERNMENT AS DEFINED AT § 570.3(D) CANNOT BE ASSISTED WITH CDBG FUNDS.** This does not include, however, the removal of architectural barriers under § 570.201(c) involving any such building. Also, where acquisition of real property includes an existing improvement which is to be used in the provision of a building for the general conduct of government, the portion of the acquisition cost attributable to the land is eligible, provided such acquisition meets a national objective described in § 570.208.

(b) **GENERAL GOVERNMENT EXPENSES.** Except as otherwise specifically authorized in this subpart or under 2 CFR part 200, subpart E, expenses required to carry out the regular responsibilities of the unit of general local government are not eligible for assistance under this part.

(c) **POLITICAL ACTIVITIES.** CDBG funds shall not be used to finance the use of facilities or equipment for political purposes or to engage in other partisan political activities, such as candidate forums, voter transportation, or voter registration. However, a facility originally assisted with CDBG funds may be used on an incidental basis to hold political meetings, candidate forums, or voter registration campaigns, provided that all parties and organizations have access to the facility on an equal basis, and are assessed equal rent or use charges, if any.

18.0 **FEDERAL GOVERNMENT RIGHTS.** If all or a portion of the funding used to pay for the Deliverables is being provided through a grant from the Federal Government, recipient, subrecipient, contractor, subcontractor, or provider acknowledges and agrees that pursuant to applicable federal laws, regulations, circulars and bulletins, the awarding agency of the Federal Government reserves certain rights including, without limitation a royalty-free, non-exclusive and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use, for Federal Government purposes, the Deliverables developed under this Contract and the copyright in and to such Deliverables.

19.0 **IOWA ECONOMIC DEVELOPMENT AUTHORITY FRAUD AND WASTE POLICY.** The Authority has zero tolerance for the commission or concealment of acts of fraud, waste, or abuse. Allegations of such acts will be investigated and pursued to their logical conclusion, including legal action where warranted.

Resolution No. 2020-45

RESOLUTION APPROVING THE COMMUNITY DEVELOPMENT BLOCK GRANT AGREEMENT BETWEEN THE CITY OF NORTH LIBERTY AND THE IOWA ECONOMIC DEVELOPMENT AUTHORITY THAT ESTABLISHES THE TERMS AND CONDITIONS UNDER WHICH GRANT FUNDS WILL BE USED FOR AN EMERGENCY CHILDCARE PROGRAM IN THE CITY OF NORTH LIBERTY, IOWA

WHEREAS, the City submitted a grant application for funds for the operation of an emergency childcare program for essential employees during the COVID-19 pandemic,

WHEREAS, the terms and conditions for the grant of funds have been set forth in a grant agreement between the City of North Liberty and Iowa Economic Development Authority, and

WHEREAS, the project is estimated at \$12,000.

NOW, THEREFORE, BE IT RESOLVED that that the attached agreement is authorized and approved.

BE IT FURTHER RESOLVED that the City Attorney is hereby authorized to execute said agreement.

APPROVED AND ADOPTED this 12th day of May, 2020.

CITY OF NORTH LIBERTY:

Terry L. Donahue, Mayor

ATTEST:

I, Tracey Mulcahey, City Clerk of the City of North Liberty, hereby certify that at a meeting of the City Council of said City, held on the above date, among other proceedings, the above was adopted.

Tracey Mulcahey, City Clerk



Additional Information

To: Mayor and City Council
From: Tom Palmer, Building Official
CC: City Administrator
Date: 5/6/2020
Re: Monthly Report

April Permit Report:

77 permits were issued in April with estimated construction value of 3.1 million dollars. Staff completed 205 inspections during the month of April.

Rental/Code Compliance Cases:

13 new rental permit applications received in April. A total of 17 code compliance cases were processed in April.

COVID-19:

I have provided a construction valuation comparison chart. Construction cost January through April of this year is slightly lower than 2019 valuations and ahead of 2018 valuations.

Pizza Ranch Renovation:

The project has been completed. A few code related items need to be completed to obtain the final certificate of occupancy to open dining area for public use. The owner requested and received a temporary certificate of occupancy for the purpose beginning carryout service.

April 2020 Monthly Permit Reports

Code	Permit Purpose	Permits	Construction Value	Permit Fees	Bldgs.	Units	Notes
1	New Single Family Dwelling	3	\$782,000.00	\$8,299.36	3	3	
2	New Single Family Dwelling Attached	4	\$729,326.00	\$9,011.10	2	4	
3	New Townhouse	0	\$0.00	\$0.00	0	0	
4	New Multi-Family Housing	0	\$0.00	\$0.00	0	0	
5	New Commercial	0	\$0.00	\$0.00	0	0	
6	New Industrial	0	\$0.00	\$0.00	0	0	
7	School	0	\$0.00	\$0.00			
8	Residential Alteration	11	\$94,014.00	\$1,554.05			
9	Residential Addition	2	\$131,500.00	\$1,400.40			
10	Commercial Alteration	4	\$606,238.00	\$4,722.57			
11	Commercial Addition	0	\$0.00	\$0.00			
12	Industrial Alteration	0	\$0.00	\$0.00			
13	Industrial Addition	0	\$0.00	\$0.00			
14	Other	53	\$814,966.00	\$3,802.00			
15	Public	0	\$0.00	\$0.00			
16	Manufactured Home	0	\$0.00	\$0.00			
	Totals	77	\$3,158,044.00	\$28,789.48	5	7	

SFD Attached are zero lot line units

Townhouse are 3 or more units with shared side walls and have a rear yard area

Zoning Permits

04/01/2020 - 04/30/2020

Project Description	Applicant	Parcel Address
Pizza Ranch ownership change	North Liberty PR LLC	395 Beaver Kreek Centre
Taking over the old Beer Burger restaurant space.	Sunrise 7 LLC	575 Cameron Way Unit B

Permit Summary Report Inspection Type

Schedule Date01/01/2020 TO 04/30/2020

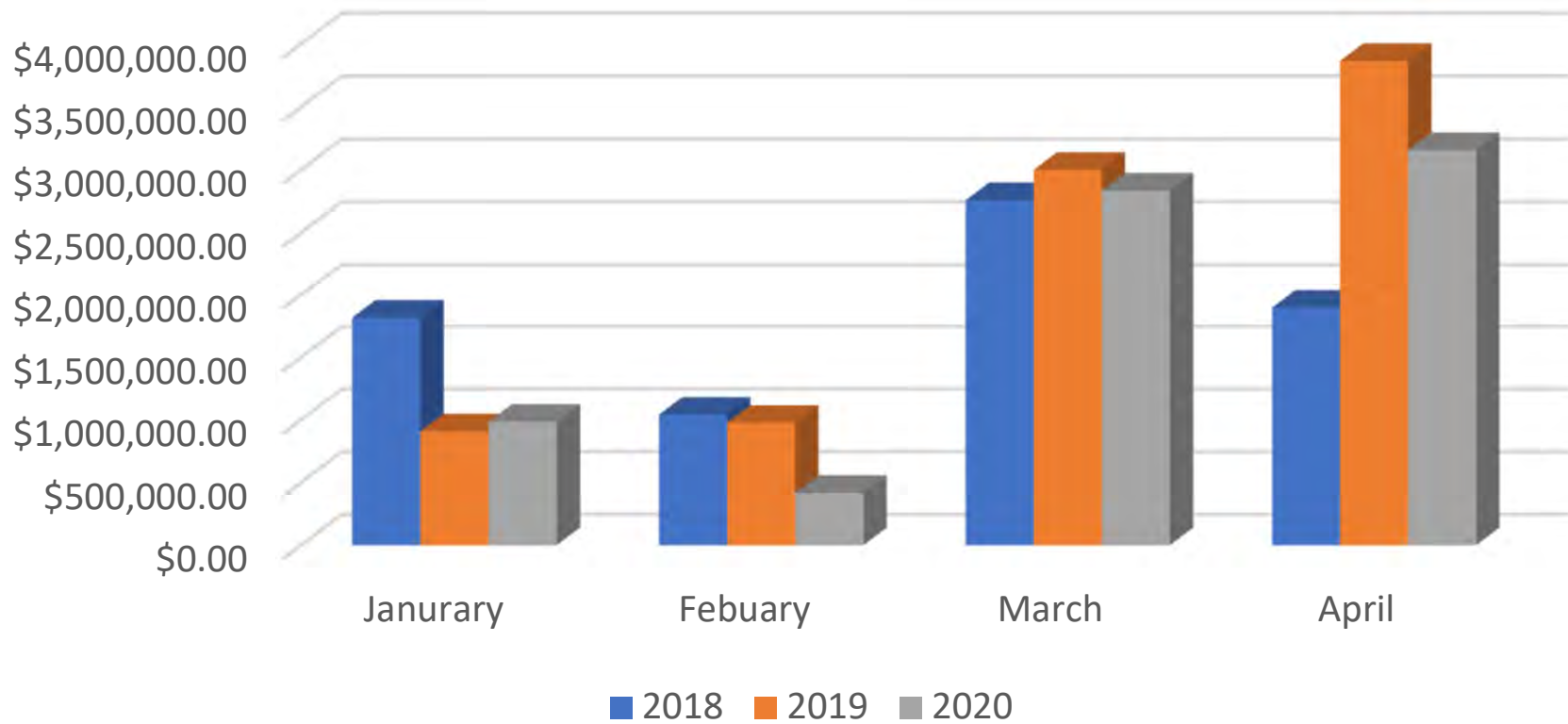
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Code Compliance Report

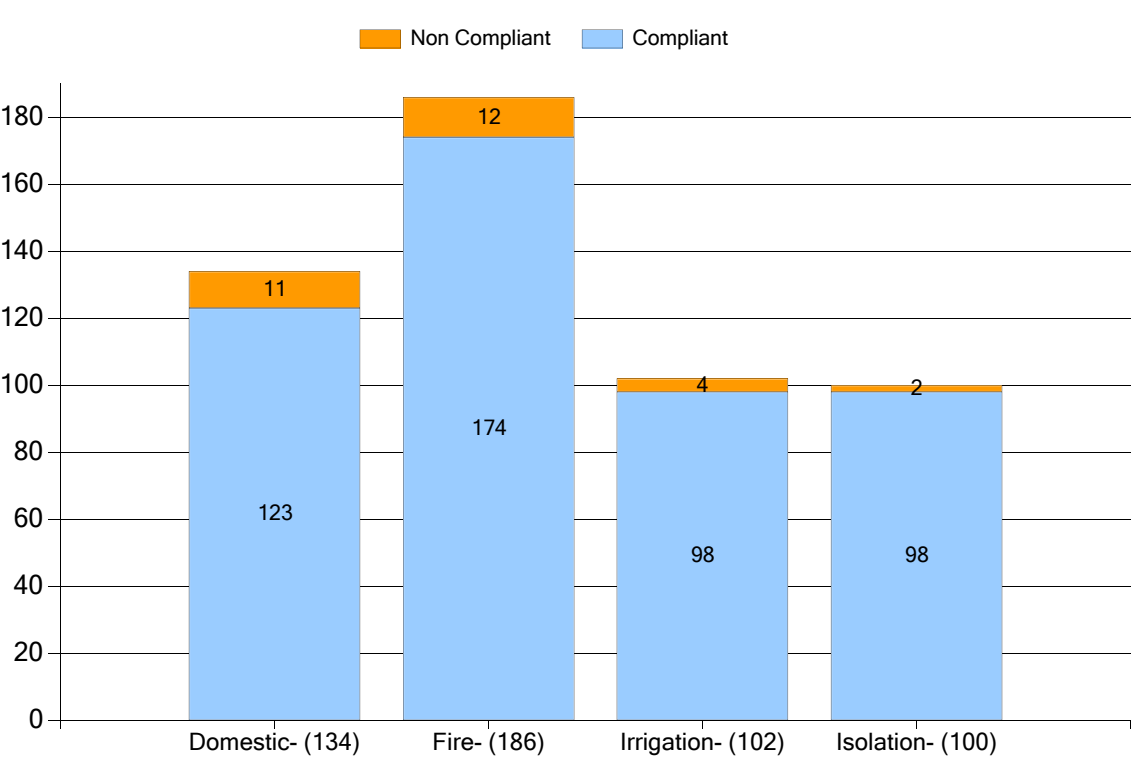
04/01/2020 - 04/30/2020

Case Date	Case #	Status	Complaint
4/9/2020	4031	Open	have allowed the unit to be occupied by someone other than the owner without obtaining the required rental permit
4/9/2020	4032	Open	have allowed the unit to be occupied by someone other than the owner without obtaining the required rental permit
4/9/2020	4033	Closed	have allowed the unit to be occupied by someone other than the owner without obtaining the required rental permit
4/9/2020	4034	Closed	have allowed the unit to be occupied by someone other than the owner without obtaining the required rental permit
4/9/2020	4035	Open	have allowed the unit to be occupied by someone other than the owner without obtaining the required rental permit
4/9/2020	4036	Closed	have allowed the unit to be occupied by someone other than the owner without obtaining the required rental permit
4/9/2020	4037	Closed	have allowed the unit to be occupied by someone other than the owner without obtaining the required rental permit
4/9/2020	4038	Open	have allowed the unit to be occupied by someone other than the owner without obtaining the required rental permit
4/14/2020	4039	Open	Chain link fence in front yard. Not installed per permit 9548
4/15/2020	4040	Closed	construction work being done without a permit
4/15/2020	4041	Closed	construction started without a building permit
4/17/2020	4042	Closed	have allowed the unit to be occupied by someone other than the owner without obtaining the required rental permit
4/21/2020	4043	Closed	Mold in unit thinks there is water leak.
4/22/2020	4044	Open	construction done on property without required permit
4/24/2020	4045	Open	have allowed the unit to be occupied by someone other than the owner without obtaining the required rental permit
4/24/2020	4046	Closed	have allowed the unit to be occupied by someone other than the owner without obtaining the required rental permit
4/24/2020	4047	Open	have allowed the unit to be occupied by someone other than the owner without obtaining the required rental permit

Comparison of Construction Valuation



Breakdown of Backflow Preventer Compliance



Fire = Fire Protection / Fire Detector Bypass
Domestic = Domestic / Domestic Bypass
Irrigation = Lawn Irrigation
Isolation = All Others



To **Mayor, City Council, Communications Advisory Commission**
CC **City Administrator Ryan Heiar**
From **Communications Director Nick Bergus**
Date **May 4, 2020**
Re **Communications Staff Report for April**

COVID-19

The global pandemic remained a major concern for the department. While the pace of new developments slowed (building closures and programming changes mostly remained in place), we spent time talking through next steps, including remote delivery of summer programming. We continue to move from imminent-crisis mode to thinking long-term: What does reopening look like? What services are most critical? How do we protect our staff and serve the public? I continue to believe that we will be dealing with COVID-19 for months and we will best serve the public by adapting to this reality for the future.

Blues & BBQ

On April 13, we canceled our signature summer festival. This announcement followed internal discussions among the committee, with sponsors and others. The decision came from a few places. Festival planning for a large, safe gathering takes months under normal circumstances, and the pandemic simply added too many variables, and projections also called into question whether any large gathering would be achievable this summer. Since that decision, summer events through the area and state (Iowa Arts Festival, Downtown Block Party, The Big Splash and RAGBRAI to name a few) have announced cancelations. We still have loose ends to tie up, and we hope that we can find some opportunities for smaller arts-focused events.

Cyber Security

We've started implementing some of the recommendations that came out of our cyber risk assessment earlier this year, including first steps for an IT ticketing system to help with change management, and hardware and software inventories.

Remote Production

The team has gotten pretty good at figuring out how to produce media remotely, including using Zoom, offering direction to others to shoot B-roll, heavy use of archival footage and other techniques to produce promos, podcasts and more. (Derek's promo for the North Liberty Library's flamingo flocking fundraisers is an excellent example.)

Other Items

We produced City Council meeting and submitted them to the Iowa City government channel.

Nick conducted remote interviews with KCRG and KGAN about trail etiquette signage, programs adjustments and more.

Nick represented the city in the We're in This Together webinar about local arts and the pandemic and at the Business Partnership's Monday virtual lunch.

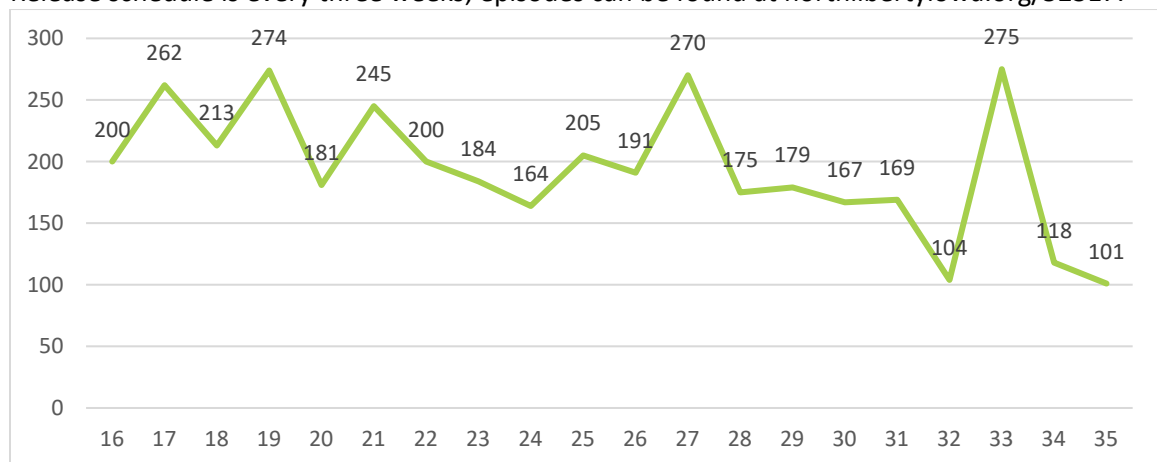
We sent news releases about city programming and service changes, commission openings, Test Iowa and other COVID-19 issues, Spring Cleanup Day alternatives and more.

Completed Videos

Title	Requested By	Completed	Duration
Social: FaceNick Answers Mail	Communications	April 3	0:02
City Council	City Administration	April 14	0:43
Miss Emily Storytime	Library	April 12	0:17
Library Board of Trustees	City Administration	April 20	0:56
Flamingo Flocking	Library	April 24	0:01
Eye on North Liberty: Library	Communications	April 30	0:05
City Council	City Administration	April 28	0:55
Total completed productions: 7	Duration of new video: 3.0 hours		

52317 Podcast

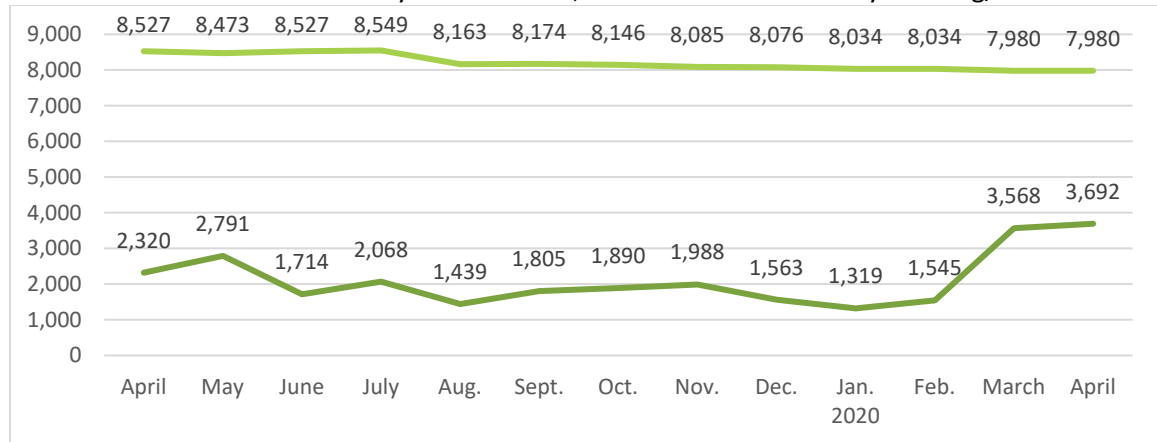
Release schedule is every three weeks; episodes can be found at northlibertyiowa.org/52317.



Downloads is the number times the podcast file was downloaded to a player, including a podcast client, webpage-embedded player or other device since its publication. Numbers are as reported by service provider LibSyn as of the date of this report. **Episodes** 35: Realtor Ashley Bermel; 34: We Run; 33: South Slope (archive); 32: Heat Yoga Studio & Spa; 31: New Pioneer Co-op; 30: Learning Begins; 29: Bluebird Café; 28: GEICO; 27: Smash Juice Bar; 26: All the Way Up Studio; 25: Stoakes & Fell; 24: The Leaderboard; 23: Frontier Co-op; 22: Café Muse; 21: Heyn's Ice Cream; 20: North Liberty Aquatics; 19: Citywide Garage Sales; 18: Flyover Productions; 17: Moxie Solar; 16: Black Diamond Limousine

North Liberty Bulletin Email Newsletters

Release schedule is first Thursday of the month; subscribe at northlibertyiowa.org/subscribe.



Recipients is the number of email addresses to which an issue of the Bulletin was sent and is represented by the top line. **Opens** is the number of unique recipients who opened the Bulletin and is represented by the bottom line; the standard open rate for government is 25.4%. Numbers are as reported by service provider Mailchimp.

Subject lines April: This is something else; March: Smell that smell; Feb: Mythbuster; Jan: New decade, new us.; Dec: Dreaming of a non-polar vortex winter; Nov: Pretty sure you didn't listen/Let's try this again; Oct: Between a rock and a soft place; Sept: Live your best lawn; Aug: 🌊🏖️ Let's show 'em what we've got; July: Decade-long forecast; June: What about jetpacks?; May: No, you're a faceless bureaucracy; April: We're not big timing you;

Social Media

Month	Facebook		Twitter		Instagram	Nextdoor
	New likes	Reach	New follows	Impressions	Followers	Members
April 2020	43	15,703	25	73,500	1,996	4,455
March 2020	84	25,857	26	47,500	1,961	4,404
Feb. 2020	31	16,868	17	23,800	1,911	4,340
Jan. 2020	72	25,797	34	42,100	1,901	4,321
Dec 2019	34	11,762	12	34,100	1,868	4,280
Nov 2019	73	42,067	24	46,400	1,840	4,240
Oct 2019	104	36,908	23	49,700	1,820	4,219
Sept 2019	81	42,951	7	36,800	1,780	4,143
Aug 2019	72	18,317	8	40,000	1,760	3,993
July 2019	59	32,810	21	47,100	1,732	3,946
June 2019	97	36,203	27	31,500	1,691	3,845
May 2019	51	24,463	28	39,500	1,668	3,793
April 2019	81	30,549	16	47,400	1,597	3,746

Facebook new likes is the net number of new users liking the city's Facebook page; it does not include new *followers*.

Facebook reach is the number of unique users who saw any of the city's Facebook content, reported on a 28-day period. **Twitter new follows** is the net number of new users following the city on Twitter. **Twitter impressions** is the total number of times a tweet from the city was shown to a user. **Instagram new follows** is the net number of new users liking the city's Instagram account. **Nextdoor members** is the number of verified North Liberty residents who are users and able to receive our agency messages.

Website Statistics

Month	Sessions	Users	Pageviews	Pgs/Session	Avg Session
April 2020	18,727	13,796	34,990	1.36	1:10
March 2020	26,268	18,454	46,350	1.76	1:01
Feb 2020	14,211	10,558	29,875	2.10	1:18
Jan 2020	21,993	15,082	47,300	2.15	1:46
Dec 2019	17,879	12,571	38,918	2.18	1:23
Nov 2019	17,947	12,622	35,334	2.14	1:25
Oct 2019	20,233	14,122	43,473	2.15	1:24
Sept 2019	17,656	12,738	37,830	2.14	1:23
Aug 2019	20,191	13,891	44,800	2.22	1:30
July 2019	27,821	18,649	58,879	2.12	1:27
June 2019	30,713	20,378	65,434	2.13	1:19
May 2019	22,546	15,171	50,184	2.27	1:27
April 2019	21,682	9,835	50,265	2.32	1:34

Sessions is the number of time-bound user interactions with the website. **Users** is the number of unique devices loading the site in that month. **Pageviews** is the total number of pages loaded or reloaded. **Pgs/Session** is the number of pages loaded per session. **Avg. Session** is the average length, in minutes and seconds, of user interactions. All stats are monthly.



TO: City Administrator and City Council
FROM: Jennie Garner, Library Director
DATE: May 5, 2020
SUBJECT: Monthly Library Report

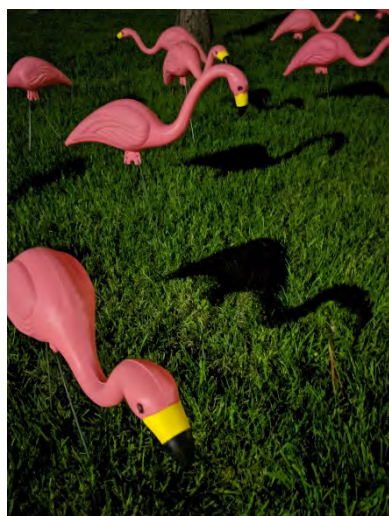
At a Glance

With our doors closed and no meeting room use, I thought I'd share our database and electronic resource statistics.

	Mar	Apr	
Ebsco - Novelist	3	8	This is a readers advisory database mainly used by staff
Consumer Reports	35	26	
Tumble Books	50	246	A children's read aloud database. We highlighted this with quarantine
Digital J-Co (ebooks)	1932	2405	
Digital J-Co (audio)	1516	1486	
New York Times	7421		We get these stats from NYT and typically a month behind so no stats to report for April yet
RB Digital	100	113	Full-text magazines. Use is growing.
Value Line	251	168	Financial database
Mango	8	10	Language learning database
Sesame Street	33	20	
Kanopy	167	297	Streaming movies - this has picked up a lot with pandemic. This company offered free access during pandemic for kids' movies and select adult movies.

NOTE: The most significant usage increases since the closure have been use of our electronic materials that are offered. While our e-Audios have remained fairly steady, e-Books have increased substantially. Consortium wide (Coralville, North Liberty, and Iowa City) there has been a 20 percent increase in unique users, a 40 percent increase in total checkouts, and an almost 70 percent increase in total holds.

Library News



They're back! The Flamingo Flock has been sighted around North Liberty this month and the dates are filling fast. This is an awareness and fund-raiser for the library's endowment at the Community Foundation of Johnson County. The reception last year was so wonderful and this year has been equally so. It's fun to be able to offer this event during the pandemic and bring some joy to people's lawns and social media feeds.

The flock descended on one of our daily Zoom staff meetings and Derek, from our communications team, caught some footage to create the promo video for us again. ☺ You can view the fun [here](#).

The Library Hop, our curbside service, continues to be very popular. Since We had initially suspended all holds on materials as we felt this would be an added challenge but those were resumed holds last week and had 265 active holds to work on getting into patrons' hands. The laptop checkout service we are providing has increased in popularity since we published a social media post about it. We have had about eight users for this service in the few weeks we've offered it; we did not track printing requests but generally have 3 or more requests for printing a week. We have had over 500 curbside pickups as of April 30 since we started offering on March 23.

Total circulation since we closed has been 2790 items and 1727 renewed items. We've averaged nearly 90 checkouts per day (operating Monday-Friday 8am-5pm). Mondays are the busiest with an average of 120 checkouts. Our children's picture books make up about 29 percent of these checkouts, which is different as we typically have very high circulation of picture books. We've also had 74 new patrons register for library cards since the closure on March 16.

The staff has been very busy and very creative working to provide activities and service to our patrons during this strange time. Facebook has been our most used social media for programming and connecting with the community.

Facebook Stats for April 7-May 4

Post engagement: 6,244 (up 28% from March)

1.7K minutes viewed of videos (up from 1K from March)

17 new page likes and 23 new page follows

Our posts reach about 11,850 (an 18% increase)

We are sooooo close to reaching 3000 total page likes! If you haven't liked our Facebook page, I hope you'll join us.

Tune in to all of our social media to see all of the programming and services. Recently, three of our programming staff made forts at home and offered a Zoom Story Time to about 30 patrons who attended from home. Emily, our family services librarian shared some pictures. Here is one of those pics with Emily's family in their fort Zooming in:



Be well and stay safe.



To **Mayor and City Council**
Parks and Recreation Commission
City Administrator

From **Guy Goldsmith, Director of Parks, Building and Grounds**
Date **May 8, 2020**
Re **Monthly Report**

The Parks Department's main objective has been to concentrate on the outdoor safety of our residents that use our trails and parks. Trails have been used very frequent during all of the social distancing.

We continue to pick up park/trail trash receptacles and pet waste stations this past month.

We maintained equipment as needed this month.

We performed various building maintenance tasks as needed this month.

We picked up trash and pet waste stations from our Parks as needed this month.

Ball fields have been maintained due to individual family usage.

We performed ground and landscape maintenance. We have trimmed and pruned trees. We applied turf grass fertilizer and landscaping pre-emergent as needed. We have been very busy with round-a-bout landscape maintenance.

Park staff prepared and tilled the Community Gardens site located at the northeast corner of Penn Meadows Park next to the barn in preparation of the May 1st garden plot renters. This program has been a great success.

We have been grading at Red Fern Dog Park as weather permits. We are attempting to have some of the seeding in place by May 15th. We finished planting trees there so now we are watering them weekly.

Parks staff completed various training requirements this past month.

We have 7 of our 12 seasonal employees currently working. The remaining employees will start work later this month.



North Liberty Police Monthly Report April 2020

Training:

- Members completed online training for 4 hours on mandatory reporters for Child Abuse and Dependent Adult Abuse through the Dept of Public Health website. (80 hours)

Public Relations:

- The officers received a chicken dinner from Pizza Ranch on Good Friday. We appreciated the individual meals for each officer working the City Holiday.
- We received a donation from Dynamic Solutions and Deery Iowa City of a gallon of Sani-Quat. This is an EPA approved product to be sprayed in cars to destroy the coronavirus on any surface. We appreciate this and distributed it to all city departments.
- EMS Detergent Services in North Liberty donated disinfectant spray and 4 hand sanitizer bottles for the officers. This was very much appreciated.
- We participated in several community celebratory parades at the request of parents and family members.

Traffic Contacts	8
Parking Contacts	14
Vehicle Inspections	0
Vehicle Unlocks	22
Crash Investigations	11
Public Assists	230
Assist other Agency	94
Crimes Against Persons Report	5
Crimes Against Property Report	10
Other Reports	8
Arrests	7
Warrants	0
Alcohol/Narcotics Charges	3
Crimes Against Persons Charges	5
Crimes Against Property Charges	2
Other Charges	8
Animal Calls	35
Total Calls for Service	1042
*Total Calls for Service for the year	7333

Equipment:

- The lab equipment, whiteboards, tv's, fitness equipment, and computer equipment was delivered to the New PD.
- Our speed trailer went down and we have shipped it back to the manufacturer for repair. We are researching a covert sign that can also be mounted in areas of complaints so we can get a more accurate speed count in the residential neighborhoods.
- Purchased 5 Fireball extinguishers for the patrol cars.

Enforcement:

- We have received six COVID- open or gathering complaints this month. All parties were educated, warned, and complied if there was a violation of the Governor's Proclamation.
- Self-initiated activity continues to be down to help create the social distance between this department and the public. All calls that can be handled over the phone or via email have been completed this way.

Department Admin:

- Cade Burma started with the department. He completed his physical fitness test at ILEA. ILEA has delayed starting their classes until June 1st and it will be online for a few weeks. Cade has been at home reviewing policy and procedures and completing online training in Target Solutions.
- One officer was deployed with the Iowa National Guard to the testing location in Waterloo.
- Chief continues to represent at the daily Emergency Management meetings conference calls. Updates have been provided to staff for any operational changes or issues that might involve the police department.
- Staff have been packing and helping get items ready for the move to the new PD.

Respectfully Submitted by Chief Diane Venenga and Alisha Ruffcorn 5/6/2020



To **Park & Recreation Commission Board Members**
CC **Mayor, City Council, City Administrator**
From **Shelly Simpson**
Date **April 8, 2020**
Re **Monthly Report – March 2020**

Wow – this is going to be a strange report as we roll with COVID19 changes to our operations.

COVID19 Update:

We split into two teams and have been alternating working from office and home since March 22, 2020. The facility remains closed to public through April 30, 2020. Recreation & Library staff are taking lead roles in providing emergency childcare at the Rec Center. The first couple of weeks saw 5 participants but we anticipate potential increase to 10, with our max being 32 participants. Best way to communicate is through email as our office work days change week to week. I would like to state that my technology skills are improving.

Programs – March:

Many programs began as normal for March and then were halted and refunded.

Swim Lessons:

We were to start our last Spring session of lessons in April but they were canceled and refunded. First summer session is to begin in June and we postponed registration for summer sessions to May 4, 2020 at this time.

Aquatic Programs:

Many of our loyal, aqua class participants are wanting their classes but we remain closed. Discussed ways to provide virtual classes but would be hard to follow steps in a bath tub.

Preschool Programs:

Pee Wee Baseball was to take place, but was halted and refunded. We did share a link from Smart Start to which they were providing a free handbook for baseball at home for youngsters. Many other programs like KinderClub were canceled and refunded as well.

Youth Programs:

Tippi Toes Dance classes were just starting their session and we have since halted and refunded these classes. March is a month that we allow current participants in Recsters to sign up for Summer Camp and hold their spot for Fall. Many of the 10 weeks only had limited spots for open enrollment on April 1st. Summer camps are set to start in June but subject to change.

Youth Sports:

Many of our youth sport programs had come to a close before the facility closed to the public. Spring soccer and Range Rovers were canceled and refunded. NLCBS programs have been hindered with no practices and they are working on a re-vamped season to begin in June.

Adult Sports:

Adult leagues were coming to a close, thus halted and canceled for rest of season. Our loyal pickleballers can only play outside with possible changes to this as well during this pandemic.

Adult Fitness:

Our more established fitness classes were halted and refunded. Most of these classes are taught by contract instructors who are learning to offer their classes in a different manner. They are anxious to get back to the facility when possible.

Senior Citizens:

Connection lunches have been halted and Angie has been keeping in contact with our senior population during this difficult time.

Special Events:

The Community Center hosted the Optimist Pancake Breakfast prior to facility shut down. Other events, like the Easter Egg Hunt has been altered.

Daily Fees: March

With the facility closed daily drop-in fees below shows this difference from last month.

Pool Daily Drop-ins: February - Residents 703, Non-residents 360; totaling 1,063.

March – Residents 354, Non-residents 126; totaling 480.

Weight/Gymnasium Daily Drop-ins:

February - Residents 1,032, Non-residents 313; totaling 1,345.

March – Residents 404, Non-residents 128; totaling 532.

Total drop-in users: February - 2,408

March – 1,012

Memberships: March

All active memberships expiration date was extended for one month and will be re-evaluated each month for further extension of expiration dates. Active memberships for month and number of members who scanned card upon entry for month.

		<u>All Active</u>	<u>Check-ins:</u>
Black & Gold	February	373	902
	March	326	381
Gold	February	553	3,887
	March	468	1,764
Silver	February	172	746
	March	145	353
Facility	February	609	1,633
	March	527	783
Track	February	1,746	4,704
	March	1,630	1,739
Totaling	February	3,453	11,872
	March	3,096	4,869

Additional Reports:**1) Recdesk Monthly Revenue**

You will see that we were able to take some revenue in during this month but can also see amounts refunded or credited to accounts this month.

2) Memberships by Month Chart

Breakdown of active memberships this month.

3) Membership Checkins Chart

Breakdown of scanned memberships this month prior to closure.



To **Mayor and City Council**
CC **City Administrator Ryan Heiar**
From **Street Superintendent Michael Pentecost**
Date **May 1, 2020**
Re **Street Department Staff Monthly Report for March**

The following items took place in the month of **April** that involved the Streets Department.

- Locating of City Utilities (387 job tickets) ongoing
 - a. This is a 23% decrease from April 2019 (likely Covid 19 related)
- Continued animal control services (9 responses to animal issues)
- Cemetery plot locates (1 in total)
- Projects/Meetings
 - a. St. Andrews Drive Reconstruction
 - i. Progress meetings held every other week
 - ii. Construction has been going close to scheduled
 - b. Vintage Estates development staff and property owner meetings
 - c. IDOT and staff meeting to discuss upcoming Ranshaw Way Phase 5 project
 - d. Southwest Growth pre-con meeting with contractors and staff
- Street sweeping operations
 - a. All city streets completed
 - b. Debris has been stockpiled at the public works campus and will be hauled to the Iowa City Landfill after it has dried to minimize cost
- Leaf collection completed from April 1 – May 1
 - a. Total leaves collected = 220 cubic yards
 - b. This is a 160% increase from 2019 spring collection (likely Covid 19 related)
 - c. 14 dump truck loads of compost (2019 leaves) hauled to public works campus to be used in city projects by all departments
- Staff conducted monthly safety inspections for all street equipment and buildings
- Annual testing of all Street Dept. fire extinguishers completed
- Warning Sirens
 - a. Repairs completed on 4 sirens
 - b. All 8 sirens are 100% operational
- Snow Operations
 - a. Two separate snow/ice events that crews responded to (4-3 and 4-17)
 - i. Only sand/salt I380 bridges (Penn St, W Forevergreen Rd)
 - b. All snow plow equipment has been removed, organized, and placed in building storage until fall
 - c. Stacking next season salt with new conveyor system
- Building and equipment service/maintenance and repairs

- Sign and street id repair in various locations
- Contractor completing manhole rehab of sanitary sewers damaged by H₂S gas
- Staff training
 - a. Excavation Safety (Presented by LTAP on Zoom)
 - b. Trenching/Shoring/Competent Person (Presented by IAMU on Zoom)
- Covid-19 preparations
 - a. Continued cleaning and disinfection of all street dept. buildings and equipment
 - b. All school zone speed signs deactivated for the remainder of the school year
 - c. Daily meetings with management team and staff on updates and procedures
 - d. Daily health reports and visitor information data collected
 - e. Split staffing plan implemented and continues
 - f. Essential services only being provided at this time
 - g. Message board placed on Ranshaw Way posting “Be kind and calm. We Stand Together”



Road salt being stacked into bunker



New summer help employees arrived at the shop.



To **City Council, Mayor and City Administrator**
From **Drew Lammers**
Date **May 1, 2020**
Re **April 2020 Water Pollution Control Plant (WPCP) Report**

1. All scheduled preventative maintenance at the plant and lift stations was completed. Staff stayed very busy with numerous operational jobs throughout the month.
2. This month's staff safety meeting was on Hearing Conservation. Employees completed the target solutions tasks.
3. Painting projects continued around the facility. The majority of painting has been done in the Pretreatment building. Staff has been working on repainting all of the equipment in the basement including some of the framework and flooring.
4. Staff continues to complete all essential operational tasks throughout the COVID 19 pandemic. All testing and reports are meeting regulation compliance and equipment maintenance continues to progress steadily.
5. Department staff teams are working on several lift station jobs on days that the other team is working at the facility. Cleaning/flushing and inspection has been completed at all 10 of the City lift stations. This has worked out good for both completing addition essential work as well as keeping the separation of both teams during this pandemic.
6. All Laboratory quarterly testing samples have been split with the State Hygienic Lab. This is a quality control measure done to ensure accuracy and reproducibility of our testing methods and procedures. All testing results were acceptable.
7. Team meetings are continually occurring to provide updates on the COVID-19 situation as well as accept feedback from employees. Work progress as well as a positive and healthy group remains our key focus and goals.

Drew Lammers
WPCP Superintendent



To **North Liberty Mayor and City Council Members**
CC **City Administrator Ryan Heiar**
From **Water Superintendent Greg Metternich**
Date **May 6, 2020**
Re **Monthly Report – May 2020**

In the month of April, we treated a total of 38,623,000 gallons of water, our average daily flow was 1,287,000 gallons, and our maximum daily flow was 1,777,000 gallons. The total amount of water used in the distribution system was 6.38% higher than last April.

We had a busy month with 8,631 accounts read, 12 re-reads, 141 finals, 1 shut-off (vacant properties), 7 re-connects for water service, 0 notices delivered, as we have suspended water disconnects during the COVID-19 crisis, 19 new meter set inspections, 1 meter change out, 1 MIU change out, assisted 11 customers with data logging information, and 40 calls for service. Our monthly total service work averaged 11 calls per day.

We spent the first couple of weeks in April flushing fire hydrants on dead-end water mains. This helps move fresh water into low flow areas and makes sure the hydrants are in working order. We flush only the dead-end hydrants in the spring and every hydrant in the fall.

Our maintenance staff finished all of our quarterly maintenance at the treatment plant, they changed oil and greased all of the pumps, changed chemical feed tubing, replaced cartridge filters, re-calibrated the chemical feed pressure valves, and exercised both of our insert-a-valves, these are special valves that were installed on live water mains and require some additional maintenance twice a year.

I've been working on our Consumer Confidence Report for 2019, I'm hoping to have that report approved by IDNR and out to costumers in the next few weeks.

Water Superintendent
Greg Metternich

North Liberty Planning Commission

May 5, 2020

Virtual Meeting via Zoom.us to be live streamed at:

<https://northlibertyiowa.org/departments/communications/watch-meetings-live/>

Call to Order

Due to the COVID-19 pandemic, this meeting was held by live stream on Zoom.us. All attendance is through the live stream.

Chair Rebecca Keogh called the Tuesday, May 5, 2020 Planning Commission meeting to order at 6:30 p.m. Commission members present: Josey Bathke, Adam Gebhart, Jason Heisler, Rebecca Keogh, Kylie Pentecost and Patrick Staber; absent: Ronda Detlefsen.

Others present: Ryan Rusnak, Ryan Heiar, Tracey Mulcahey, Grant Lientz, Derek Blackman, Heather Ropp, Jason Ledden, and Ray Bisbee.

Approval of the Agenda

Gebhart moved, Staber seconded to approve the agenda. The vote was all ayes. Agenda approved.

Harvest Estates, LLC Zoning Amendment

Staff Presentation

Rusnak presented the request of Harvest Estates, LLC for a zoning map amendment on 8.51 acres, more or less, from ID – Interim Development District to RS-4 PAD Single-Unit Residence District Planned Area Development on Lot 6 Country Pines Subdivision, which is located at 175 South Jones Boulevard. Staff recommends approval with 3 findings and 8 conditions as shown in the staff report. Rusnak reported that two letters of objection were received relating to stormwater concerns, not density.

Applicants Presentation

Jason Ledden, Snyder and Associates, was present on behalf of the applicant and offered additional information on the planned development and rezoning. Heather Ropp & Ray Bisbee from Ewing Development presented information on the plan for the development.

Public Comments

Two public responses received by email were included in the packet. Rusnak sent letters to proximate property owners. Both responses were regarding issues other than density.

Questions and Comments

The Commission discussed the application including the PAD process, the issue with the neighboring property owner, traffic on Jones Boulevard, streetlighting, and questions on density in comparison to adjacent neighborhoods.

Recommendation to the City Council

Pentecost moved, Heisler seconded to recommend approval to the City Council with the following conditions with the acceptance of the three listed findings and the eight conditions as listed below:

Findings:

1. The zoning map amendment would be consistent the North Liberty Comprehensive Plan Land Use Plan;
2. The proposed use and density of the development would be compatible with the area;
3. The zoning map amendment achieves consistency with Section 168.12 of the North Liberty Code of Ordinances, entitled "PAD Zone – Planned Area Development Overlay District and the site plan achieves consistency with Section 165.04(2) of the North Liberty Code of Ordinances entitled, "Site Plan Requirements".

Conditions:

1. That the applicant dedicate such right-of-way and public easements to the City as are set forth in the site plan and/or required by North Liberty Code of Ordinances, subject to approval as to form and content by the City Attorney;
2. That the development be subject to the design standards and maximum height limitations for buildings in the single-unit residence district;
3. That no building in the proposed development have basements;
4. That additional detail be provided on the location, style and height of the entrance gate and the sign to be installed on it prior to City Council's consideration of the zoning map amendment;
5. That a rendering depicting the color and material type of the clubhouse be provided prior to City Council's consideration of the zoning map amendment;
6. That a color rendering in elevation of the proposed landscaping prior to City Council's consideration of the zoning map amendment;
7. That applicant demonstrate the site plan's consistency with the City's post-construction storm water runoff control ordinance, as determined by the City Engineer, prior to City Council's consideration of the zoning map amendment; and
8. That the applicant pay the Jones Boulevard improvement fees, which is \$105 per linear foot along South Jones Boulevard, totally \$61,500.60, prior to any site construction or building permit issuance.

After discussion, the vote was: ayes – Heisler, Gebhart, Staber, Bathke, Keogh, Pentecost; nays – none. Motion carried.

Ordinance Amendment

Staff Presentation

Rusnak presented the request of the City of North Liberty for an ordinance amending several sections of the Code of Ordinances of North Liberty, Iowa, including Section 167.01, entitled "Definitions" by deleting and amending certain definitions, Section 173.02, entitled "Definitions" by

amending and adding certain definitions and Section 173.05, entitled "Exempt Signs" by providing regulations for window signs. Lientz provided additional information on the sign code section and future amendments coming.

Applicants Presentation

No applicant's presentation was offered.

Public Comments

No public comments were received.

Questions and Comments

The Commission had no questions or comments on the revisions.

Recommendation to the City Council

Bathke moved, Staber seconded to accept the two listed conditions and forward the Zoning Ordinance Amendments to the City Council with a recommendation for approval. The vote was: ayes – Staber, Gebhart, Keogh, Heisler, Pentecost, Bathke; nays – none. Motion carried.

Approval of Previous Minutes

Gebhart moved, Heisler seconded to approve the minutes from the March Planning Commission meeting. The vote was all ayes. Minutes approved.

Old Business

No old business was presented.

New Business

No new business was presented.

Adjournment

At 7:05 p.m., Staber moved, Heisler seconded to adjourn. All ayes. Meeting adjourned.

North Liberty Library Board of Trustees Meeting
Virtual Meeting

DATE: April 20, 2020 at 6:30 p.m.

PRESENT: Chris Mangrich, Laura Hefley, Jessica Beck, Mike Healy, Scott Clemons, Heidi Wood, Library Director Jennie Garner, Collection Development Librarian Andrew Frisbie

ABSENT: none

Call to Order

- I. Additions/Changes to the Agenda
 - a. None
- II. Approval of Minutes
 - a. January 2020 meeting minutes approved
 - b. No meeting held in March 2020 due to coronavirus restrictions
- III. Reports
 - a. Staff Introduction: Collection Development Librarian Andrew Frisbie
 - i. Statistics provided, including circulation, ebooks, audiobooks, and Kanopy use
 - ii. Discussed updates to library collection and projects underway during library closure to the public in order to continue serving the community
 - b. Budget
 - i. Total Personnel Services: 73.27%
 - ii. Total Services & Commodities: 76.46%
 - iii. Total Library Services: 73.93%
 - iv. Average for this time of year: 75%
 - v. FY21 budget passed
 - c. Friends
 - i. No recent meeting or report
 - d. Director
 - i. Staffing update provided
 - ii. Family Place launch on hold, tentatively set for September 2020
 - iii. NLL has been highlighted in recent media coverage
 - iv. Library hop, curbside services, and online programming that is currently offered while library closed to public due to coronavirus restrictions were reviewed
 - v. Emergency childcare program at community center explained
 - vi. Extended library hours will be initiated once the library is able to reopen to the public
 - vii. Flamingo flocking program planned for May

- viii. Summer programming will likely be online instead of physically occurring in the library
 - e. Staff Reports
 - i. No questions from board members
- IV. Policy Review
 - a. Planning for Results
 - i. Will be updated in the future
 - b. Mission Statement
 - i. Will be reviewed/revised once strategic planning/planning for results completed
 - c. Proctoring policy
 - i. Approved
 - d. Volunteer policy
 - i. Approved
- V. New Business
 - a. None

Adjourn

MEETING ADJOURNMENT

NEXT MEETING May 18, 2020 at 6:30 p.m.

Meeting minutes recorded by Heidi Wood