



**North Liberty City Council  
Regular Session  
August 13, 2024**



# **City Administrator Memo**



To **Mayor and City Council**  
From **Ryan Heiar, City Administrator**  
Date **August 9, 2024**  
Re **City Council Agenda August 13, 2024**

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### Consent Agenda

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

- City Council Minutes (07/23/24)
- Pay Application #4, West Penn Street Project, Peterson Contractors, Inc., \$34,682.31
- Pay Application #6, Street Maintenance Facility Remodel Project, Peak Construction Group Inc., \$96,886.05
- Claims

### Meetings & Events

Tuesday, Aug 13 at 6:00p.m.  
City Council

Monday, Aug 19 at 7:00p.m.  
Library Board

Tuesday, Aug 27 at 6:00p.m.  
City Council

### Public Sewer Ordinance Amendment - Prohibited Discharges

The proposed ordinance amendment adds paint thinner to the list of prohibited materials which may not be introduced into the public sewer system, and sets the maximum biochemical oxygen demand for any waters or wastes introduced into the system at 300 milligrams per liter, and the maximum amount of suspended solids at 300 milligrams per liter, both of which are in line with surrounding community standards. The amendment also includes as a prohibited discharge any pollutant which is released in a flow rate or concentration which will cause interference with the wastewater treatment works or collection system. Wastewater Superintendent Drew Lammers will be in attendance Tuesday. Staff recommends approval of the ordinance amendment.

### Social Services Grant Applications

The City received 24 applications from various Social Service Organizations, totaling ~\$257k in funding requests. The chart below provides a summary of the requests, including the amount (if any) awarded last fiscal year. The FY25 budget includes \$170,000 in appropriations for social service programs. Included in the packet is a spreadsheet that summarizes the City Council's average score and funding recommendations. This spreadsheet is intended to be a starting point for the Council to discuss and agree upon a final contribution. The Mayor will lead the discussion and assuming the group comes to a consensus, funding agreements for each organization will be included on an upcoming agenda.

#	Organization	FY25 Request	FY24 Award	Program Name
1	4s Community Coordinated Child Care	\$ 10,000	\$ 5,000	NL Childcare Workforce Development Program
2	Big Brothers Big Sisters of Johnson County	\$ 13,672	\$ 8,000	Combatting Isolation and Division
3	Center for Worker Justice of Eastern Iowa	\$ 9,604	\$ -	ESL & Computer Literacy for Low- and Moderate- Income
4	CommUnity Crisis Services	\$ 15,000	\$ 12,000	Improving Housing Security and Transportation Access
5	Domestic Violence Intervention Program	\$ 14,000	\$ 6,500	Victim Support Services
6	Families Helping Families of Iowa	\$ 3,763	\$ -	Fostering Hope for Children in Foster Care
7	Girls on the Run Eastern	\$ 3,200	\$ 3,200	North Liberty Program Support
8	Horizons, A Family Service Alliance	\$ 10,000	\$ 10,000	North Liberty Meals on Wheels
9	Houses into Homes	\$ 10,000	\$ 7,000	Enhancing Outreach
10	The Housing Fellowship	\$ 25,000	\$ -	Student Build - Affordable
11	Housing Trust Fund of Johnson County	\$ 25,000	\$ 20,000	Revolving Loan Fund Homeowner Rehabilitation
12	Immigrant Welcome Network of Johnson County	\$ 15,400	\$ -	North Liberty Welcome House Expansion
13	Friends of the Iowa City Senior Center	\$ 10,879	\$ 7,450	Senior-Focused Programs & Services for NL Residents
14	Iowa City Sober Living	\$ 1,500	\$ 1,500	ICSL Recovery Fund
15	Iowa City Free Medical	\$ 11,700	\$ 5,800	Iowa City Free Medical & Dental
16	Iowa Legal Aid	\$ 6,000	\$ 5,000	Family Stabilization in North
17	Iowa Matrix	\$ 1,999	\$ -	I AM AWARE: Community Gratitude (Thanksgiving) Meal
18	Iowa LEAP	\$ 4,000	\$ 1,500	Math Renaissance
19	North Liberty Community Pantry	\$ 30,000	\$ 25,000	Annual Pantry Operations
20	Safe Families for Children	\$ 3,500	\$ -	Community Engagement
21	Shelter House	\$ 10,000	\$ 10,000	Emergency Shelter
22	Table to Table	\$ 9,000	\$ 7,500	Food Distribution to Feed
23	TRAIL of Johnson County	\$ 8,500	\$ -	Expanding Support for North Liberty Seniors
24	United Action for Youth	\$ 5,000	\$ 9,000	Positive Youth Development & Mental Health Services
<b>Total</b>		<b>\$ 256,717</b>	<b>\$ 144,450</b>	
FY25 Available Funding		\$ 170,000		
<b>Difference</b>		<b>\$ (86,717)</b>		

## Sugar Creek Lane Construction Easement

The City has approved a project to resurface and restore portions of Sugar Creek Lane which are in need of repair. The project is scheduled to take only three days and will require temporary easements over neighboring properties to allow residents and the public access around the construction area during that time. City staff has conditionally negotiated a payment of \$300.00 for the temporary easement needed over a parcel owned by Raematt Mini-Storage LLC. Staff recommends approval.

## Penn Meadows Park Basketball Courts

Over the years, the City has received requests for additional outdoor basketball courts by residents and current and former Councilors. Most recently, the addition of new courts has been identified as a goal in the 2024-2026 City Council Strategic Planning and Goals Report. In June, the City was awarded a [Wellmark 3-Point Play](#) grant in the amount of nearly \$19k. According to the grant rules, these funds should be invested in a project that promotes a safe, accessible, and inclusive environment to encourage physical activity and/or community health improvement. Staff believes the Penn Meadows Basketball Court project is a perfect fit for Wellmark's 3-Point Play program and is recommending the construction of a basketball court on the west side of Penn Meadows Parks (see included exhibits). Additional funds for this \$60k project are available from hotel/motel and franchise fee revenues, both of which came in higher than anticipated in



FY24. Since this project is not included in the FY25 budget and additional (non-grant) funds are being requested, staff is seeking Council approval to proceed. Parks, Building and Grounds Superintendent Guy Goldsmith will be in attendance Tuesday to offer additional information and/or answer questions.

## North Liberty Community Food Pantry CDBG Funding

In March, the City Council approved an application for a Community Development Block Grant in collaboration with the North Liberty Community Pantry (NLCP), for the purchase of fresh food. Staff was notified in July that the \$100k grant has been awarded. The next step in the acceptance process is for Council to approve an agreement with the Iowa Economic Development Authority (IEDA), who will release the grant funds and an agreement with East Central Iowa Council of Government (ECICOG) who will administer the grant. Both agreements are included in the packet and recommended for approval. In this instance, the City is acting as a conduit between IEDA and the NLCP, where funding will flow through the City to the Pantry as approved by the grant administrator's, ECICOG.

## Solomon's Landing Part 2 Developers Agreement

A developer's agreement is required prior to final plat approval for subdivisions involving public improvements. This agreement for Solomon's Landing Part Five requires the developer to install streets and other associated public improvements in accordance with City code. The developer has indicated that this phase of the Solomon's Landing Subdivision would be an age restricted – 55+ – community. Staff recommends approval.

## Strategic Planning and Goal Setting Report

The 2024-2026 Strategic Planning and Goal Setting Report, which was developed after staff and Council planning sessions, is included in the packet and ready for consideration. In addition to highlighting past accomplishments, the report identified ten significant capital projects and eight goals for the next two years. Staff will provide regular reports to keep the City Council and community updated on progress. Staff recommends approval of the report.

## Centennial Center Alcohol Policy

In May, the City Council approved a rental fee structure for the future Centennial Center event space. At that time, staff noted that an alcohol policy would be forthcoming. The Centennial Center Team is recommending approval of the included policy that outlines various options and policies for alcohol service at this new space. Angela Millard, the

City's Event Assistant, will be at Tuesday's meeting to answer questions on the proposed policy.

### Alcohol and Public Places Ordinance, Third Reading

In preparation for the opening of Centennial Center, now just 14 months away, staff is recommending a revision of the City's ordinance governing the possession and use of alcohol in public places. The amendment enhances the City's ability to enter into agreements with parties reserving City-owned venues where such use may include the sale or consumption of alcohol. The amended ordinance will allow the City to efficiently and effectively administer rental contracts which contemplate the alcohol policy proposed by the Community Relations team. Staff recommends approval.



# **Agenda**



**CITY COUNCIL**

August 13, 2024

6:00 p.m.

Regular Session

Council Chambers

360 N. Main Street

1. Call to order
2. Roll call
3. Approval of the Agenda
4. Consent Agenda
  - A. City Council Minutes, Regular Session, July 23, 2024
  - B. West Penn Street Project, Pay Application #4, Peterson Contractors, Inc., \$34,682.31
  - C. Street Maintenance Facility Remodel Project, Pay Application #6, Peak Construction Group Inc., \$96,886.05
  - D. Claims
5. Public Comment
6. Engineer Report
7. City Administrator Report
8. Mayor Report
9. Council Reports
10. Sewer Ordinance
  - A. Public Hearing
  - B. First consideration of Ordinance Number 2024-07, An Ordinance amending Chapter 97 of the North Liberty Code of Ordinances concerning prohibited discharges into public sewers
11. Social Service Applications
  - A. Discussion regarding social service grant applications

12. Sugar Creek Lane Project
  - A. Resolution Number 2024-82, A Resolution approving the purchase of Temporary Construction Easement from RaeMatt for the Sugar Creek Lane Maintenance Project
  
13. Penn Meadows Park Basketball Court
  - A. Discussion and possible action to approve the construction of a basketball court in Penn Meadows Park
  
14. CDBG Food Pantry Grant
  - A. Resolution 2024-83, A Resolution approving the Agreement between the Iowa Economic Development Authority and the City of North Liberty, Iowa for Community Development Block Grant Funds (COVID-19)
  - B. Resolution 2024-84, A Resolution approving the Contract for Community Development Block Grant Administration Services with East Central Iowa Council of Governments
  
15. Solomon's Landing Part 2 Developers Agreement
  - A. Resolution Number 2024-85, A Resolution approving the Developer's Agreement for Solomon's Landing, Part Five, North Liberty, Iowa
  
16. 2024 Strategic Planning and Goal Setting Report
  - A. Resolution Number 2024-86, A Resolution approving the 2024 Strategic Planning and Goal Setting Report Prepared by East Central Iowa Council of Governments for the City of North Liberty
  
17. Centennial Center Alcohol Policy
  - A. Resolution Number 2024-87, A Resolution approving the Centennial Center Alcohol Policy.
  
18. Alcohol and Public Places Ordinance
  - A. Third consideration and adoption of Ordinance Number 2024-06, An Ordinance amending Chapters 45 and 47 of the North Liberty Code of Ordinances regarding the consumption and sale of alcohol in authorized public areas
  
19. Old Business
  
20. New Business
  
21. Adjournment



# **Consent Agenda**



**City Council**  
July 23, 2024  
Regular Session

**Call to order**

Mayor Pro Tem Wayson called the July 23, 2024, Regular Session of the North Liberty City Council to order at 6:00 p.m. in Council Chambers at 360 N. Main Street. Councilors present: Brian Leibold, Paul Park, Ereik Sittig, and Brian Wayson; absent – Mayor Chris Hoffman and Councilor Brent Smith.

Others present: Ryan Heiar, Tracey Mulcahey, Grant Lientz, Josiah Bilskemper, Ryan Rusnak, Angela McConville, Charlotte Brookins, and other interested parties.

**Approval of the Agenda**

Sittig moved; Park seconded to approve the agenda. The vote was all ayes. Agenda approved.

**Consent Agenda**

Park moved, Leibold seconded to approve the Consent Agenda including the City Council Minutes, Regular Session, July 9, Liquor License Renewal, El Patron Mexican Restaurant; Liquor License Renewal, Liberty View Wine & Spirits; Liquor License Renewal, Micky's Irish Pub; Liquor License Update, Andale Cantina; Liquor License Update, J & A Tap – Street Dance, August 17, 2024; Liquor License Update, Red's Alehouse – Street Dance, August 17, 2024; City Hall Project, Pay Application Number 15-R1, City Construction, \$186,422.30; Fox Run Pond Trail Improvements, Pay Application Number 1, Dennis Spencer Construction, \$60,409.31; ; and the attached list of Claims. After discussion, the vote was all ayes. Consent Agenda approved.

**Public Comment**

No public comment was offered.

**City Engineer Report**

City Engineer Bilskemper reported on the North Liberty Road Trail Project, the Centennial Center Project, the Fox Run Park Trail Project, the Streets & Maintenance Facility Interior Remodel Project, and the Forevergreen Road Signalization Project. Council discussed the report with Bilskemper.

**City Administrator Report**

City Administrator Heiar provided updates on Council meetings in August. Angie McConville introduced Charlotte Brookins summer intern through a partnership with MCI Team at the University of Iowa.

**Mayor Report**

There was no Mayor Report.

**Council Reports**

Councilor Sittig reported on Blues and BBQ, the Joint Entities Meeting and Colony Acres Ribbon Cutting. Councilor Park will attend the grand opening at Kwik Star on July 25 on behalf of the Mayor. Councilor Leibold attended Solon Beef Days, Blues & BBQ and the CEO Meet & Greet at Green State. Councilor Wayson reported that the Neighborhood Ambassador program is accepting applications.

**Sugar Creek Lane Project**

Park moved, Leibold seconded to approve Resolution Number 2024-81, A Resolution approving the purchase of Temporary Construction Easement from J & T Property Management, LLC. After discussion, the vote was: ayes – Leibold, Wayson, Park, Sittig; nays – none; absent – Smith. Motion carried.

**Alcohol and Public Places Ordinance**

Sittig moved, Leibold seconded to approve the second consideration of Ordinance Number 2024-06, An Ordinance amending Chapters 45 and 47 of the North Liberty Code of Ordinances regarding the consumption and sale of alcohol in authorized public areas. The vote was: ayes – Park, Wayson, Sittig, Leibold; nays – none; absent – Smith. Motion carried.

**Old Business**

No old business was presented.

**New Business**

No new business was presented.

**Adjournment**

Park moved; Sittig seconded to adjourn at 6:15 p.m. The vote was all ayes. Meeting adjourned.

**CITY OF NORTH LIBERTY**

By: \_\_\_\_\_  
Brian Wayson, Mayor Pro Tem

Attest: \_\_\_\_\_  
Tracey Mulcahey, City Clerk



**TO OWNER/CLIENT:**

City of North Liberty  
PO Box 77  
North Liberty, Iowa 52317

**PROJECT:**

023-025 North Liberty Streets and Maintenance Facility - Interior Remodel  
437 South Front Street  
North Liberty, Iowa 52317

**APPLICATION NO:** 6

**INVOICE NO:** 6

**PERIOD:** 07/01/24 - 07/31/24

**PROJECT NO:** 023-025

**FROM CONTRACTOR:**

Peak Construction Group, Inc.  
660 Liberty Way Unit C  
North Liberty, Iowa 52317

**VIA ARCHITECT/ENGINEER:**

Chris Ciccariello (Shive Hattery)

**CONTRACT DATE:**

**CONTRACT FOR:** North Liberty Streets and Maintenance Facility

**CONTRACTOR'S APPLICATION FOR PAYMENT**

Application is made for payment, as shown below, in connection with the Contract. Continuation Sheet is attached.

1. Original Contract Sum	\$608,000.00
2. Net change by change orders	\$11,263.79
3. Contract Sum to date (Line 1 ± 2)	\$619,263.79
4. Total completed and stored to date (Column G on detail sheet)	\$572,178.29
5. Retainage:	
a. 5.00% of completed work	\$25,702.59
b. 5.00% of stored material	\$2,906.35
Total retainage (Line 5a + 5b or total in column I of detail sheet)	\$28,608.94
6. Total earned less retainage (Line 4 less Line 5 Total)	\$543,569.35
7. Less previous certificates for payment (Line 6 from prior certificate)	\$446,683.30
8. Current payment due:	\$96,886.05
9. Balance to finish, including retainage (Line 3 less Line 6)	\$75,694.44

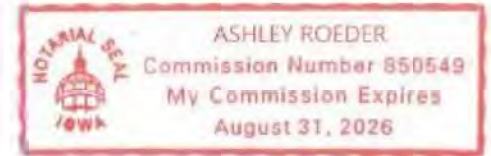
CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner/Client:	\$0.00	\$0.00
Total approved this month:	\$11,263.79	\$0.00
Totals:	\$11,263.79	\$0.00
Net change by change orders:	\$11,263.79	

The undersigned certifies that to the best of the Contractor's knowledge, information and belief, the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work which previous Certificates for payment were issued and payments received from the Owner/Client, and that current payments shown herein is now due.

CONTRACTOR: Peak Construction Group, Inc.

Signed by: Kris Chyko  
By: FE91FBE54C9C4DD Date: 7/23/2024

State of: Iowa  
County of: Johnson  
Subscribed and sworn to before me this 7/23/2024 day of



Notary Public: Ashley Roeder  
My commission expires: 06D7642DFEFA4B8

**ARCHITECT'S/ENGINEER'S CERTIFICATE FOR PAYMENT**

In accordance with the Contract Documents, based on the on-site observations and the data comprising this application, the Architect/Engineer certifies to the Owner/Client that to the best of the Architect's/Engineer's knowledge, information and belief that Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED: \$96,886.05

(Attach explanation if amount certified differs from the amount applied for. Initial all figures on this Application and on the Continuation Sheet that are changed to confirm the amount certified.)

ARCHITECT/ENGINEER:

By: Tommy [Signature] Date: 08/06/2024

This certificate is not negotiable. The amount certified is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to the rights of the Owner/Client or Contractor under this Contract.

# APPLICATION AND CERTIFICATE FOR PAYMENT

AIA DOCUMENT G702

PAGE 1 OF 3 PAGES

TO OWNER: City of North Liberty PROJECT: West Penn Street Improvements APPLICATION NO.: 4  
 PERIOD TO: 7-27-24  
 PROJECT NOS.:  
 Distribution to:  
 OWNER  
 ARCHITECT  
 CONTRACTOR

FROM CONTRACTOR: Peterson Contractors, Inc. VIA ARCHITECT: CONTRACT DATE: 2-29-24  
 104 Blackhawk Street  
 P.O. Box A  
 Reinbeck, IA 50669

CONTRACT FOR: Street Improvements

## CONTRACTOR'S APPLICATION FOR PAYMENT

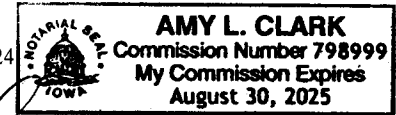
Application is made for payment, as shown below, in connection with the Contract.  
 Continuation Sheet, AIA Document G703, is attached.

1 ORIGINAL CONTRACT SUM	\$	<u>942,568.50</u>
2 Net by Change Orders	\$	<u>(7,859.84)</u>
3 CONTRACT SUM TO DATE	\$	<u>934,708.66</u>
4 TOTAL COMPLETED AND STORED TO DATE	\$	<u>831,636.99</u>
5 RETAINAGE:		
a. 5% of Completed work	\$	<u>41,581.85</u>
b. % of Stored Materials		<u>                    </u>
Total Retainage	\$	<u>41,581.85</u>
6 TOTAL EARNED LESS RETAINAGE	\$	<u>790,055.14</u>
7 LESS PREVIOUS CERTIFICATES FOR PAYMENT	\$	<u>755,372.83</u>
8 CURRENT PAYMENT DUE	\$	<u>34,682.31</u>
9 BALANCE TO FINISH, INCLUDING RETAINAGE	\$	<u>144,653.52</u>

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information, and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due

CONTRACTOR: Peterson Contractors Inc.  
 By: [Signature] Date: 8/6/2024

State of: Iowa  
 County of: Grundy  
 Subscribed and sworn to before me this 6th day of August, 2024  
 Notary Public: [Signature]  
 My commission expires: 8-30-25



## ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, base on on-site observations and the data comprising this application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the work is in accordance with the contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED ..... \$ 34,682.31

ARCHITECT: [Signature] Date: 8/7/2024

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$ 8,241.02	\$ 16,100.86
Total approved this Month		
TOTALS	\$ 8,241.02	\$ 16,100.86
NET CHANGES by Change Order		\$ (7,859.84)



# **Sewer Ordinance**

## ORDINANCE NO. 2024-07

### AN ORDINANCE AMENDING CHAPTER 97 OF THE NORTH LIBERTY CODE OF ORDINANCES CONCERNING PROHIBITED DISCHARGES INTO PUBLIC SEWERS

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF NORTH LIBERTY, IOWA:

**SECTION 1. AMENDMENT OF PUBLIC SEWER ORDINANCE.** Chapter 97.03 of the North Liberty Code of Ordinances is amended to read as follows:

#### **97.03 PROHIBITED DISCHARGES.**

No person shall discharge or cause to be discharged any of the following described waters or wastes to any public sewers:

1. Flammable or Explosive Material. Any gasoline, benzene, naphtha, fuel oil, paint thinner or other flammable or explosive liquid, solid, or gas.
2. Toxic or Poisonous Materials. Any waters or wastes containing toxic or poisonous solids, liquids or gases in sufficient quantity, either singly or by interaction with other wastes, to injure or interfere with any sewage treatment process, constitute a hazard to humans or animals, create a public nuisance, or create any hazard in the receiving waters of the sewage treatment plant, including but not limited to cyanides in excess of two (2) milligrams per liter as CN in the wastes as discharged to the public sewer.
3. Corrosive Wastes. Any waters or wastes having a pH lower than 5.5 or having any other corrosive property capable of causing damage or hazard to structures, equipment, and personnel of the sewage works.
4. Solid or Viscous Substances. Solid or viscous substances in quantities or of such size capable of causing obstruction to the flow in sewers, or other interference with the proper operation of the sewage works such as, but not limited to, ashes, cinders, sand, mud, straw, shavings, metal, glass, rags, feathers, tar, plastics, wood, unground garbage, whole blood, paunch manure, hair and fleshings, entrails and paper dishes, cups, milk containers, etc., either whole or ground by garbage grinders.
5. Excessive B.O.D., Solids or Flow. Any waters or wastes having (a) a five-day biochemical oxygen demand greater than ~~213 parts per million by weight~~ 300 milligrams per liter (mg/L), or (b) containing more than ~~235 parts per million by weight~~ 300 mg/L of suspended solids, or (c) ~~having an ammonia nitrogen level greater than 30 mg/l,~~ or (d) ~~having a chemical oxygen demand (COD) level~~

greater than 300 mg/l, or (e) total organic carbon (TOC) level greater than 140 mg/l or (f) total kjeldahl nitrogen (TKN) level greater than 30 mg/l, or (g) total fats, /oil and grease (FOG) level greater than 100 mg/l, or (h) having an average daily flow greater than two percent of the average sewage flow of the City, shall be subject to the review of the Superintendent. Where necessary in the opinion of the Superintendent, the owner shall provide, at the owner's expense, such preliminary treatment as may be necessary to (a) reduce the biochemical oxygen demand to 300 mg/L~~213 parts per million by weight~~, or (b) reduce the suspended solids to 300 mg/L~~235 parts per million by weight~~, or (c) ~~reduce the ammonia nitrogen level to 30 mg/l, (d) reduce the COD level to 300 mg/l, (e) or reduce the TOC level to 140 mg/l, or (f) reduce the TKN level to 30 mg/l, or (g) reduce total FOG to 100 mg/l, or (h)~~ control the quantities and rates of discharge of such waters or wastes. Plans, specifications, and any other pertinent information relating to proposed preliminary treatment facilities shall be submitted for the approval of the Superintendent and Building Official, and no construction of such facilities shall be commenced until said approvals are obtained in writing.

5.6. Any pollutant, including oxygen-demanding pollutants, released in a discharge at a flow rate and/or pollutant concentration which will cause interference with the operation of the wastewater treatment works or collection system.

**SECTION 2. REPEALER.** All Ordinances and parts of ordinances in conflict with the provisions of this Ordinance are hereby repealed.

**SECTION 3. SCRIVENER'S ERROR.** The correction of typographical errors which do not affect the intent of the ordinance may be authorized by the City Clerk or the Clerk's designee without further public hearing.

**SECTION 4. SEVERABILITY.** If any section, provision or part of this Ordinance shall be adjudged invalid or unconstitutional, such adjudication shall not affect the validity of the Ordinance as a whole or any section, provision or part thereof not adjudged invalid or unconstitutional.

**SECTION 5. WHEN EFFECTIVE.** This ordinance shall be in effect from and after its final passage, approval and publication as provided by law.

First reading on \_\_\_\_\_, 2024.

Second reading on \_\_\_\_\_, 2024.

Third and final reading on \_\_\_\_\_, 2024.

CITY OF NORTH LIBERTY:

\_\_\_\_\_  
CHRIS HOFFMAN, 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

I certify that the forgoing was published as Ordinance No. \_\_\_\_\_ in the Cedar Rapids Gazette on the \_\_\_\_ day of \_\_\_\_\_, 2024

\_\_\_\_\_  
TRACEY MULCAHEY, CITY CLERK



# **Social Service Applications**

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	Average	
	4Cs Community Coordinate d Child Care	Big Brothers of Johnson County	Center for Worker Justice of Eastern Iowa	CommUnit y Crisis Services	Domestic Violence Interventio n Program	Families Helping Families of Iowa	Girls on the Run Eastern Iowa	Horizons, A Family Service Alliance	Houses into Homes	The Housing Fellowship	Housing Trust Fund of Johnson County	Immigrant Welcome Network of the Iowa City Senior Center	Iowa City Sober Living	Iowa City Free Medical & Dental Clinic	Iowa Legal Aid	Iowa Matrix	Iowa LEAP	North Liberty Community Pantry	Safe Families for Children	Shelter House	Table to Table Food Distributio n Network	TRAIL of Johnson County	United Action for Youth			
<b>A) Organizational Profile</b>	5 pts	5	5	4	5	5	4	5	5	5	5	4	5	5	4	5	4	5	5	5	5	5	4	5	5	
<b>B) Community Need</b>	20 pts	16	18	13	19	18	12	18	18	16	15	18	14	16	15	14	17	12	15	20	15	18	18	15	18	
<b>C) Program Summary</b>	35 pts	25	32	18	32	33	22	31	32	28	27	31	22	26	26	24	29	21	24	34	25	32	32	24	30	
<b>D) Program Outcomes</b>	20 pts	13	18	12	18	17	13	18	18	16	14	17	13	15	15	14	15	12	14	19	13	17	18	13	16	
<b>E) Budget</b>	20 pts	13	18	10	17	18	14	17	18	15	12	16	11	15	15	14	16	14	14	19	14	17	19	12	17	
<b>TOTAL SCORE</b>	<b>100 pts</b>	<b>72</b>	<b>91</b>	<b>58</b>	<b>91</b>	<b>90</b>	<b>66</b>	<b>89</b>	<b>91</b>	<b>78</b>	<b>73</b>	<b>88</b>	<b>64</b>	<b>76</b>	<b>76</b>	<b>70</b>	<b>80</b>	<b>62</b>	<b>71</b>	<b>96</b>	<b>73</b>	<b>88</b>	<b>92</b>	<b>68</b>	<b>86</b>	<b>79</b>

	NL Childcare Workforce Development Program	Combatting Isolation and Division	ESL & Computer Literacy for Low- and Moderate- Income	Improving Housing Security and Transportation Access	Victim Support Services	Fostering Hope for Children in Foster Care	North Liberty Program Support	North Liberty Meals on Wheels	Enhancing Outreach	Student Build - Affordable Housing	Revolving Loan Fund Homeowner Rehabilitation	North Liberty Welcome House Expansion	Senior-Focused Programs & Services for NL Residents	ICSL Recovery Fund	Iowa City Free Medical & Dental Clinic	Family Stabilization in North Liberty	I AM AWARE: Community Gratitude (Thanksgiving) Meal	Math Renaissance	Annual Pantry Operations	Community Engagement Expansion	Emergency Shelter	Food Distribution to Feed Neighbors	Expanding Support for North Liberty Seniors	Positive Youth Development & Mental Health Services	Average	
<b>Budgeted: \$170,000</b>																										
<b>\$ 168,533</b>	\$ 4,583	\$ 10,407	\$ 667	\$ 13,833	\$ 9,550	\$ 833	\$ 3,133	\$ 9,583	\$ 7,167	\$ 8,292	\$ 20,333	\$ 2,800	\$ 8,027	\$ 1,250	\$ 6,629	\$ 4,583	\$ 917	\$ 1,883	\$ 28,000	\$ 1,438	\$ 10,000	\$ 7,750	\$ 2,083	\$ 4,792	\$ 7,022	
<b>Total FY25 Requests \$ 256,717</b>																										
<b>Budgeted: \$170,000</b>	<b>FY25 Request</b>	<b>\$ 10,000</b>	<b>\$ 13,672</b>	<b>\$ 9,604</b>	<b>\$ 15,000</b>	<b>\$ 14,000</b>	<b>\$ 3,763</b>	<b>\$ 3,200</b>	<b>\$ 10,000</b>	<b>\$ 10,000</b>	<b>\$ 25,000</b>	<b>\$ 25,000</b>	<b>\$ 15,400</b>	<b>\$ 10,879</b>	<b>\$ 1,500</b>	<b>\$ 11,700</b>	<b>\$ 6,000</b>	<b>\$ 1,999</b>	<b>\$ 4,000</b>	<b>\$ 30,000</b>	<b>\$ 3,500</b>	<b>\$ 10,000</b>	<b>\$ 9,000</b>	<b>\$ 8,500</b>	<b>\$ 5,000</b>	<b>\$ 10,697</b>
\$155,000	FY24 Award	\$ 5,000	\$ 8,000	\$ -	\$ 12,000	\$ 6,500	\$ -	\$ 3,200	\$ 10,000	\$ 7,000	\$ -	\$ 20,000	\$ -	\$ 7,450	\$ 1,500	\$ 5,800	\$ 5,000	\$ -	\$ 1,500	\$ 25,000	\$ -	\$ 10,000	\$ 7,500	\$ -	\$ 9,000	\$ 6,019
\$150,000	FY23 Award	\$ 5,000	\$ 8,000	\$ -	\$ 11,800	\$ 7,000	\$ -	\$ 3,200	\$ 10,000	\$ 8,000	\$ -	\$ 20,000	\$ -	\$ 7,000	\$ -	\$ 5,000	\$ 5,000	\$ 2,000	\$ -	\$ 20,000	\$ -	\$ 10,000	\$ 7,000	\$ -	\$ 8,500	\$ 5,729
\$135,000	FY22 Award	\$ -	\$ 4,375	\$ 5,000	\$ 10,500	\$ 7,000	\$ -	\$ 3,200	\$ 10,000	\$ 8,000	\$ -	\$ 20,000	\$ -	\$ 8,000	\$ -	\$ 3,050	\$ 5,000	\$ -	\$ -	\$ 20,000	\$ -	\$ 6,000	\$ 6,000	\$ -	\$ 5,000	\$ 5,047
\$123,600	FY21 Award	\$ -	\$ 4,000	\$ -	\$ 7,500	\$ 6,600	\$ -	\$ -	\$ 10,000	\$ 3,500	\$ -	\$ 15,000	\$ -	\$ 5,000	\$ -	\$ 2,500	\$ -	\$ -	\$ -	\$ 20,000	\$ -	\$ 5,000	\$ 6,375	\$ -	\$ 4,000	\$ 3,728
\$117,176	FY20 Award	\$ -	\$ 3,000	\$ -	\$ 5,000	\$ 6,500	\$ -	\$ -	\$ 7,500	\$ -	\$ -	\$ 10,000	\$ -	\$ -	\$ -	\$ 1,500	\$ -	\$ -	\$ -	\$ 17,000	\$ -	\$ 6,000	\$ 2,000	\$ -	\$ -	\$ 2,438
\$108,000	FY19 Award	\$ -	\$ 2,500	\$ -	\$ 5,000	\$ 6,000	\$ -	\$ -	\$ 10,000	\$ -	\$ -	\$ 8,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 16,000	\$ -	\$ 5,000	\$ -	\$ -	\$ -	\$ 2,188
\$105,000	FY18 Award	\$ -	\$ 2,500	\$ -	\$ 5,000	\$ 5,000	\$ -	\$ -	\$ 10,000	\$ -	\$ -	\$ 8,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 16,000	\$ -	\$ 4,000	\$ -	\$ -	\$ -	\$ 2,104
\$103,500	FY17 Award	\$ 2,225	\$ 2,500	\$ -	\$ 3,400	\$ -	\$ -	\$ -	\$ 6,500	\$ -	\$ -	\$ 8,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,000	\$ -	\$ -	\$ 2,000	\$ -	\$ -	\$ 1,651
\$103,350	FY16 Award	\$ -	\$ 1,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 14,000	\$ -	\$ 1,000	\$ -	\$ -	\$ -	\$ 1,000





## SOCIAL SERVICES FUNDING APPLICATION – FY 2025

North Liberty City Council has allocated funds in the FY 2025 (July 1, 2024 – June 30, 2025) budget for social service programs and projects. These funds are for both annual funding and smaller projects and contributions to innovative programs and services. New applicants are encouraged to contact Tracey Mulcahey at 319/626-5712 or [tmulcahey@northlibertyiowa.org](mailto:tmulcahey@northlibertyiowa.org) before completing the application.

Applications will be scored according to the attached rubric.

*Council has emphasized the focus of new services benefitting North Liberty residents.*

If additional pages are needed, please feel free to attach extra pages.

### General Information

Agency Name:

Agency Contact:

Position:

Address:

Phone:

Email:

Website:

Agency Mission Statement:

Making a difference to ensure all children, regardless of barriers, receive a quality early childhood experience that provides a foundation for lifetime success.

Tax Status: 501 (c) 3

**Program/Project Information**

Program/Project Title: North Liberty Childcare Workforce Development Program

**Program/Project Expenditures**

<b>Expense</b> (List all expenses by category, using another sheet if necessary)	<b>Amount</b>
Personnel	71000
training supplies	400
mileage	1000
misc expenses	600
Total:	73000

**Sources of Program/Project Funds**

<b>Source of Funds</b> (List all sources, using another sheet if necessary)	<b>Amount</b>	<b>Percentage of Total Program/Project</b>
Johnson County	25000	35%
City of Iowa City	30000	42%
misc other grants	8000	9%
City of North Liberty	10000	14%
Total:	73000	100%

Anticipated/Actual start date:

July 1, 2024

Anticipated Program/Project completion date:

June 30, 2025

## Application Information

### 1. Describe the program/project.

The Purpose of the 4Cs Child Care Workforce Development Program is to identify and develop individuals to work in childcare. We not only want to educate the workforce, but we want to retain and develop. We want to educate the workforce—this means developing their skills so that they become quality early childhood educators. Our general workshops are designed to not only encourage further education on childcare topics, but to create networking opportunities, as we know this work can be isolating. Attending workshops provides additional awareness of the professional organizations and opportunities that exist. We want to develop the workforce so that they feel empowered—either as a small, women owned business and an integral part of our community, or to see the value in furthering their education. Many in the childcare field are low wage earners. Working with them to access TEACH scholarships, for instance, can help them move up the early childhood education “ladder”.

We work closely with the refugee and immigrant population to identify those interested in childcare, to ensure that they have access to translation and technology to achieve registration for their child development homes. Ongoing trainings will help maintain registration. We want our trainings to be timely, relevant, and something tangible they can implement in their classrooms immediately. We will work with center leadership to identify staff interested in achieving their CDA as well as continually provide information to child development homes about how a CDA can impact their program, in order to develop an educated, quality workforce, and to professionalize the work they do.

We will assist individuals with the move to technology for registration, trainings, additional funding, IQ4K, and any other technological issues, as we see a greater shift to a necessary online presence. We will also provide resource information when necessary and encourage and support assessments, such as the ASQ assessment tool.

For English Language Learners, we will assist with maintaining registration and bridge the language gap where there are program issues (ie confusion about Child Care Assistance).

This program is comprised of 5 components:

Education and Training: this component focuses on all training for the childcare workforce.

Business Center: This is to ensure access to technology for anyone in the childcare workforce, as registered providers are required to have an iPower account to register for trainings and more trainings are moving online. This component gives childcare workforce a brick and mortar computer lab with oversight by staff trained in how to use DHS specific websites and training. This computer lab will be overseen by trained staff who can assist with technology and language barriers and the hours will be staffed so that it is accessible when providers are free (ie nights and weekends). We anticipate hosting office hours at the Ranshaw House to provide easy access if a provider has transportation issues and cannot access the business center at our administrative office.

Starting Strong: focusing on supporting low income individuals who are caring for low income children, with a requirement for at least 50% of their children to be on child care assistance. The support includes, running a business, the importance of an appropriate early learning environment; training how to implement early literacy, math, and STEM related information in an age appropriate way; helping to navigate additional training needed to maintain registration and create networking opportunities for support and retention.

Registered Homes Start Up Services: this component addresses the need to assist the refugee and immigrant population who experience language and technology barriers to access preregistration trainings. This component uses translators to train Essentials, Mandatory Reporting, and CPR/First Aid, as well as to navigate registration paperwork.

CDA Assistance: this component assists individuals interested in acquiring their CDA. Trained staff can help individuals navigate the CDA system, access the TEACH scholarships to receive funding for their certification, find and attend trainings and help prepare what is needed to submit their documentation upon completion of the requirements. This component aids with career building, workforce development and the elevation of the profession.

2. What specific need/problem 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 is a need in Johnson County for quality childcare to optimize children's growth and development. We need quality childcare so that children can reach their potential in life and their parents are able to work (CCR&R July, 2023 data shows 76% of parents in Johnson County with children under 6 are working). We know that all children require quality care to optimize their growth and development so that they are able to enter school, eager to learn and excited to embark on the next chapter of their lives. Quality of care is particularly important from birth to age five, when 90% of brain development occurs. An essential factor in attaining quality is development of the childcare workforce. 4Cs provides services to both centers and home based childcare programs, with a large focus on programs that support children receiving child care assistance (CCRR/ 5 Year Child Care Data shows a 32% drop in number of programs reporting they accept DHS child care assistance in Johnson County). 4Cs also focuses on home based programs, as they are more likely to be the choice of lower income families--they are commonly less expensive than centers, provide more flexible hours, and are embedded in their neighborhoods. Additionally, home programs provide three of the most important factors for quality care--simply by the nature of their program, they are able to provide an intimate care setting, with primary care and continuity of care (all key components of PITC). A well-run child development home has the potential to provide an excellent start to a child's life. Looking at student academic achievement for the ICCSD 21/22 school year, minority students perform significantly less than their white peers--40%; ELL students at an alarming 25% (Language Arts, 3rd grade proficiency: 25% ELL; 39% Black/African-American; 37% Hispanic/Latino; 79.2 White. Math, 3rd grade proficiency: 17.6 ELL; 34.4 Black/African American; 36.4 Hispanic/Latino; 58% White. ICCSD 2021/2022 Annual Progress Report). This data clearly suggests there is a strong correlation between the first 2000 days of life and future school success. This data further indicates a strong need for greater quality childcare for our minority children.

4Cs can make the greatest impact on "quality" by focusing on education, support and resources for the childcare workforce. There are many parts to developing a strong workforce. 4Cs is dedicated to ensuring that we provide as many opportunities for training and coaching so that all child care programs have appropriate early learning environments. We offer trainings for anyone in the childcare workforce, recognizing that many providers (in home and center) may not have an early childhood background. We are committed to ensuring that every child enters kindergarten ready and this is one way to do so.

4Cs has been able to provide pre-service trainings with translation to Arabic and Swahili, as well as 6 workshops to Arabic providers who need additional training. Although difficult to quantify, we do believe that a critical factor in deciding whether or not to participate in trainings and external activities is determined by one's relationships and comfort levels. Participants at our classes know that they are welcome, that their limited English will be understood and they will not be embarrassed.

The Quality Rating System was introduced by DHS in 2006. A revised version of this rolled out 2 years ago. This program is more involved and it will be more difficult to achieve a higher ranking. Current participation in Johnson County is 9/100 registered homes, with 1% ranking at a 3 or above. Licensed centers participate at a greater rate (32/88) and 17% score at 3 or above (Iowa DHS website/parent portal, Feb, 2022). 4Cs support in achieving registration and participating in the CACFP are critical initial steps to participation in any Quality System. 4Cs will work with providers who have barriers to accessing information about this change, as well as how to work toward high quality ratings. We are equipped to address barriers to technology, knowledge of how to use technology, and have access to translators for any language barriers, so that all providers can participate.

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

In Johnson County, 76% of parents with children under the age of 6 work. Approximately 13% of the county population resides in North Liberty. Therefore, we can assume that 10% of parents in the county that work, live in North Liberty. While these numbers and percentages do not reflect the number of children who will be impacted by strong early childhood environments, we currently work with 19 Child Development Homes in North Liberty. These programs have the capacity to serve 182 children under the age of 5. In FY24, we helped 2 individuals in North Liberty with registration for their own childcare businesses. Those programs have the capacity to add 8-16 more child care slots in North Liberty alone. As the population growth in North Liberty continues, and as 4Cs strives to increase the number of child care programs in North Liberty, families won't have to search elsewhere for childcare, but can find care in the community they live in, a benefit to North Liberty and an attractive feature to future residents.

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

Any Johnson County Resident interested in early childhood education. This program will also be marketed to the current child care workforce in North Liberty. We also work very closely within the refugee and immigrant population to identify individuals who are interested in this work. Additionally, our Starting Strong programs identify individuals who take higher levels of Child Care Assistance, the state aid for child care. We have found that child development homes that take higher amounts of CCA also may be of low SES themselves, and we are equipped to assist them with higher levels of technical assistance if needed.

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

While any of our programming is open to anyone interested in, or a part of the childcare workforce in Johnson County, 100% of our work in North Liberty directly benefits North Liberty residents.

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

We are facing child care crisis in our county (and throughout the country). 4Cs works specifically with the child care workforce in Johnson County. By continuing to educate, develop and retain the workforce in North Liberty, this will develop strong child care centers and development homes within North Liberty's borders. By providing access to quality, affordable child care within North Liberty, children will have a strong start when brain development is at its height. This will in turn help working families in North Liberty to access high quality programs right in their own neighborhoods. This funding will support our "Starting Strong" program which supports providers caring for children from low income families. Allowing low income families to access childcare in their neighborhoods means that more parents can enter the workforce. Providing the right education and training to these individuals allows them to help prepare the children they care for in a nurturing environment, getting them ready to enter kindergarten prepared and ready to learn.

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

This past fiscal year, we worked closely with City staff to identify areas (neighborhoods) of need. We met with the Neighborhood Ambassadors to discuss our work. We hosted 2 informational sessions at the library about opening a childcare business and provided resources for those who attended. We have tabled at North Liberty specific events and continue to find events to attend to let North Liberty residents know about our services.

9. List goals for the program/project. What outcomes are being evaluated?  
What tools will be used to evaluate outcomes? How does this program/project determine success?

Our goals of this program:

- increase our presence in North Liberty for the current childcare workforce
- recruit individuals interested in working in the field of childcare, especially in neighborhoods where transportation is an issue, where there are higher pockets of poverty, and within the refugee and immigrant population
- increase knowledge of our organization in North Liberty through tabling events and other outreach opportunities
- create training opportunities for the childcare workforce in North Liberty to aid in ease of accessibility
- create networking opportunities among North Liberty providers to decrease isolation

Outcomes evaluated:

- track how many people attend events that we are at/host
- track new childcare providers that live in North Liberty
- track technical support visits to North Liberty providers

Success will be determined by how many new childcare programs (Child Development Homes specifically) open in North Liberty; how many programs remain open; how many new, current and future programs attend trainings, open hours or other events we host in North Liberty

10. 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 could continue this programming through limited time ARPA funding from Johnson County, but on a much smaller scope. With no funding in North Liberty after that, our outreach and support of the Childcare Workforce will be minimal in North Liberty.

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

FY 2017 \$2225.00 FY 2023 \$5000.00 FY 2024 \$5000.00
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12. If you have previously participated in the City of North Liberty's social services funding opportunity, have you completed required reports?

Yes       No       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 

<b>Missie Forbes</b>  <small>Digitally signed by Missie Forbes Date: 2024.06.13 14:15:48 -05'00'</small>
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 Date 

6/13/24
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Send one grant application via email to Tracey Mulcahey at [tmulcahey@northlibertyiowa.org](mailto:tmulcahey@northlibertyiowa.org). Do not send any hard copies of applications.

**Submission deadline: Applications will be accepted until July 1, 2024 with awards made at a Council meeting in August.**

**Annual reports on awarded projects/programs are due by August 31, 2025. Reminder notices will be emailed in July.**



## **SOCIAL SERVICES FUNDING APPLICATION – FY 2025**

North Liberty City Council has allocated funds in the FY 2025 (July 1, 2024 – June 30, 2025) budget for social service programs and projects. These funds are for both annual funding and smaller projects and contributions to innovative programs and services. New applicants are encouraged to contact Tracey Mulcahey at 319/626-5712 or [tmulcahey@northlibertyiowa.org](mailto:tmulcahey@northlibertyiowa.org) before completing the application.

Applications will be scored according to the attached rubric.

*Council has emphasized the focus of new services benefitting North Liberty residents.*

If additional pages are needed, please feel free to attach extra pages.

### **General Information**

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

Agency Contact: **Daleta Thurness**

Position: **Executive Director**

Address: **3109 Old Hwy 218 S.**

Phone: **319 - 337- 2145**

Email: **daleta@bbbsjc.org**

Website: **www.bbbsjc.org**

### **Agency Mission Statement:**

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



Tax Status: **501c3 Non-profit**

**Program/Project Information**

Program/Project Title: **Combatting Isolation and Division**

**Program/Project Expenditures**

<b>Expense</b> (List all expenses by category, using another sheet if necessary)	<b>Amount</b>
Personnel	
Match Creation for 20 new NL Matches	\$6,870
Match Support Costs for 48 Existing Matches	\$37,092
Enrollment 15 New Youth Inquiries	\$1,610
Total:	\$45,572

**Sources of Program/Project Funds**

<b>Source of Funds</b> (List all sources, using another sheet if necessary)	<b>Amount</b>	<b>Percentage of Total Program/Project</b>
Contributions: Corporate, Indiv.		\$8,203 18%
Johnson County - Board of Supervisor		\$19,140 42%
<b>United Way</b>		\$4,557 10%
City of North Liberty		\$13,672 30%
Total:		\$45,572

Anticipated/Actual start date:

July 2024

Anticipated Program/Project completion date:

June 2025

### Application Information

1. Describe the program/project.

It is easy to feel resigned about the separation we are experiencing in our deeply divided world and detrimental influence of social media. We've fallen into an "Us vs. Them" mentality. It's hard to find that sense of belonging, "mattering, connectedness, acceptance, and support..." That's what mentoring is about, and at BBBSJC it's done with highly trained and professional staff who empower each young person we serve on a path to graduate, with a plan for their future and a mentor whose impact lasts a lifetime.

We want to continue what we've been doing in North Liberty (NL) for nearly 50 years, providing professionally supported 1:1 mentoring relationships that have proven positive outcomes for young people and their families. Mentoring is an answer to combat division; it creates those positive connections. Big Brothers Big Sisters America has nearly 120 years of proof. It works.

The consistent, enduring presence of a mentor in a young person's life, especially at-risk youth, can be the difference between staying in school or dropping out, making healthy decisions, or engaging in risky behaviors, and realizing one's potential or failing to achieve one's dreams. Mentors can make a profound difference in the lives of their mentees — and in turn, strengthen our communities, economy, and country. Not to mention the impact mentees have on their mentors!

Not all youth have access to a positive caring adult mentor, in fact currently 1 in 3 youth report not having access (<https://files.eric.ed.gov/fulltext/ED558065.pdf>). We aim to provide a mentor to every young person residing in North Liberty who needs and desires one.

Currently, 20 youth in North Liberty are waiting to be matched with a mentor who shares common interests, and other identified areas of preference. Each year we receive on average 20 new NL inquiries. Last year 28 new matches were made for youth in North Liberty, (this does not include the youth from Knights of Lightning, our afterschool club at North Central Jr. High)\*, and an additional 20 existing matches were supported. This equates to 3,456 hours of mentoring valued at \$109,901 (Points of Light).

Big Brothers Big Sisters of Johnson County is an affiliate of Big Brothers Big Sisters America (BBBSA) and must adhere to standards set forth by BBBSA where child safety is priority. The protocols we follow are time tested and align with The Elements of Effective Practice for Mentoring recognized by the Office of Juvenile Justice and Delinquency Prevention (OJJDP). <https://ojjdp.ojp.gov/programs/mentoring>. We are seeking support for the costs to execute these evidence-based best practices and standards in support of youth and their families residing in North Liberty.

\*funded by Johnson County Social Services grant

2. What specific need/problem 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.)

We know our young people are being negatively effected in our divided world with global conflicts, politics, protests, rising racial tension and anti-semitism. We see it in the data and anecdotally. When asked how do you feel about current politics, youth answered: "It is sad that people can hate each other so much just because of different viewpoints"; "I feel like it's getting too bad, and it's dividing people and ruining the world" ; "It's uncertain what things could come to".<sup>1</sup>

Over 1 in 10 youth in the U.S. are experiencing depression that is severely impairing their ability to function at school or work, at home, with family, or in their social life. 16.39% of youth (age 12-17) report suffering from at least one major depressive episode (MDE) in the past year. 11.5% of youth (over 2.7 million youth) are experiencing severe major depression.

59.8% of youth with major depression do not receive any mental health treatment.

Nationally, only 28% of youth with severe depression receive some consistent treatment (7-25+ visits in a year). Most (57.3%) youth with severe depression do not receive any care.

Nationally, 1 in 10 youth who are covered under private insurance do not have coverage for mental or emotional difficulties.

Only .718 percent of students are identified with emotional disturbance for an individualized education program (IEP). IEPs, with sufficient resources for schools and teachers, are critical for ensuring that youth with disabilities can receive the individualized services, supports, and accommodations to succeed in a school setting.<sup>2</sup>

In a world that is increasingly divided, connections help bridge gaps and reduce feelings of isolation. Engaging with others can challenge stereotypes and reduce societal divisions. Connections foster a sense of unity and collective identity, which is crucial for social cohesion and harmony. Research demonstrates that "participation in a range of meaningful activities that contribute to a sense of belonging and connectedness could further promote well-being"<sup>3</sup>

<sup>1</sup><https://www.10publications.com/blog/polarization-is-negatively-impacting-our-youth-and-they-know-it-i>

<sup>2</sup><https://www.mhanational.org/issues/2023/mental-health-america-youth-data>

<sup>3</sup><https://www.mdpi.com/1660-4601/20/5/4121>

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

20 "ready to be matched youth", 30 youth currently matched, 15 new NL youth inquiries in FY25 = 65  
69 volunteers (some matches include Big Couples)  
Total minimum of 134 individuals  
Indirectly family members @ an average of 2.5 = 163 family members

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

Children age 6 - 17, residing in North Liberty who present with at least one risk factor: youth of color, low income, immigrant/refugee, one/non-parent household, incarcerated/deported parent or identified social/emotional or behavior challenge.

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

100%

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

There are no fees for families to participate.

We facilitate community connections, and mentor diverse youth. The community is impacted by having engaged families, youth who are not involved in risky behaviors, youth who are active in the community, volunteers giving back and patronage of NL business and services.

We communicate North Liberty activities and events to matches through weekly emails, and know that many attend these opportunities, i.e. Playground Crawl, Beat the Bitter, Kite Festival...

The overall impact of these experiences is a healthier, safer and more economically stable community.

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

We are very active in the North Liberty Community. We have strong partnerships with the North Liberty Library and North Liberty Parks and Rec.

We partner with the schools and currently have matches at Garner, Penn and Van Allen elementaries, North Central Jr. High and Liberty High. Almost half of all referrals come from school personnel.

We participate in recruitment opportunities and hold match events in North Liberty.

We enjoy many partnerships with North Liberty business/residents: Diamond Dreams Academy, Colony Acres, LEAP, GreenState Credit Union, Suga Peach, Ranshaw House, Blue Bird Diner the CBJ, and many others, as well as those who support us financially.

In 2025 we look forward to partnering with "BowlDogs" the new bowling alley in North Liberty for Bowl for Kids' Sake.

9. List goals for the program/project. What outcomes are being evaluated?  
What tools will be used to evaluate outcomes? How does this  
program/project determine success?

1. Create up to 25 new matches for North Liberty youth.
2. Sustain support to 48 existing matches to reach a 12 month retention rate or more.
3. Increase volunteer inquiries from North Liberty by 4%, currently 6.5% of our inquiries come from NL.

We use "MatchForce" a salesforce platform developed by BBBSA that collects all data including enrollment, match creation, demographics, and match support. Reports can be pulled for all respective data.

We want to demonstrate that with continued support, we can match all youth from North Liberty who want and desire a mentor, show sustained quality matches and growth.

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

It may limit our ability to serve all youth in North Liberty who want and desire a mentor.  
The impact to that child, those families will be lost.

11. 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 FY21 \$4000 FY22 \$4375 FY23 \$8000 FY24 \$8000
---

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

Yes       No       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 


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 Date 

June 26, 2024
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Send one grant application via email to Tracey Mulcahey at [tmulcahey@northlibertyiowa.org](mailto:tmulcahey@northlibertyiowa.org). Do not send any hard copies of applications.

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## SOCIAL SERVICES FUNDING APPLICATION – FY 2025

North Liberty City Council has allocated funds in the FY 2025 (July 1, 2024 – June 30, 2025) budget for social service programs and projects. These funds are for both annual funding and smaller projects and contributions to innovative programs and services. New applicants are encouraged to contact Tracey Mulcahey at 319/626-5712 or [tmulcahey@northlibertyiowa.org](mailto:tmulcahey@northlibertyiowa.org) before completing the application.

Applications will be scored according to the attached rubric.

*Council has emphasized the focus of new services benefitting North Liberty residents.*

If additional pages are needed, please feel free to attach extra pages.

### General Information

Agency Name:

Agency Contact:

Position:

Address:

Phone:

Email:

Website:

### Agency Mission Statement:

The Center for Worker Justice unites low-wage workers in Eastern Iowa across race and immigration status to achieve social and economic justice through education, organization, direct service, and community alliances. We seek to improve Eastern Iowa communities by coordinating projects to address injustices in areas such as workplace conditions, civil rights, access to education, and the need for affordable housing.

Tax Status:

501(c)3

**Program/Project Information**

Program/Project Title:

ESL and Computer Literacy Classes for Low- and Moderate- Income Johnson County Residents

**Program/Project Expenditures**

<b>Expense</b> (List all expenses by category, using another sheet if necessary)	<b>Amount</b>
Personnel	\$6,600
Indirect Costs	894.16
Translation	\$400
Printing	\$450
Food and Drinks	\$1,260
Total:	\$9604.16

**Sources of Program/Project Funds**

<b>Source of Funds</b> (List all sources, using another sheet if necessary)	<b>Amount</b>	<b>Percentage of Total Program/Project</b>
City of North Liberty	\$9604.16	100%
Total:	\$9604.16	100%



Anticipated/Actual start date:

8/26/24

Anticipated Program/Project completion date:

2/2/25

### **Application Information**

1. Describe the program/project.

Starting in August, CWJ will host free English as a Second Language (ESL) workshops and free computer literacy workshops to help create more equitable opportunities for low- and moderate-income and immigrant Johnson County residents. CWJ also received funding to build a computer lab that opened for public use and is now looking to provide workshops to further benefit Johnson County.

For ESL classes, CWJ will have 40 hours of instruction total spread across 20 weeks. CWJ will also host English conversation hours, allowing community members both in and outside of this series to improve their English skills. For computer literacy classes, an instructor will teach basic computer skills such as how to check an email, connect to the internet, and search for services in the area. There will be 20 hours of instruction for CWJ's computer classes. Both series will have translators and childcare available to ensure that community members from a wide range of backgrounds can participate.

2. What specific need/problem 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.)

This project addresses the educational gap for low-income and immigrant community members. New immigrants often lack functional English skills, hindering job prospects and life adjustments. Our ESL workshop series will teach functional English and our conversation hours will help attendees improve their English proficiency. As a result, ESL participants will be better prepared to adapt to life in Johnson County. Further, some residents lack computer skills, which makes it difficult to complete tasks like filling out job applications, communicating with others via email, and scheduling appointments. CWJ's computer literacy series will teach basic computer skills, including how to create and navigate an email account, reducing the technological barrier affecting low-income and immigrant individuals. These classes will prepare participants for future computer knowledge. Finally, CWJ's free programming, interpreters, and child care improve accessibility to these educational opportunities.

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

Our last 10-week cycle served 36 people total. This is notably a large increase from the last several years. Dozens of low-wage workers and immigrants who have come to our center for services, workshops, or leadership opportunities in the last few years lived in North Liberty. With our planned organizing pushes around manufactured homes parks with a focus on residents that do not speak English as their first language, we might expect 15-20 North Liberty residents to benefit from this cycle.

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

Our primary target populations for this program are low-income, non-English speakers that reside in Johnson County. It is very well observed that a growing number of Spanish, Arabic, African French speakers are arriving in the area, specifically North Liberty. In the previous class cycle, about a third of our participants spoke Spanish, a third French, and a third Arabic.

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

25-30%

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

Many of our base live in North Liberty, especially in affordable housing in North Liberty. We are founding partners of the Iowa Manufactured Homes Residents Network (IMHRN), and especially work closely with residents at Golfview mobile home park. Mobile home parks are increasingly inhabited by arriving immigrants, low-wage workers, and non-English speakers who are the targeted population for this program. This program ameliorates barriers that English as a secondary language can pose. Barriers such as accessing employment opportunities, government programs and services, and education attainment all impede the possibility of economic security and strengthening the North Liberty community.

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

We generally do extensive outreach to ensure that we're reaching every community member in need. Many of our CWJ members live and work in North Liberty, and we work closely with them to identify and support other community members in need. We have a long history working with manufactured home park networks including those in North Liberty, e.g. our Golfview members. In addition to our website, we are active on social media. We also operate WhatsApp and group texting in multiple languages to share information and make sure that people of all backgrounds and languages can access information. Moreover, we provide fliers and brochures translated into French, Arabic and Spanish to promote greater access.

We have a strong demonstrable record of expanding our organizing efforts and impact to North Liberty. In spring 2023, North Liberty workers turned to us when a local restaurant refused to compensate them for thousands of dollars of wages in the form of checks proven to have bounced. We organized a two-day delegation of 50 members and allies to ensure the labor rights of these North Liberty workers were protected, then when the owners refused to pay, we escalated the case to Iowa Workforce Development and the Department of Labor. Additionally, as mentioned above, we are founding partners of IMHRN which works largely with residents of Golfview Mobile Home Park. Specific to this program, we will commit to using our extensive lists to do 1-on-1 outreach to our North Liberty base, as well as promote these classes through our North Liberty based community leaders.

9. List goals for the program/project. What outcomes are being evaluated? What tools will be used to evaluate outcomes? How does this program/project determine success?

- Expanded participation compared to our previous cycle, tracked by sign-in sheets weekly with personal information.  
- Ensure program quality and improvements through implementing feedback from previous cycles effectively and taking new feedback at various points throughout this program cycle. We will also use pre- and post-program self-evaluations for attendees.

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

Due to a set of previous grant funders unexpectedly unable to fund their recurring grantees this year, we are especially in need of funding to ensure that our ESL and computer literacy program can continue with our talented instructors and team dedicated to child care and supporting these classes. Our last cycle was our most successful and most popular cycle of classes we have had in years, with a passionate new member-turned-instructor leading ESI classes with a dynamic approach involving trips and active language use, and our computer classes with a particularly helpful combination of curriculum choices and personalized assistance from our instructor. This success is in large part due to our ability to compensate our talented instructors and our support team for their dedication through funding from grants. This group would have their progress and momentum stunted if this class were not to continue at its current level, and potential attendees who might be excited to join this cycle after the last cycles' successes may lose interest or find it difficult to progress. Maintaining momentum and progress is extremely important to a member-based, member-driven organization like ours.

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

\$5000, FY22.

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

Yes

No

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

Ayman Sharif  
Digitally signed by Ayman Sharif  
Date: 2024.07.01 17:55:04 -04'00'

Date

7/1/24

Send one grant application via email to Tracey Mulcahey at [tmulcahey@northlibertyiowa.org](mailto:tmulcahey@northlibertyiowa.org). Do not send any hard copies of applications.

**Submission deadline: Applications will be accepted until July 1, 2024 with awards made at a Council meeting in August.**

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## SOCIAL SERVICES FUNDING APPLICATION – FY 2025

North Liberty City Council has allocated funds in the FY 2025 (July 1, 2024 – June 30, 2025) budget for social service programs and projects. These funds are for both annual funding and smaller projects and contributions to innovative programs and services. New applicants are encouraged to contact Tracey Mulcahey at 319/626-5712 or [tmulcahey@northlibertyiowa.org](mailto:tmulcahey@northlibertyiowa.org) before completing the application.

Applications will be scored according to the attached rubric.

*Council has emphasized the focus of new services benefitting North Liberty residents.*

If additional pages are needed, please feel free to attach extra pages.

### General Information

Agency Name:

Agency Contact:

Position:

Address:

Phone:

Email:

Website:

### 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: Improving Housing Security and Transportation Access for Families

**Program/Project Expenditures**

<b>Expense</b> (List all expenses by category, using another sheet if necessary)	<b>Amount</b>
Personnel	175,000
<b>Financial Assistance</b>	<b>237,500</b>
<b>Occupancy</b>	<b>14,375</b>
<b>Other</b>	<b>12,500</b>
Total:	439,375

**Sources of Program/Project Funds**

<b>Source of Funds</b> (List all sources, using another sheet if necessary)	<b>Amount</b>	<b>Percentage of Total Program/Project</b>
<b>Contributions</b>	<b>312,500</b>	<b>4</b>
<b>Grants</b>	<b>87,500</b>	<b>74</b>
<b>Funding allocations</b>	<b>8,125</b>	<b>20</b>
City of North Liberty	15,000	2
Total:	423,125	100

Anticipated/Actual start date:

August 1, 2024

Anticipated Program/Project completion date:

June 30, 2025

### **Application Information**

1. Describe the program/project.

CommUnity is requesting support from the City of North Liberty to offer our Financial Support services to North Liberty residents, with priority to the services that help families maintain housing and meet emergency transportation needs. Of our \$15,000 request, \$12,000 would be reserved for housing-related assistance and \$3,000 for transportation assistance, a new emphasis in Financial Support services for North Liberty.

The Financial Support program helps Johnson County families maintain housing by making emergency payments to landlords and utility companies, and offers direct financial support for identification (birth certificates & Iowa IDs), prescription medication, and work-enabling items (laptops, uniforms, and other job tools). Transportation assistance in the form of gas cards or Coralville or 380 bus passes are offered to families or individuals once per year to support short-term transportation needs, such as ensuring a person can travel to a new job until they receive their first paycheck (gas card or 30 day bus pass), or making a special trip to access social services such as Iowa Workforce Development, the DOT or Social Security offices, or Johnson County General Assistance (2 day bus pass). Bus passes offered through this program are an important supplement to the North Liberty Transportation Assistance program for residents with needs or employment outside the bounds of the program.

As the “last line of defense” among Johnson County services, CommUnity assists families who have exhausted all other forms of support and strives to make our service accessible and unrestrictive. Financial Support staff walk prospective clients through the entire application process, helping them locate and organize necessary documentation. Families are eligible for up to \$600 in rent assistance or up to \$300 in utility assistance.

CommUnity works closely with other human service agencies to avoid duplication and provide and receive referrals. CommUnity is a member of the North Liberty Unity Coalition and meets monthly with other North Liberty human service providers to find opportunities to collaborate and better meet the needs of North Liberty residents. Furthermore, CommUnity has held appointments at Ranshaw House, and in an effort to better serve North Liberty, will send a staff member to hold Financial Support appointments at the North Liberty Public Library one Friday per month in the coming year, increasing the frequency if initial appointments are successful. CommUnity’s Financial Support Program is structured to fill in the gaps and serve people who have exhausted all other forms of available support in Johnson County such as the General Assistance Program, or who are otherwise ineligible.



2. What specific need/problem 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 2023 Johnson County Affordable Housing Report, 55% of renters in Johnson County are housing cost burdened, meaning they spend more than one-third of their income on rent or mortgage payments. The same report shares 2019 data that shows 19% of North Liberty renters are housing-cost burdened, and 16% of renters are severely housing cost burdened, spending more than 50% of their household income on rent. Furthermore, 51% of survey respondents in Johnson County's 2023 Community Status Assessment reported experiencing at least one utility shutoff in the prior year. It took this group an average of 15 days and \$221 to get utilities turned back on.

In recent years, Financial Support clients who both work and receive child care frequently cite help with bus tickets and gas cards as a key need. This sentiment is echoed in the 2023 Johnson County Community Status Assessment, which shows 22% of Johnson County respondents said they faced difficulties with transportation to work or school, and 7.58% of Johnson County residents, compared to 5.5% statewide, do not have access to a vehicle. Front and center in a word cloud graphic of candid responses from the report's survey respondents is the statement "There is no public transport in North Liberty."

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

CommUnity expects to serve at least 130 North Liberty households, or approximately 360 individuals, with Financial Support assists, including housing and transportation assistance.

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

Of North Liberty households who received assistance last year, 88.5% have household incomes below the Federal Poverty Level, and 100% make less than half of the area median income. Of the primary clients in each household, 69% were women, 49% were black, and 26% were white. 61% of households had at least one child or senior who benefited from services.

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

All funds from the City of North Liberty will be directed to North Liberty residents. Of all Financial Support assists throughout Johnson County, 6% support North Liberty residents.

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

So far in FY24, 69 North Liberty families have received an average of \$380 in assistance, and 100% of the 69 North Liberty households who applied for support received financial assistance, totaling \$23,582. This amount includes North Liberty's \$12,000 in support, plus additional funds CommUnity has leveraged from other grants for the Financial Support program as well as unrestricted individual contributions.

After increasing the amount families can access in response to pandemic challenges and inflation to \$600 in rent assistance or \$300 in utility assistance per year, CommUnity has continued to ensure families can access the true amount they need, with 57% of assists valued at \$200 or more. This increased support promotes families being able to stay in their homes for longer periods of time and prevents them from requiring additional funding the following year, as many households only utilize assistance when they are faced with an unexpected medical bill or other emergency expense.

Furthermore, the addition of transportation assistance in the form of gas cards and bus passes to this year's project will bolster North Liberty families' ability to achieve financial stability with access to work, child care, and other social services. While we know North Liberty offers a Transportation Assistance Program, transportation funds through this grant will support Coralville bus passes as well as 380 bus passes for North Liberty residents who need to access employment or other resources outside the bounds of the existing program.

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

While CommUnity services are open to all Johnson County residents, we recognize access, particularly for those in communities with limited public transportation, can be a challenge to fully utilizing services available. Historically, CommUnity has worked to set up drop-in appointment days at various locations in North Liberty, including Ranshaw House. In the coming year, CommUnity intends to send a staff member to the North Liberty Public Library at least one Friday per month, to offer Financial Support appointments for North Liberty residents and is open to hosting similar appointments at other North Liberty locations on additional days. CommUnity has also worked directly with families at North Liberty schools to support access to our services.

9. List goals for the program/project. What outcomes are being evaluated?  
What tools will be used to evaluate outcomes? How does this program/project determine success?

Success of the Financial Support program is based on a household's ability to maintain their housing, or to have the resources needed to access employment (such as transportation) or other basic needs that support quality of life. These outcomes are evaluated on the percentage of a person/household's request that CommUnity is able to meet (based on eligibility and funds available at CommUnity), and whether a person or household requires further assistance in a subsequent year – no requests in a subsequent year indicates the assistance provided addressed their need. To support these outcomes, clients must show that they are able to make their rent or utility payments moving forward and that their rent does not exceed 60% of their income. Clients also must provide a lease in their name.

CommUnity tracks client data (income, race and gender demographics, number of people per household) and information relevant to each instance of assistance (amount of request, fund used to provide assistance, etc.) in the Civicore database. Trends in services are captured and analyzed on a monthly basis, and client demographic data is captured and reviewed quarterly.

Goals for this program in FY25 include:

- Less than 20% of clients who receive rent or utility assistance in FY25 will return for assistance in FY26, indicating 80% of those assisted are able to fully address their housing needs.
- 90 North Liberty residents will be able to meet their transportation needs for work or other basic needs with the support of bus passes or gas cards.

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

CommUnity will continue to assist North Liberty residents as much as possible with contributions from other grants and CommUnity funds -- including more than \$11,000 above and beyond last year's Social Services grant, but the City of North Liberty Social Services grant funding is the only pool of funds reserved exclusively for North Liberty residents for rent, utility, and transportation assistance. Other housing and transportation funds are offered to any resident of Johnson County on a first-come, first served basis.

That said, CommUnity's other free services, such as the distributions of food and baby items, box fans, clothing vouchers, and mobile crisis response remain available to North Liberty residents. A \$15,000 contribution from the City of North Liberty would ensure we can maintain the current level of housing assistance for North Liberty residents while expanding the amount of funds available for transportation assistance over the coming year.

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

FY17 \$3,400; FY18 \$5,000; FY19 \$5,000; FY20 \$5,000; FY21 \$7,500; FY22 \$10,500; FY23 \$11,800; FY24 \$12,000

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

Yes

No

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

*Kelsey Steines*

Date

7/1/24

Send one grant application via email to Tracey Mulcahey at [tmulcahey@northlibertyiowa.org](mailto:tmulcahey@northlibertyiowa.org). Do not send any hard copies of applications.

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**SOCIAL SERVICES FUNDING APPLICATION – FY 2025 North Liberty City Council has allocated funds in the FY 2025 (July 1, 2024 – June 30, 2025) budget for social service programs and projects. DUE 6/30/2024**

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**General Information**

**Agency Name:** Domestic Violence Intervention Program

**Agency Contact:** Alta Medea

**Position:** Director of Community Engagement

**Address:** 1105 South Gilbert Ct. #300 Iowa City IA 52240

**Phone:** 319.356.9863

**Email:** [alta@dvi Iowa.org](mailto:alta@dvi Iowa.org)

**Website:** [dvi Iowa.org](http://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. DVIP provides services to victim-survivors of domestic violence, sexual violence, dating violence, stalking and human trafficking. Support for victims of intimate partner violence and their loved ones is available in Johnson, Iowa, Cedar, Des Moines, Henry, Lee, Van Buren and Washington Counties in Southeastern Iowa.

**Tax Status:** 501c3

**Program/Project Information**

**Program/Project Title:** Victim Support Services

<b>EXPENSE(LIST ALL EXPENSES BY CATEGORY, USING ANOTHER SHEET IF NECESSARY)</b>	<b>Amount for FY24 Request</b>	<b>Percentage</b>
PERSONNEL (2 advocates, SA and DV)	\$79,516.00	79%
Benefits/Tax	\$17,922.00	18%
Transportation	\$1,236.00	1%
Phone (2)	\$854.00	<1%
Computer (2)	\$1,560.00	2%
<b>TOTAL:</b>	<b>\$101,088.00</b>	
<b>SOURCES OF PROGRAM/PROJECT FUNDS</b>		
<b>SOURCE OF FUNDS(LIST ALL SOURCES, USING ANOTHER SHEET IF NECESSARY)</b>	<b>Amount/Percentage of Total Cost</b>	<b>Percentage</b>
State of Iowa (Iowa Attorney General)	\$36,110.00	35.70%
Johnson County, Board of Supervisors	\$48,400.00	47.90%
Businesses/Individual Donors	\$400.00	0.40%
Johnson County Emergency Solutions Grant	\$2,178.00	2.15%
<b>CITY OF NORTH LIBERTY</b>	<b>\$14,000.00</b>	<b>13.80%</b>
<b>TOTAL</b>	<b>\$101,088.00</b>	

**Amount Percentage of Total Program/Project City of North Liberty Total: \$14,000 (13.8%)**

**Anticipated/Actual start date: 7/1/2024 - 6/30/2025**

**Anticipated Program/Project completion date: ongoing**

**Application Information**

**1. Describe the program/project.** Domestic Violence Intervention Program (DVIP) is seeking funding to support intimate partner violence and sexual violence services. DVIP offers crisis intervention and recovery services with a trauma-informed approach to individuals who have experienced intimate partner violence, sexual violence, dating violence, human trafficking, and stalking across 8 counties in Southeastern Iowa. In June 2024 DVIP was awarded funding and support for the addition of sexual assault intervention services from the Iowa Attorney General's Office Victim Assistance Section (VAS).

Funding support from the city of North Liberty will allow victim-survivors access to DVIPs services within their home community. Currently DVIP provides emergency safe shelter, a 24-hour hotline, housing support, trauma informed counseling, advocacy within medical and justice systems, and direct aid. At the heart of our services is the mobile advocacy model, which allows advocates to meet victims in a location where they feel safe and have easy access to.

Through collaborative efforts with community partners, our clients gain access to a wide range of resources and connections within the North Liberty community, enabling them to transition to safety and achieve autonomy from their abusive intimate partners or seek counseling and ongoing support through their trauma. Through community based support and state resources, DVIP can sustain its provision of emergency shelter, peer counseling and advocacy services for clients but seeks to expand its services within the North Liberty community by providing easier access to advocates. Through mobile advocacy and community partnerships DVIP is be able to offer guidance and support to victims of intimate partner violence or sexual violence, set up future appointments which may include accompanying them to court, hospitals, and other essential community agencies, ensuring their legal rights and emotional and physical well-being are upheld.

**2. What specific need/problem 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.)** For 45 years DVIP has provided immediate and ongoing support for victim-survivors of intimate partner abuse, domestic abuse, dating abuse, stalking, human trafficking and sexual violence. In FY23 DVIP provided support to 198 individuals in North Liberty, a 7% increase over the previous year.

Addressing intimate partner violence and sexual violence necessitates a comprehensive effort from the entire community. DVIPs services are accessed by victim-survivors through referrals from sources such as friends, coworkers, law enforcement, social service agencies, businesses, and local municipalities like the City of North Liberty. These services are essential for supporting 1 in 3 women and 1 in 4 men who encounter intimate partner violence during their lifetime and the 1 out of every 6 women who has been the victim of an attempted or completed rape in her lifetime and 1 in 33 men who experienced an attempted or completed rape in their lifetime.

While sexual violence intervention services are new to the agency, DVIP expects to see an increase of 20% of victim-survivors being served by the new sexual violence intervention support programming and a 10% increase in the number of individuals seeking support for intimate partner abuse.

**3. Describe proposed/existing collaborations with other organizations to address the specific need/problem.** In FY24 DVIP expanded its outreach activities in North Liberty to include tabling at various community events such as BBQ and Blues, hosting open hours, and meeting with victim-survivors at the North Liberty Community Food Pantry and Ranshaw House. DVIP has partnered with several community organizations including First United Methodist Church, Grace Community Church, North Liberty Community Library, and North Liberty Unity to provide resource materials throughout the year to expand access to DVIP service information within the North Liberty community. Over this past year, we completed a beautification project at our current emergency shelter to enhance the space in line with the dignity aspect of our mission statement. For this project, Forever Green donated mulch and perennials. We hope to develop a relationship with Liberty High School clubs and organizations to increase silver cord participation from North Liberty high school students and to expand the reach of our services to youth populations.

**4. How many North Liberty residents will you be serving with this program/project?** In FY23 DVIP served 198 adults, a 7% increase over FY22. North Liberty is unique in our service area as it represents a rapidly growing community. According to US Census data from 2020, the city's population grew by near 16%, placing it among the fastest growing cities in Iowa. Through the increase in outreach activities, flyers at partner businesses and the increased press related to the transition of sexual assault services programming, we expect to see a 10% increase over FY23 for intimate partner violence support services and a 20% increase in sexual violence support services compared to the data provided by the University of Iowa Rape Victim Advocacy Program (RVAP).

**5. Provide a succinct, specific description of your primary target population(s).** DVIP provides support to both adult and youth victims who have experienced intimate partner violence, dating violence, stalking, harassment, human trafficking and sexual violence. DVIP does not engage in any form of discrimination, whether based on race, religion, gender, sexual orientation, socioeconomic status, or any other factors. We strive to ensure equal access to our services and support for all individuals seeking assistance, support, and healing. All services provided are free and confidential.

**6. What percentage of the program/project benefits North Liberty residents?** This project supports Johnson County residents. Currently 13.8% of our services in Johnson County are provided to North Liberty. North Liberty makes up approximately 13.8% of the county's population.



**7. How will this program/project benefit the community of North Liberty?** DVIP focuses on the safety and dignity of individuals who have experienced intimate partner abuse or sexual violence. Studies have demonstrated that domestic violence and sexual violence not only takes a toll on the victim but also has a significant impact on community businesses, causing lost productivity, benefit costs, and employees forced to quit or terminate due to the behavior of an abusive individual.

Building on the community engagement of FY24 DVIP will continue its partnership with the North Liberty Community Pantry and Ranshaw house. Through meeting victim-survivors in safe and neutral spaces they are able to maintain their safety without alerting their abuser about their activities. In addition advocates are able to make soft referrals to where basic needs and supports are available. DVIPs advocates will continue to provide information, resources, and referrals to individuals who may be experiencing domestic violence, intimate partner violence or sexual violence.

DVIPs community engagement department continually seeks out new community partners to share information in the form of hang tag sheets in restrooms, brochures at community centers and partner organizations, and provides inserts for city wide events. Through these efforts DVIP is able to raise awareness about the services available within the North Liberty community. This proactive approach helps educate the community about the support available for victim-survivors of intimate partner abuse or sexual violence.

**8. Describe your efforts to outreach to residents of North Liberty in providing accessibility to your programs and services.** DVIP advocates collaborate closely with various stakeholders in the North Liberty community, including law enforcement, churches, the library, medical centers, and the community pantry, to ensure that our resources reach victim-survivors effectively. DVIP actively fosters new partnerships and builds on the existing connections in the North Liberty community. Participation in the North Liberty Community Programs Open House Event (4/24), Ranshaw House Client Hours (whole year), and a DVIP Information Session at the North Liberty Library (2/24) The following are a few notable examples of the positive relationships DVIP has established over the past year: Fareway supported us during Domestic Violence Awareness Month by hosting our volunteers in their store to collect needed items to assist the victim-survivors we serve; Big Picture Gallery and the North Liberty Aquatic Center provided our youth department with in-kind donations for art classes and swimming passes. DVIP has also continued to maintain past relationships with Mirabitos, Red's Alehouse, and Bluebird Cafe. All 3 restaurants have donated 5 gallons of soup for our annual Souper Bowl fundraiser and in-kind donation holiday gift drives every year for nearly a decade.

**9. List goals for the program/project. What outcomes are being evaluated? What tools will be used to evaluate outcomes? How does this program/project determine success?**

Through the evaluation of existing programming and the specific needs of victim-survivors, the DVIP administrative team has identified the following goals, challenges, and metrics of success and evaluation for FY25 that address the addition of sexual assault support services programming in addition to the ongoing intimate partner violence support services that they provide.

- DVIP will document the number and type of contacts with sexual assault victims and their significant others. In addition, we will provide Google form surveys to sexual assault survivors via a QR Code for feedback on how they heard about services, how easy were they to access, and if they are satisfied with the services they received.
- DVIP will redistribute updated materials to community partners and key stakeholders that highlight the addition of sexual violence support services, hotline numbers, and other vital information for victim-survivors.
- DVIP will document the demographics, number, and type of contacts with intimate partner violence victim-survivors.
- DVIP maintains aggregated data to satisfy state and federal grant requirements. This data is evaluated and reviewed annually.
- DVIP conducts exit interviews with victim-survivors. Through this self reporting 94% of individuals report that they feel safer because they have worked with our advocates.

**10. If this funding is not available, describe the impact of that decision on the Agency and the program/project these funds would have supported.** Due to the pending Victims of Crime Act (VOCA) 40-44% funding cuts at the Federal level local municipality, foundation, and individual donor support is vital to DVIP being able to provide basic services to our communities most vulnerable. Funding cuts at this magnitude translate to approximately 25% of DVIPs overall budget. Support from the City of North Liberty ensures that DVIP is able to provide mobile advocates that are experts in their individual fields of intimate partner violence and sexual violence.

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

- \$6,500 in FY24
- \$7,000 in FY23 and in FY22
- \$6,600 in FY21
- \$6,500 in FY20,
- \$6,000 in FY19
- \$5,000 in FY18

In addition to the social services grant funding DVIP received \$25,000 for the Finding Safety, Building Hope - new shelter campaign. The new shelter is set to be completed and welcome victim-survivors in August 2024.

**12. If you have previously participated in the City of North Liberty's social services funding opportunity, have you completed required reports?** Yes, we have successfully completed the reports for previous years, and we are committed to completing the FY24 report within the designated deadline.

**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.**

A handwritten signature in black ink, consisting of several loops and a long horizontal stroke at the end.

**Signature**

**Date** 6/30/2024

**Send one grant application via email to Tracey Mulcahey at [tmulcahey@northlibertyiowa.org](mailto:tmulcahey@northlibertyiowa.org).**

**Do not send any hard copies of applications.**

**Submission deadline: Applications will be accepted until July 1, 2024 with awards made at a Council meeting in August.**

**Annual reports on awarded projects/programs are due by August 31, 2025. Reminder notices will be emailed in July.**

**DVIP - NORTH LIBERTY SOCIAL SERVICES GRANT FY 25**

<b>EXPENSE(LIST ALL EXPENSES BY CATEGORY, USING ANOTHER SHEET IF NECESSARY)</b>	<b>Amount for FY24 Request</b>	<b>Percentage</b>
PERSONNEL (2 advocates, SA and DV)	\$79,516.00	79%
Benefits/Tax	\$17,922.00	18%
Transportation	\$1,236.00	1%
Phone (2)	\$854.00	<1%
Computer (2)	\$1,560.00	2%
<b>TOTAL:</b>	<b>\$101,088.00</b>	
<b>SOURCES OF PROGRAM/PROJECT FUNDS</b>		
<b>SOURCE OF FUNDS(LIST ALL SOURCES, USING ANOTHER SHEET IF NECESSARY)</b>	<b>Amount/Percentage of Total Cost</b>	<b>Percentage</b>
State of Iowa (Iowa Attorney General)	\$36,110.00	35.70%
Johnson County, Board of Supervisors	\$48,400.00	47.90%
Businesses/Individual Donors	\$400.00	0.40%
Johnson County Emergency Solutions Grant	\$2,178.00	2.15%
<b>CITY OF NORTH LIBERTY</b>	<b>\$14,000.00</b>	<b>13.80%</b>
<b>TOTAL</b>	<b>\$101,088.00</b>	



## SOCIAL SERVICES FUNDING APPLICATION – FY 2025

North Liberty City Council has allocated funds in the FY 2025 (July 1, 2024 – June 30, 2025) budget for social service programs and projects. These funds are for both annual funding and smaller projects and contributions to innovative programs and services. New applicants are encouraged to contact Tracey Mulcahey at 319/626-5712 or [tmulcahey@northlibertyiowa.org](mailto:tmulcahey@northlibertyiowa.org) before completing the application.

Applications will be scored according to the attached rubric.

*Council has emphasized the focus of new services benefitting North Liberty residents.*

If additional pages are needed, please feel free to attach extra pages.

### General Information

Agency Name:

Agency Contact:

Position:

Address:

Phone:

Email:

Website:

### Agency Mission Statement:

Families Helping Families of Iowa is a non-profit organization committed to supporting Iowa's foster children and the caregivers and families who have opened up their hearts and homes to care for these children.

Tax Status: 501 (C) 3

**Program/Project Information**

Program/Project Title: Fostering Hope for Children in Foster Care in North Liberty

**Program/Project Expenditures**

<b>Expense</b> (List all expenses by category, using another sheet if necessary)	<b>Amount</b>
Personnel	
Clothing Closet Admin	\$1,000
Shoe Vouchers	\$325
Spread Your Wings	\$1,250
Back-to-School Supplies	\$1,250
Total:	

**Sources of Program/Project Funds**

<b>Source of Funds</b> (List all sources, using another sheet if necessary)	<b>Amount</b>	<b>Percentage of Total Program/Project</b>
Grants	55%	55
fundraisers for programs	\$37,000	15
sponsors/donors	\$16,000	20
City of North Liberty	\$3,762.50	10
Total:	152,762.50	100

Anticipated/Actual start date:

8/1/2024

Anticipated Program/Project completion date:

9/1/2025

### **Application Information**

1. Describe the program/project.

Families Helping Families provides three program types to children in foster care- Essentials, Educational, and Celebrations.

Essentials- Children at a high percentage get removed from their homes, and placed with other families with little to no clothing. Our Clothing Closet was utilized 49 times this last fiscal year allowing caregivers to bring in their placements to shop for clothing and shoes. This is a free resource offered to families to provide children with essential items like clothes, shoes, diapers, wipes, car seats. The goal of this program is to provide this, and take that financial burden or responsibility off the caregiver that take on the child totaling \$1,000+ in admin costs to stock, open, and do clerical work so families could shop.

Shoe Voucher Program- In your area we issues out 13 shoe vouchers, at \$50 a piece, totaling \$650. Providing kids with brand new shoes through a partnership with Kiwanis and your local Kohl's.

Education- According to the Higher Education for Foster Youth, statistics indicate that only 50% of children in foster care will successfully graduate from high school, with 40% of those graduates requiring additional support services. In response to these challenges, FHF has introduced the Spread Your Wings Activity Scholarships program. This initiative aims to empower children in foster care by providing them with a \$500 scholarship to engage in activities such as sports, music, dance, and theater. FHF firmly believes that participation in these activities fosters confidence and nurtures positive relationships with peers, teachers, and coaches. FHF gave out five, \$500 scholarships in your area, totaling in \$2,500.

Back-to-School Rally is an annual rally we hold every year to get children in foster care their school supplies and brand new backpacks to get them ready for the school year. Last fiscal year, in your area we gave out 30 Back-To-School bundles and backpacks at \$75 a piece, totaling in \$2,250.00

Celebrations- Our main event to celebrate our families and children is our annual holiday event. Where everyone comes together for our holiday party, picks out presents, enjoys snacks and Santa, and gets to pick out presents for this magical season. Last fiscal year, FHF, gave out gifts to 35 families and children in your area totaling \$1,750 worth of presents.

2. What specific need/problem 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 the local area, there are over 144 children classified as foster care recipients due to being removed from their homes. Our organization is dedicated to addressing the primary challenges faced by both these children and their caregivers. Our efforts are focused on providing essential items such as clothing and shoes for the children, as well as supporting their education to ensure academic success. During the last fiscal year, our organization, FHF, assisted 132 out of the 144 children, allocating over \$6,000 for their support.

This continuous aid is extended to these families and children until they are either permanently placed or transition out of the foster care system. The necessity for support extends not only to the children but also to the caregivers.

As per Lending Tree, parents typically spend approximately \$750 annually on extracurricular activities, with some spending over \$1,000 on the higher end. 4 out of 10 foster homes are forced to close. By providing sustained assistance to both children and caregivers, we can significantly impact the lives of these vulnerable children.

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

We have the ability to serve up to 144 children in your area.

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

Our target audiences are children ages infants-18 that have been removed from their homes through the state of Iowa, and placed with a licensed foster care caregiver.

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

90% - North Liberty residents  
10% - administrative costs



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

This will benefit North Liberty area because it will help support children get the basic essentials they need like clothing and shoes, it will help them stay in school and build relationships, and it will help us continue to care and celebrate the 144 children in your area that are in foster care.

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

Outreach reach efforts including presentations, meeting with potential/foster care parents.. Along with social media, and monthly newsletters. Working with caseworkers and DHS offices throughout the state of Iowa.

9. List goals for the program/project. What outcomes are being evaluated? What tools will be used to evaluate outcomes? How does this program/project determine success?

Our success metrics are based on monitoring program expenditures through our software, Trailblazer, and assessing the number of children served in targeted regions. Success is achieved when nearly all foster children in a designated area receive care, and the allocated funds are predominantly utilized for these specific programs in the specified regions.

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

FHF is committed to supporting the 7,000 children in foster care in Iowa, including the 144 children within your local area who are in foster care. In the absence of funding from community partners in that region, FHF will pursue corporate sponsorships, grants, and organizing annual fundraising initiatives.

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

N/A

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

Yes       No       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

**Vonda** Digitally signed by Vonda  
Date: 2024.06.07  
14:28:15 -05'00'

Date

6/7/2024

Send one grant application via email to Tracey Mulcahey at [tmulcahey@northlibertyiowa.org](mailto:tmulcahey@northlibertyiowa.org). Do not send any hard copies of applications.

**Submission deadline: Applications will be accepted until July 1, 2024 with awards made at a Council meeting in August.**

**Annual reports on awarded projects/programs are due by August 31, 2025. Reminder notices will be emailed in July.**

Program/Project Expenditures

<b>Expense</b> (List all expenses by category, using another sheet if necessary)	Amount
Personnel	
Clothing Closet Admin	\$500
Shoe Vouchers	\$325
Spread Your Wings	\$1,250
Back-to-School Supplies	\$1,250
Winter Wonderland	\$437.50
<b>Total</b>	<b>\$3,762.50</b>

Note: Funding was money spent in this area last fiscal year on all programs, divided in half.



## SOCIAL SERVICES FUNDING APPLICATION – FY 2025

North Liberty City Council has allocated funds in the FY 2025 (July 1, 2024 – June 30, 2025) budget for social service programs and projects. These funds are for both annual funding and smaller projects and contributions to innovative programs and services. New applicants are encouraged to contact Tracey Mulcahey at 319/626-5712 or [tmulcahey@northlibertyiowa.org](mailto:tmulcahey@northlibertyiowa.org) before completing the application.

Applications will be scored according to the attached rubric.

*Council has emphasized the focus of new services benefitting North Liberty residents.*

If additional pages are needed, please feel free to attach extra pages.

### General Information

Agency Name:

Agency Contact:

Position:

Address:

Phone:

Email:

Website:

### 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:

Girls on the Run North Liberty Program Support

### Program/Project Expenditures

<b>Expense</b> (List all expenses by category, using another sheet if necessary)	<b>Amount</b>
Personnel	See Attachment
Total:	\$25,677.65

### Sources of Program/Project Funds

<b>Source of Funds</b> (List all sources, using another sheet if necessary)	<b>Amount</b>	<b>Percentage of Total Program/Project</b>
		see attached
Net Earned Income	\$11,271.00	
Other Grantors/Sponsors	\$6000.00	
City of North Liberty	\$3200.00	
Total:	\$20,471.00	

Anticipated/Actual start date:

Anticipated Program/Project completion date:

### **Application Information**

1. Describe the program/project.

The Girls on the Run of Eastern Iowa North Liberty Program Support Initiative will help to ensure the quality youth programming provided through Girls on the Run remains financially accessible by 1) helping to keep supplementary program fees down and 2) providing scholarships/financial assistance for families who need it.

Girls on the Run (GOTR) inspires girls to be joyful, healthy, and confident using fun, experience-based curricula that creatively integrates running. Girls on the Run and Heart & Sole are physical activity-based positive youth development (PYD) programs designed to enhance 3rd-5th and 6th-8th grade girls' social, psychological, and physical skills and behaviors to successfully navigate life experiences. The program's intentional curriculum places an emphasis on social-emotional learnings, such as developing competence, confidence, connection, character, caring, and contribution in young girls, through lessons that incorporate running and other physical activities. The life skills curriculum is delivered by caring and competent coaches who are trained to teach lessons as intended. The program culminates with girls positively impacting their communities through a service project and completing a celebratory, non-competitive 5K event.

We have confirmation that we will be hosting our Middle School Heart and Sole programming at the North Liberty Recreation Center. This programming will serve to fill the gap for 6th graders that will be attending North Central. Sixth graders will not have school sponsored sports to participate in for the fall and spring. Girls on the Run will be providing an opportunity to fill this gap.

For the spring of 2024 we were able to have sites at the North Liberty Recreation center for both our GOTR program and our Heart and Sole Program. We are planning for both of these community sites to return for the Fall of 2024 and the Spring of 2025. Our 5K was also hosted at Liberty High School in North Liberty for the spring 2024 season. We also anticipate our spring 5k for 2025 to occur in North Liberty.

2. What specific need/problem 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.)

Proper physical activity and the development of social and emotional skills are critical for girls' overall health and well-being, particularly during ages 8-11. By age 9, girls' self-confidence begins to decline. At the same time, girls' physical activity rates begin to decrease and continue to decline throughout adolescence. Many studies suggest that physical activity based positive youth development programs like Girls on the Run make significant contributions to improved social and emotional outcomes such as enhanced life and social skills, moral development, goal-related skills, and personal values. In addition to supporting healthy development, these types of programs also help to address risk factors for youth and prevent problem behaviors. Results from the Iowa Youth Survey conducted in 2021 showed that 27% of 6th graders and 29% of 8th graders reported they had felt so sad or hopeless almost every day for two weeks or more, with 21% of 8th graders and 17% of 6th graders indicating they had thought about killing themselves. A greater proportion of female students (41%) than male students (20%) reported that they had felt so sad or hopeless everyday for two weeks or more, with female students also reporting higher rates of suicidal ideation than males: more

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

We estimate that this program will serve approximately 90 participants across the North Liberty schools/sites. All girls will benefit from the off-set of program costs with an estimated 20-30 receiving direct scholarship support.

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

Children who identify as girls, or who identify as trans, non-binary or gender-fluid and are interested in GOTR/Heart and Sole, are in 3rd-8th grade and who live in or attend schools in North Liberty.

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

100%



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

Girls on the Run provides quality programming at low cost to North Liberty residents with 3rd-5th and 6th-8th grade girls, encouraging the development of new generation of joyful, healthy, and confident girls who are invested in their community. Throughout the season, girls learn critical life skills such as how to manage emotions, help others, make intentional decisions, and resolve conflict that they use at home, school, and the community. The program inspires girls to build lives of purpose and to make a meaningful contribution to their community and ultimately society. This comes to life through a key element of the Girls on the Run and Heart & Sole curricula when each team creates and executes a community service project. Pre/post surveys continue to show statistically significant increases in measures of confidence, connection, character, contribution, caring, weekday physical activity, and decreased screen-time.

The community also comes together to support, empower, and celebrate participants through the 5K. This truly brings the whole community together to embrace our leaders of tomorrow.

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

Program accessibility is a key consideration for Girls on the Run of Eastern Iowa. No participant is ever turned away due to financial need. Girls on the Run of Eastern Iowa provides program scholarships to cover the cost of program registration fees for every girl who requires financial assistance. Program scholarships are provided either partially or fully cover the cost of registration fees based on household income, though the family ultimately decides the level of assistance needed. We advertise scholarships are available on our website, in flyers, and it is posted in registration multiple times throughout the process.

9. List goals for the program/project. What outcomes are being evaluated?

What tools will be used to evaluate outcomes? How does this program/project determine success?

Girls on the Run is a non-profit organization dedicated to empowering young girls through a dynamic and interactive running program with a curriculum dedicated to social emotional development. The curriculum promotes self-awareness, self-management, social awareness, relationship skills, and responsible decision making. Participants also learn how physical activity promotes their health both physically and mentally. Our program ends with a culminating 5K where we cheer on and celebrate the girls growth and hard work.

Girls spend the 10 weeks of programming supporting one another, investing in the community, and setting personal goals. The community service project is evaluated by assessing community impact. Girls track their goal setting and skills gained in a journal and ultimately the 5K. End of season surveys are sent out to coaches, guardians, and participants for impact feedback. Success is determined by individual outcomes via goal setting. Coaches, guardians, the community, and other participants support the girl on their journey.

10. 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 go towards keeping program registration fees accessible, with priority to cover scholarships participants at North Liberty sites/North Liberty residents, helping us to provide inclusive offerings where girls can engage in our dynamic curriculum without concern about how their family will pay. Dedicated funding for North Liberty sites ensures we can proactively communicate that financial assistance is available. Without the dedicated funding, we must rely on other funding sources, which limits the impact we are able to have.

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

2024:\$3200.00 for the GOTR North Liberty Program and Heart & Sole Program support to keep supplementary program fees down and provide scholarships/financial assistance at North Liberty sites for the fall 2023 and spring 2024 seasons.

2023:\$3200.00 to cover financial assistance/scholarships 22/23 seasons

2022:\$3200.00 to cover financial assistance/scholarships 21/22 season

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


Yes

No

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

06/10/2024

Send one grant application via email to Tracey Mulcahey at [tmulcahey@northlibertyiowa.org](mailto:tmulcahey@northlibertyiowa.org). Do not send any hard copies of applications.

**Submission deadline: Applications will be accepted until July 1, 2024 with awards made at a Council meeting in August.**

**Annual reports on awarded projects/programs are due by August 31, 2025. Reminder notices will be emailed in July.**

NL Social Services Funding Request Girls on the Run of Eastern Iowa

Expense Category	Total Organizational Costs - 706 Girls Expected to Serve	Cost Per Girl (Divide Previous Column by Total Girls Served in FY25)	Cost Per 85 Girls Served through Grant	Notes
<b>Program Expenses</b>	\$23,030.92	\$32.62	\$2,772.70	Includes curriculum materials and supplies, program journals, coach training, coach guides, new running shoes and sports bras if needed, afterschool snacks, team shirts, refillable water bottles, First Aid items
<b>5K Expenses</b>	\$7,687.20	\$10.89	\$925.65	Culminating program experience for girl and her running buddy
<b>Personnel</b>	\$125,826.41	\$178.22	\$15,148.70	Includes program staff support only
<b>Professional Services</b>	\$22,755.00	\$32.23	\$2,739.55	Includes coach background checks
<b>Insurance</b>	\$4,910.00	\$6.95	\$590.75	Includes liability and accident insurance
<b>M&amp;E</b>	\$5,600.00	\$7.93	\$674.05	Includes mileage for initial and ongoing site visit costs
<b>Office Expenses</b>	\$2,856.00	\$4.05	\$344.25	Includes printing team posters and mailings to school or community site
<b>Occupancy/Rent</b>	\$7,854.00	\$11.12	\$945.20	Includes office space to stage program staff support
<b>Operational Expenses</b>	\$12,053.00	\$17.07	\$1,450.95	GOTR International licensing fee constitutes 75% of this line item
<b>Special Events</b>	\$700.00	\$0.99	\$84.15	Events to raise funds for scholarship program
<b>Miscellaneous</b>	\$0.00	\$0.00	\$0.00	
<b>TOTAL EXPENSES</b>	\$213,272.53	\$302.09	\$25,677.65	

<b>Project Income</b>	
<b>Gross Revenue from Fees</b>	\$14,450.00
<b>Scholarships Granted</b>	(\$3,179.00)
<b>Net Earned Income</b>	\$11,271.00
<b>City of North Liberty</b>	\$3,200.00
<b>Other grantors/sponsors</b>	\$6,000.00
<b>TOTAL REVENUE</b>	\$20,471.00

(estimated 22% scholarship rate)



## SOCIAL SERVICES FUNDING APPLICATION – FY 2025

North Liberty City Council has allocated funds in the FY 2025 (July 1, 2024 – June 30, 2025) budget for social service programs and projects. These funds are for both annual funding and smaller projects and contributions to innovative programs and services. New applicants are encouraged to contact Tracey Mulcahey at 319/626-5712 or [tmulcahey@northlibertyiowa.org](mailto:tmulcahey@northlibertyiowa.org) before completing the application.

Applications will be scored according to the attached rubric.

*Council has emphasized the focus of new services benefitting North Liberty residents.*

If additional pages are needed, please feel free to attach extra pages.

### General Information

Agency Name:

Agency Contact:

Position:

Address:

Phone:

Email:

Website:

### Agency Mission Statement:

Horizons' mission is to "instill hope, strengthen communities, and brighten futures by providing life-changing services to underserved populations."

Tax Status: 501(c)3 nonprofit

**Program/Project Information**

Program/Project Title: North Liberty Meals on Wheels

**Program/Project Expenditures**

<b>Expense</b> (List all expenses by category, using another sheet if necessary)	<b>Amount</b>
Personnel	\$24,435
Food cost	\$11,574
Other expenses (see attached)	\$11,460
Total:	\$47,469

**Sources of Program/Project Funds**

<b>Source of Funds</b> (List all sources, using another sheet if necessary)	<b>Amount</b>	<b>Percentage of Total Program/Project</b>
Other revenue (see attached)	\$31,251	66%
United Way	\$2,000	4%
Johnson County	\$4,218	9%
City of North Liberty	\$10,000	21%
Total:	\$47,469	100%

Anticipated/Actual start date:

7/1/2024

Anticipated Program/Project completion date:

6/30/2025

### **Application Information**

1. Describe the program/project.

Meals on Wheels of Johnson County provides home-delivered, nutritious meals to homebound older adults. Prepared out of Horizons' kitchen in Cedar Rapids, each meal meets one-third of the daily requirements for older adults and has been analyzed for nutritional adequacy and approved by a registered dietitian, the Heritage Area Agency on Aging, and the Iowa Department on Aging. Clients also have the opportunity to choose between menu items.

Dedicated and caring volunteers provide meals and a friendly visit, an important component of our program as it is often the only interaction the client will have all day.

Traditional Meals on Wheels service provides several positive outcomes for the older adults we serve, including a reduced risk of falling, increased sense of security while aging in the home, and decreased isolation and loneliness.

Horizons has implemented technological innovation that allows daily interaction with clients to quickly assess and track change in condition. By identifying issues a client may be having in the moment, we are able to provide early interventions that will better support a client's ability to safely age in their own home.

2. What specific need/problem 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 program addresses several issues that impact seniors in the community. While the primary issue is food insecurity, the byproducts of regular in-home visits include decreased isolation and loneliness, as well as increased ability for seniors to live independently. This is accomplished through the provision of meals to homebound seniors.

Seniors who qualify for service self-report fair-to-poor health at a rate of 71% compared with 26% of average seniors. Nearly twice as many seniors on waiting lists at other Meals on Wheels providers report depression and anxiety compared to the average senior. Those eligible for meals also tend to limit their activities due to fear they will fall at a rate of 79%.

The senior population in the United States is expected to reach 98 million people by 2060, more than half of what it was in 2014 (46 million). This will create an increased need for social supports that allow older Americans to age in place and maintain their independence. Seniors are also living longer, with one quarter of today's 65-year-olds expected to live beyond the age of 90. Longer lifespans present additional challenges in terms of higher costs and isolation/loneliness. 3% of Johnson County's seniors are below the poverty level, while 63% of our clients live alone. These factors are associated with a higher risk of mortality in older adults. Food insecurity and hunger are tangible obstacles for many seniors in the community, as are the negative effects of insufficient nutrition.

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

In May 2024, we served 45 clients, more than double the amount we had served the year prior. As the cost of living and food both continue to rise, we anticipate serving 50 in the 2025 fiscal year.

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

Horizons Meals on Wheels provides services to adults age 60 or older who are homebound.

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

Residents of North Liberty receive 10% of the meals distributed in Johnson County, behind Iowa City and Coralville for the highest of any city within the county.



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

Meals on Wheels strengthens neighborhoods and communities by allowing older adults to age safely in their own homes. This allows recipients to lead fuller and more active lives within the community they have chosen as their own. This program improves public health for a vulnerable population by focusing on the removal of barriers to social determinants of health, including food supply and economic/social relationships.

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

Horizons' staff and volunteers are actively engaged in interacting with North Liberty's homebound older adults in a way that ensures we address not only nutritional needs but the additional challenges associated with seniors aging safely in their own homes.

This includes providing comprehensive referrals to programs within Horizons as well as agencies such as Aging Services that help improve the quality of life for older adults and their caregivers.

9. List goals for the program/project. What outcomes are being evaluated?  
What tools will be used to evaluate outcomes? How does this program/project determine success?

Outcome 1: Increased access to nutritious food

Goal: 80% of clients report that Meals on Wheels has increased their access to nutritious, affordable food

Measurement: Self-reported responses from a biannual client satisfaction survey

Outcome 2: Older adults age safely in place

Goal: 70% of clients report that they were able to remain in their own home due to Meals on Wheels

Measurement: Self-reported responses from a biannual client satisfaction survey

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

Horizons works diligently to maintain various sources of funding, including federal and local government, private foundations, fundraising events, and direct appeals.

While we work hard to maintain the highest standards while ensuring we are fiscally responsible and make the most of resources available to us, we have not been left untouched by the increased cost of providing service, or by the challenges of working with the evolving Medicaid system. As of now, we are attempting to recoup funds from managed care organizations for unpaid meals over more than one year totaling in the tens of thousands.

If funding is unavailable, we may be forced to review our capacity to cover the costs of providing service, and make difficult decision with regard to how many clients we can handle with the funds available. We are fortunate in that we have not had to do this so far.


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

2016-2017: \$6,500 2017-2018: \$10,000 2018-2019: \$10,000 2019-2020: \$7,500 2021-2022: \$10,000 2022-2023: \$10,000 2023-2024: \$10,000
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12. If you have previously participated in the City of North Liberty's social services funding opportunity, have you completed required reports?

Yes       No       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	 <p>Digitally signed by Melissa Wahl Date: 2024.06.26 12:49:09 -05'00'</p>	Date	6/26/2024
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Send one grant application via email to Tracey Mulcahey at [tmulcahey@northlibertyiowa.org](mailto:tmulcahey@northlibertyiowa.org). Do not send any hard copies of applications.

**Submission deadline: Applications will be accepted until July 1, 2024 with awards made at a Council meeting in August.**

**Annual reports on awarded projects/programs are due by August 31, 2025. Reminder notices will be emailed in July.**



## **SOCIAL SERVICES FUNDING APPLICATION – FY 2025**

North Liberty City Council has allocated funds in the FY 2025 (July 1, 2024 – June 30, 2025) budget for social service programs and projects. These funds are for both annual funding and smaller projects and contributions to innovative programs and services. New applicants are encouraged to contact Tracey Mulcahey at 319/626-5712 or [tmulcahey@northlibertyiowa.org](mailto:tmulcahey@northlibertyiowa.org) before completing the application.

Applications will be scored according to the attached rubric.

*Council has emphasized the focus of new services benefitting North Liberty residents.*

If additional pages are needed, please feel free to attach extra pages.

### **General Information**

Agency Name:

Agency Contact:

Position:

Address:

Phone:

Email:

Website:

### **Agency Mission Statement:**

Houses into Homes provides gently-used beds, furniture, and household items for families and individuals in Johnson County who are exiting homelessness, domestic violence, and other crisis situations. Our mission is to help people feel the comfort of home and to do so in a way that honors their experience and engages them with unconditional positive regard. Houses into Homes is the only organization of its kind in Johnson County, Iowa. We also proudly offer volunteers, recipients, donors, and staff a unique opportunity to meet and impact those with whom they share our community.

Tax Status: **501(c)3: 82-4622847**

**Program/Project Information**

Program/Project Title: **Director of Operations: Enhancing Outreach**

**Program/Project Expenditures**

<b>Expense</b> (List all expenses by category, using another sheet if necessary)	<b>Amount</b>
Personnel	<b>\$55,000</b>
<b>Employer expenses</b>	<b>\$5,500</b>
Total:	<b>\$60,500</b>

**Sources of Program/Project Funds**

<b>Source of Funds</b> (List all sources, using another sheet if necessary)	<b>Amount</b>	<b>Percentage of Total Program/Project</b>
Iowa City - Legacy A2A	<b>\$15,000</b>	<b>25%</b>
<b>Private donations</b>	<b>\$35,500</b>	<b>58%</b>
City of North Liberty	<b>\$10,000</b>	<b>17%</b>
Total:	<b>\$60,500</b>	<b>100%</b>

Anticipated/Actual start date:

9/1/24

Anticipated Program/Project completion date:

5/31/25

## Application Information

### 1. Describe the program/project.

#### INTRODUCTION

Houses into Homes provides beds, furniture, and other items to households in need in Johnson County. Our organization is now over six years old, and we have reached a point where our staff is nearly right-sized, making it possible to carry out our operations with less risk of burnout. Last year, we hired for a new position, Operations Manager (OM; partially supported by North Liberty Social Services funding), and, as expected, the combined efforts of the OM and the Director of Operations have improved the efficiency and effectiveness of the referral-to-delivery process. Our Directors have been able to focus more on fundraising, and the organization is now able to support a second Operations Manager, which will allow the Director of Operations to support our goals of long-term stability and sustainability, particularly through outreach to volunteers and donors. This proposal seeks \$10,000 in operating support for the Director of Operations position.

#### BACKGROUND: DELIVERIES

Beds, furniture, and other household items are an essential part of housing, and many of the individuals and families who are moving into affordable housing are also experiencing furniture poverty. Houses into Homes is dedicated to one task – providing a comfortable home. We collect all practical items needed to turn a house into a home, and we are able to deliver them all at once.

In 2023, we delivered 565 beds, plus furniture and other items to 323 households, comprising just under 1000 individuals, including 500 children. 21 of those households were in North Liberty (7% of deliveries; 31 adults and 21 children). In 2024, as of 6.23.24, we have provided beds, furniture, and more to 171 households, with 11 of those households (22 adults, 19 children) in North Liberty.

#### BACKGROUND: ITEM DONATIONS AND VOLUNTEERS

Delivering the comforts of home is just one part of our work. We are able to provide all the necessary items to build a home foundation because of the donated items and volunteer time of our fellow community members. We are able to provide mattresses, boxsprings, frames, couches and other living room furniture, tables and chairs, lamps, dishes, kitchen equipment, bed and bath linens, and more, because of the generosity of the community. Our operations team picks up beds and large furniture items two to three times per week, and donors are able to drop off their items at our warehouse. About 15% of item donors reside in North Liberty.

Similarly, we are able to provide needed items because of the time donated by volunteers. Volunteers clean, repair, and/or repurpose items that come in, organize all areas of the warehouse, make sets as needed, do inventory, choose and pack items for delivery by household, and load and unload the truck with furniture and other items for recipient households. Approximately 15% of our volunteers live in North Liberty.

With the OM's focus on the referral-to-delivery process, we have been able to dramatically reduce the number of households on our waiting list, from around 80 (winter 2023-24) to around 25 currently. A smaller waiting list means a shorter wait time between move-in and furnish.

#### FOCUS ON STABILITY AND SUSTAINABILITY

Creating and filling the position of Operations Manager (OM) in 2023 had a ripple effect on the entire organization. The OM's focus on connecting with households needing furniture, visiting the homes to prepare for deliveries, and organizing those deliveries, has allowed our Director of Operations (DO) to attend to hiring and training staff and interns, make improvements to our intake and delivery processes, and plan for broadening our volunteer program. With the DO taking on those operations responsibilities, our Executive Director and Director of Development have been able to fundraise and plan for the sustainability of the organization.

#### PROPOSAL

This grant application requests support for our Director of Operations. These funds do not simply pay a single salary; the funds leverage the work of our staff and volunteers, and the donations from the community.

If we were to purchase beds, furniture, and smaller household items\* for a family (two adults, two children) at a local consignment store and Walmart, the total would be over \$1500. The requested \$10,000 would bring those comforts of home to just six households. Further, the items would still need to be delivered. By supporting the DO, the same funds will furnish dozens of homes and leverage hundreds of donations and hundreds of hours of volunteer time, which in turn supports the long-term health of the entire organization.

(\*Two twin mattresses, boxsprings, and frames; one queen mattress, boxspring, and frame; couch; accent chair; table and four chairs; two nightstands; one dresser; desk and desk chair; and two lamps.)

2. What specific need/problem 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.)

**FURNITURE POVERTY**

According to "No Place Like Home: Poverty and Furnished Tenancy Provision in Social Housing," by Adam Nichols and Claire Donovan, furniture poverty is "the inability to access, or afford to buy or maintain, any household furniture or appliance item that is essential to achieve a socially acceptable standard of living." Unfortunately, furniture poverty is a widespread problem in this community. As stated previously, we provided beds, furniture, and other items to 323 households last year. 21 of those households were in North Liberty.

Households referred to Houses into Homes are living without furniture for a variety of reasons, including having recently experienced homelessness, escaped domestic violence, or returned to the community from incarceration or hospitalization. Others have simply been living without those basic comforts of home for a long time.

**EXTENT OF THE PROBLEM**

When we started Houses into Homes in 2018, we knew children were sleeping on the floor. We are now aware of a much deeper issue – furniture poverty – and we are beginning to understand the costs associated with it. The financial burden of needing to furnish a home was mentioned above. There are also the costs to the physical and psychological well-being of the adults and children in the home.

**CONTRIBUTING FACTORS IN THE COMMUNITY**

Johnson County and enclosed cities have extended welcomes to people moving from within the state, country, and world. Although these new arrivals can occasionally reach out to community members for support, many or even most lack the means to obtain and furnish a home. Providing the services that Houses into Homes provides requires space, dedicated staff, and systems. Agencies focused on other vital services have traditionally not been able to develop or sustain the ability to provide beds and furniture to their clients. Houses into Homes is focused on this service and thus complements the array of social service agencies in Johnson County.

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

In 2023, we provided beds and furniture to 21 North Liberty households (31 adults, 21 children), which was 7% of the households served. In 2024 thus far, we have delivered to 11 households (22 adults, 19 children).

To date in 2024, we have picked up donations from 40 North Liberty homes (about 15%). About 13% of donation drop-offs have been North Liberty residents. About 15% of our volunteers reside in North Liberty.

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

Our target population remains families and individuals who have experienced some form of hardship and are currently without beds, furniture, or other items. Many have been in shelter, unsheltered, or doubled up with another household. Many have experienced domestic violence and some have been hospitalized for mental health issues or substance abuse disorder, or are under medical care for other reasons. Other recipients are low-income seniors and individuals with disabilities. Our recipients are all low-income. We estimate that the racial makeup of our recipients is 80% Black, 12% Hispanic, and 8% White.

Houses into Homes serves Johnson County households referred to us by 35 partner organizations. The list of referral agencies includes the Iowa City Community School District, Domestic Violence Intervention Program, Johnson County Social Services, multiple clinics at the University of Iowa Hospitals and Clinics and VA Hospital, and Goodwill.

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

As noted above, approximately 7% of homes we furnish are in North Liberty, and between 13-15% of donors and volunteers live in North Liberty.

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

The University of California-Santa Barbara research team, under the guidance of Dr. Walid Afifi, has continued to help us assess how we're impacting our recipients. The results of their interviews are similar to those in previous reports from the team. In over 250 interviews, conducted since January 2019 in four phases, the heads of household report less stress, better sleep, and improved work and school performance. Specifically, the compiled results show that:

**STRESS:**

- 78% of adult recipients reported that they experienced less stress since the delivery
- 91% reported that overall stress in the house dropped
- 82% reported less parenting stress
- 59% reported improved relationships with their children

**SLEEP:** 65% reported sleeping longer, and 80% reported sleeping better

**HOME COMFORT:** 87% reported an increase in home comfort

**IMPROVED PERFORMANCE:**

- 55% reported their children's liking of school improved after delivery
- 50% reported improved work performance

**WELCOME IN THE COMMUNITY:** 59% of surveyed recipients felt greater community care

Importantly, the research team's analysis shows strong correlations between improvements in stress, sleep, and health. For example, improvements in sleep quality are significantly correlated with improved overall health, work productivity, child's school performance, and child's comfort at school. It is also notable that an improvement in their child's stress is significantly correlated with an improvement in the head of household's overall health. A manuscript detailing the results of this study is currently in preparation for submission to an academic journal.

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

ICCSA schools and the North Liberty Community Food Pantry are able to make referrals for households needing beds and furniture. Other agencies throughout the area also make referrals for North Liberty residents.

Approximately 25% of individuals who volunteered in the last year have been 18 years old or younger. Some of our outreach will be to the schools, to bring more young people into our volunteer opportunities.



9. List goals for the program/project. What outcomes are being evaluated?  
What tools will be used to evaluate outcomes? How does this program/project determine success?

Our goal for this project is to expand our services. Specifically, our Director of Operations plans to:

- Increase the number of volunteer groups doing weekday deliveries from an average of <2/month to 3/month
- Increase the number of households delivered to Monday to Friday from approximately 3/week to 6/week.
- Increase the number of North Liberty students volunteering in 12 months from 44 to 60.

We use a program called Kintone to manage our referral-to-delivery process and our donation intake. Kintone is customizable, so we are able to report the number of households served, as well as the number of furniture pick-ups and drop-offs. We use a customer relationship management (CRM) program called Bloomerang to track volunteer applications/waivers, volunteer groups, hours donated, and financial donations made. We can use Bloomerang to count the number of volunteers from North Liberty and how many hours they donated.

The project will be successful if we are able to increase the number of weekday groups who complete deliveries. We will also know we succeeded in our outreach goals if we are able to increase the number of youth volunteers.

10. 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 may not be able to increase weekday deliveries and volunteer outreach as quickly.

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

2020 - \$3500 to support 2 months rent of our warehouse in Coralville  
2021 - \$8000 to partially support a part-time Volunteer Coordinator  
2022 - \$8000 to partially support a part-time Volunteer Coordinator  
2023 - \$7000 to partially support Operations Manager

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

Yes

No

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

*Lucy Barker*

Date

6.30.24

Send one grant application via email to Tracey Mulcahey at [tmulcahey@northlibertyiowa.org](mailto:tmulcahey@northlibertyiowa.org). Do not send any hard copies of applications.

**Submission deadline: Applications will be accepted until July 1, 2024 with awards made at a Council meeting in August.**

**Annual reports on awarded projects/programs are due by August 31, 2025. Reminder notices will be emailed in July.**



## SOCIAL SERVICES FUNDING APPLICATION – FY 2025

North Liberty City Council has allocated funds in the FY 2025 (July 1, 2024 – June 30, 2025) budget for social service programs and projects. These funds are for both annual funding and smaller projects and contributions to innovative programs and services. New applicants are encouraged to contact Tracey Mulcahey at 319/626-5712 or [tmulcahey@northlibertyiowa.org](mailto:tmulcahey@northlibertyiowa.org) before completing the application.

Applications will be scored according to the attached rubric.

*Council has emphasized the focus of new services benefitting North Liberty residents.*

If additional pages are needed, please feel free to attach extra pages.

### General Information

Agency Name:

Agency Contact:

Position:

Address:

Phone:

Email:

Website:

### Agency Mission Statement:

The mission of the Housing Fellowship (THF) is to provide quality homes to people with limited incomes.

Secure housing is paramount to the health and stability of individuals, families, and our communities. When people can afford their rent – and more importantly, they like where they live – they stay. The Housing Fellowship believes reliable housing is the foundation for personal growth and success.

Tax Status:

501c3

**Program/Project Information**

Program/Project Title:

Student Build - Affordable Housing

**Program/Project Expenditures**

<b>Expense</b> (List all expenses by category, using another sheet if necessary)	<b>Amount</b>
Personnel	\$0
<b>Construction</b>	<b>\$400,000</b>
<b>Land</b>	<b>\$75,000</b>
Total:	<b>\$475,000</b>

**Sources of Program/Project Funds**

<b>Source of Funds</b> (List all sources, using another sheet if necessary)	<b>Amount</b>	<b>Percentage of Total Program/Project</b>
Housing Trust Fund of Johnson County	\$100,000, 1% loan	21%
<b>City of Iowa City</b>	<b>\$275,000</b>	<b>58%</b>
<b>THF equity</b>	<b>\$75,000</b>	<b>16%</b>
City of North Liberty	\$25,000	5%
Total:	<b>\$475,000</b>	<b>100%</b>

Anticipated/Actual start date:

August 2024

Anticipated Program/Project completion date:

June 2025

**Application Information**

1. Describe the program/project.

This exciting partnership between the Iowa City Community School District, The Greater Iowa City Home Builders Association, and The Housing Fellowship is constructing new, affordable housing while training our next generation of skilled home builders, including Liberty High students.

It is hard to envision a project that meets as many of our community's goals as this one: career training in fields that benefit our local economy; housing stability for families and the positive effect that has on schools and neighborhoods; adding much needed housing inventory for our community; and training skilled tradepeople in the next generation of energy efficient housing construction. THF was thrilled to be asked to be a partner in this project.

The Housing Fellowship is an award-winning nonprofit Community Housing Development Organization with 34 years of experience providing safe, attractive, housing to families in our community. We currently own and manage 207 affordable properties scattered throughout Johnson County. Affordable, well-maintained, and attractive housing options contribute to the stability of families, neighborhoods, and the economy; improves the physical health and education attainment in children; and has a significant impact on neighborhood schools.

2. What specific need/problem 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 need for skilled tradespeople, our housing crisis, and the effect quality housing on health outcomes are well documented nationally and locally. Furthermore, housing stability is one of the key predictors in childrens' educational outcomes.

Half of our community's renting households are cost-burdened; our county is over 10,000 units short in our housing supply. 20% of Johnson County households make less than \$20k/year. Families with young children who have fallen behind on rent in the previous year, moved 2 or more times in a year, and/or experienced homelessness in the lifetime of the young child experienced higher rates of child hospitalizations, developmental delays, and maternal depression compared with stably housed families. Avoidable health-related costs associated with housing instability among families with children in the United States are conservatively \$111 billion for the next 10 years. 20 to 30 percent of asthma cases are linked to home environmental conditions, 21,000 lung cancer deaths were the result of radon in homes, over 24 million homes had lead-based paint hazards, and home injuries led to over 6 million seniors being hospitalized or in nursing homes due to preventable falls. Households with poor housing quality had 50 percent higher odds of an asthma-related emergency department visit in the past year. Increased spending power for low-income families improves the local economy more than with higher income counterparts. Every 100 affordable rental homes generate \$2.2M in additional sales and other taxes. Affordable housing development has been shown to reduce crime and improve property values. Projects managed by non-profit organizations commonly have positive impacts on property values due to sustained, quality management of property. The need for access to good jobs in central locations that is driving the lack of affordable housing shows that access to housing and access to opportunity are inextricably linked, which affects future intergenerational mobility. Children who live in a crowded household at any time before age 19 are less likely to graduate from high school and tend to have lower educational attainment at age 25.

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

Currently, THF provides housing for 60 North Liberty residents. This project will also provide training and instructional work for North Liberty high school students.

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

Our primary target population is families with children in the home with incomes that fall below 60% of the area median.

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

North Liberty residents are approximately 10% of THF's tenants. Liberty High students

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

Training the next generation of skilled tradespeople locally will benefit Liberty High students' in their career aspirations, bring down the cost of new construction and rehabs, and help THF continue to provide housing to 60 North Liberty residents we already serve. Our work not only provides housing, but creates jobs, and trains individuals to succeed in these jobs.

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

We provide outreach through the Housing Authority, Johnson County Social Services, referrals within our nonprofit community, social media platforms, faith-based organizations (through whom THF was created), veteran services, the United Way, and ICCSD. Our last student build was heavily publicized by the City of Iowa City and resulted in great press for their City Council.

<https://youtu.be/tTPqZiNaSlo?si=JlrrAH9JoYm5Mi3P>

9. List goals for the program/project. What outcomes are being evaluated?  
What tools will be used to evaluate outcomes? How does this program/project determine success?

Student training/coursework: students complete courses and pass evaluations. Surveys will be provided to students for their assessment of the program as well. The number of students interested in pursuing careers in construction is an important outcome to evaluate.

New quality housing: A home that is not only attractive and safe, but energy efficient and practical. Reducing energy costs is more money in families' pockets just like cheaper rent.

Affordability standards: We complete third party income verifications and report to the federal government, State of Iowa, local municipalities, The Housing Trust Fund of Johnson County, the United Way, and others. We annually are recertified as a federally designated Community Development Housing Organization - this is a robust vetting process. Ultimately, providing housing for an income qualified family is what we do.

Family stability: where the rubber meets the road. Providing a stable home and improving a household's long-term financial outlook. This is a longer-term evaluation - we provide the space for today's children to be tomorrow's successful adults.

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

Less local funding means more commercial debt on the next student build, which precludes THF from acquiring more housing or being able to reduce current rents further. Without this funding, there will be a household THF could have otherwise served struggling to find housing. That being said, the next Student Build will be in August whether through commercial debt or with additional partnerships in our community.



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

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

Yes       No       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

<p>Simon Andrew</p>  <p>Digitally signed by Simon Andrew Date: 2024.07.01 16:09:42 -05'00'</p>
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Date

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Applications will be scored according to the attached rubric.

*Council has emphasized the focus of new services benefitting North Liberty residents.*

If additional pages are needed, please feel free to attach extra pages.

### General Information

Agency Name:

Agency Contact:

Position:

Address:

Phone:

Email:

Website:

### Agency Mission Statement:

The mission of the Housing Trust Fund of Johnson County is to impact community development through the promotion and support of affordable housing in Johnson County.

Tax Status:

501 (c) (3)

**Program/Project Information**

Program/Project Title:

HTFJC Revolving Loan Fund/Homeowner Rehabilitation

**Program/Project Expenditures**

<b>Expense</b> (List all expenses by category, using another sheet if necessary)	<b>Amount</b>
Personnel	
<b>** See Attached Spreadsheet</b>	
Total:	

**Sources of Program/Project Funds**

<b>Source of Funds</b> (List all sources, using another sheet if necessary)	<b>Amount</b>	<b>Percentage of Total Program/Project</b>
<b>** See Attached Spreadsheet</b>		
Including \$25,000 from City of North Liberty		
City of North Liberty	\$25,000	1%
Total:		

# Housing Trust Fund of Johnson County

## FY 25 Budget (Projected)

### Income

City of Coralville	\$ 32,000	
<b>City of North Liberty</b>	<b>\$ 25,000</b>	<b>1%</b>
Federal Home Loan Bank	\$ 173,796	
Miscellaneous Grants	\$ 10,000	
City of Iowa City	\$ 510,000	
Johnson County Social Services	\$ 742,424	
Interest Income (on loans/accounts -admin., program expenses)	\$ 79,000	
Miscellaneous Income	\$ 50	
Other contributions	\$ 400	
State Housing Trust Fund	\$ 444,945	
Local Homeless Coordinating Board Membership (pass through)	\$ 1,100	
<b>Projected Total Income</b>	<b>\$ 2,018,715</b>	

### Expenses

Education/Advocacy		
Memberships	\$ 1,250	
Conferences and Travel	\$ 1,500	
Professional Development	\$ 600	
Administrative		
Mileage	\$ 500	
Office Supplies /Computer	\$ 4,000	
Public Relations	\$ 4,000	
Depreciation	\$ 150	
Miscellaneous Expenses	\$ 250	
Website Service and Maintenance	\$ 800	
Professional Fees		
Accounting	\$ 5,000	
Audit	\$ 23,000	
Lobbyist	\$ 700	
Technical Assistance	\$ 100	
Insurance	\$ 9,000	
Postage/ P.O. Box	\$ 600	
Printing	\$ 700	
Telephone expense	\$ 1,200	
Office rent	\$ 8,958	
Payroll		
Salaries	\$ 110,100	
Worker's Comp.	\$ 900	
Payroll Taxes	\$ 8,423	
Retirement	\$ 2,835	
Health Insurance/Life Insurance	\$ 6,000	

**Continued**

Program Operation

Program Misc.	\$	5,000	
Federal Home Loan Bank Rehab	\$	184,780	
FHLB Supplemental	\$	15,000	
Grants (Shelter House, IVHH, etc.)	\$	419,535	(committed)
Local Homess Coord. Board Expenses	\$	1,200	pass through

**Projected Total Program Expense** \$ **816,081**

**Projected Net Income for Revolving Loan Fund** \$ **1,202,634**

**Projected Principal Loan Repayments for Revolving Loan Fund** \$ **371,589**

**Projected Revolving Loan Fund to Award in FY25** **Total** \$ **1,574,223**

Anticipated/Actual start date:

July 1, 2024

Anticipated Program/Project completion date:

June 30, 2025

**Application Information**

1. Describe the program/project.

Please see next page(s)



## Applicant Information – Housing Trust Fund of Johnson County (HTFJC)

### 1. Describe the program/project.

Through the **Revolving Loan Fund**, the Housing Trust Fund of Johnson County (HTFJC) provides funding to agencies, developers, and builders. HTFJC offers funding to these entities up to four times a year combining local government funding, state housing trust fund grant dollars, and loan repayments from prior projects that were funded to make safe, affordable, and adequate housing possible. Eligible activities include the acquisition and creation of new housing (such as the \$1,262,000 HTFJC has committed to the proposed North Liberty Apartments for 48 apartments), the rehabilitation of existing housing (such as the Penn Oaks project in North Liberty), and other housing activities. All projects must benefit households with incomes below 80% of the Area Median Income (AMI) and must be located in Johnson County. Most of the investment made by HTFJC benefits people with incomes below 60% AMI. Project awards are in the form of grants or loans depending on whether the project can support repayment.

HTFJC also offers an **Owner-Occupied Rehabilitation** program for homeowners which is funded, in part, by a Federal Home Loan Bank (FHLB) grant when available. The most recently **completed** round included \$141,568 secured by HTFJC from FHLB and \$56,001 from HTFJC as match assisting 10 households – including two households with special needs (elderly and/or disabled) from the City of North Liberty. Normally North Liberty is represented more than any other community served in this program. HTFJC's efforts allow homeowners with low incomes to remain in their homes that are otherwise affordable except for necessary rehabilitation. The two households served from North Liberty in the most recent closed grant cycle, both with extremely low incomes below 25% of the area median income, received a total of \$37,443 in needed rehabilitation. Two additional households with extremely low incomes benefited from a HTFJC grant to Iowa Valley Habitat for Humanity this past year totaling more than \$14,000 to keep them safe in their homes.

This year another four households in North Liberty will receive assistance from the FHLB program totaling more than \$72,000 in needed rehabilitation. North Liberty has twice as many households being served again this year vs. recipients from other communities in Johnson County.

HTFJC submitted an FHLB application to assist 16 homeowners in 2025 and HTFJC has committed \$61,600 as match required from the local level.

When FHLB funding is not available, HTFJC funds this program without the FHLB grant in a variety of ways including grant funding to Iowa Valley Habitat for Humanity.

Eligible activities in the rehabilitation program include roofs, windows, doors, siding, water heaters, furnace replacement, addressing accessibility issues for those with disabilities, and/or electrical and plumbing improvements. Homeowners have incomes at or below 80% of the AMI (low income) for forgivable loans and less than 30% AMI (extremely low income) for grant funding.

HTFJC will also continue to use some interest received on loan payments to offer support for other housing related initiatives within Johnson County. HTFJC dedicates some of its resources, for example, to provide funding for the Johnson County Affordable Housing Coalition and administrative support for the Local Homeless Coordinating Board of Johnson County.

**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 extremely 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, 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 spending more than 50 percent of their income on housing related expenses are **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 690 households in 2010 to 780 households (35% of rental households in North Liberty) in 2019. This represents a **29% increase** in the sheer number of rental households who are cost-burdened and severely cost-burdened in North Liberty in less than ten years. And, it is important to point out that the 2019 figure, the most recent available, does not reflect the financial impact of the Covid-19 pandemic.

**Homeowners**

For homeowners, the percentage of North Liberty households who are cost burdened and severely cost burdened in 2019 was 10%. In other words, ten percent of homeowners in North Liberty are struggling to meet basic financial obligations.

HTFJC addresses the critical shortage of affordable housing by assisting homeowners who are struggling through the home rehabilitation program and by providing funding to housing developers and organizations for new or rehabilitated housing through zero and 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 HTFJC in FY25. All organizations, providers, and developers are eligible to apply for the Revolving Loan Fund for projects located within Johnson County. The Penn Oaks project in North Liberty is an 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 a total of 30 years and HTFJC is receiving monthly loan payments **that are being reinvested** in additional housing that is affordable.

It is also not possible to know how many North Liberty households will be able to remain in their homes through the HTFJC owner-occupied rehabilitation program in any given year. Based on prior assistance provided to 27 households in North Liberty through this vital program, at least four homeowners will be assisted within North Liberty during FY25 as they have been approved for FHLB funding. Usually no other community has more homeowners assisted than those in North Liberty and that appears to be true for 2025 as four households are slated to receive more than \$72,000 in needed home rehabilitation. In the most recent round completed, two households from North Liberty received \$29,543 in rehabilitation assistance.



We are applying for funding for an additional **sixteen homeowners** to receive rehabilitation assistance through the FHLB program for FY25 into FY26. Again, it is likely that North Liberty residents will benefit from the next round should HTFJC receive FHLB funding.

Other households in North Liberty receive assistance from entities funded by HTFJC. HTFJC awarded \$50,000 in grant funding to the Iowa Valley Habitat for Humanity Helping Hands program as part of their current award. Two additional households in North Liberty received assistance through the HTFJC grant to Habitat this past year. These types of grant programs, funded by HTFJC, assist homeowners 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 support households with extremely low incomes - those with incomes below 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 HTFJC in FY25:

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 in the 30% and 80% AMI Levels (CHAS/HUD 2016-2020 data)
30% Max AMI Income	\$24,100	\$27,550	\$31,000	\$34,400	480 households
80% Max AMI Income	\$64,200	\$73,400	\$82,550	\$91,700	1,985 households
					<b>2,465 total households in North Liberty with low incomes below 80% AMI</b>

According to CHAS/HUD data for 2016-2020 there were at least **2,465 households** in North Liberty who are at the 80% or less AMI level as referenced in the column on far right column on the table above. A staggering 480 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, HTFJC has assisted a total of 63 households in North Liberty with **more than \$573,796** allocated through our programs. An additional investment of \$1,262,000 has been committed for the North Liberty Apartments project. Revolving loan funding in North Liberty at \$325,000 for Penn Oaks accounts and 36 households are accessing housing that is affordable with the purchase and renovation of Penn Oaks as part of the revolving loan program. In addition, 27 households have been able to remain in their homes with assistance through the minor rehabilitation program with more than \$223,795 paid for vital work done. In total, homeowners in **North Liberty have received more HTFJC funding than any other specific community** for rehabilitation projects in Johnson County.

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

Homeowners and renters who reside in units that 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 HTFJC funds and leverages.

The entire community benefits when investments are made in housing that is affordable with a stable workforce for jobs that pay at the lower end of the wage scale, 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 (and the proposed North Liberty Apartments development for new housing for 48 households with low incomes).

8. 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 owner-occupied home rehabilitation program. Funding notices are distributed through multiple media channels to inform the public of funding available from HTFJC.

Specific sources utilized include newspapers, radio stations, local governments for posting notices, Facebook and Twitter. Area social service providers make referrals to HTFJC on a regular basis. Securing an application 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.

9. List goals for the program/project. What outcomes are being evaluated? What tools will be used to evaluate outcomes? How does this program/project determine success?

HTFJC hopes to help as many households with low incomes who need assistance as possible.

In addition, we strive to leverage as much funding from other sources as possible. The Federal Home Loan Bank program and the Low Income Housing Tax Credit sources are two of the tools that we have applied in North Liberty to get a substantial amount of assistance from other funding bodies.

Our outcomes are the numbers of households served and we focus on assisting those with the lowest incomes.

Of course, numbers alone do not tell the impact of keeping families in homes that are safe, accessible, and provides a healthy and cost-effective dwelling that no longer threatens physical and emotional health.

10. 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 Housing Trust Fund would have minimal funding to make available for the preservation and development of affordable housing. In addition, if this funding is not available, the HTFJC would likely need to decrease or eliminate assistance available to households who need essential home rehabilitation to remain in their homes.

We are requesting \$25,000 from the City of North Liberty for FY25. The support will enable us to continue to provide assistance through the Revolving Loan Fund and the home rehabilitation program for homeowners.

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 could be difficult or impossible.

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

The City of North Liberty provided \$8,000 for each year from 2007-2018. \$10,000 was allocated in 2019 with \$15,000 in 2020. \$20,000 has been awarded each year since 2021.

The Housing Trust Fund of Johnson County is grateful for this past funding and looks forward to continuing this important partnership to preserve and create housing that is affordable in the City of North Liberty.

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

Yes

No

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

*Ellen Mulcahey*

Date

6/17/24

Send one grant application via email to Tracey Mulcahey at [tmulcahey@northlibertyiowa.org](mailto:tmulcahey@northlibertyiowa.org). Do not send any hard copies of applications.

**Submission deadline: Applications will be accepted until July 1, 2024 with awards made at a Council meeting in August.**

**Annual reports on awarded projects/programs are due by August 31, 2025. Reminder notices will be emailed in July.**





## SOCIAL SERVICES FUNDING APPLICATION – FY 2025

North Liberty City Council has allocated funds in the FY 2025 (July 1, 2024 – June 30, 2025) budget for social service programs and projects. These funds are for both annual funding and smaller projects and contributions to innovative programs and services. New applicants are encouraged to contact Tracey Mulcahey at 319/626-5712 or [tmulcahey@northlibertyiowa.org](mailto:tmulcahey@northlibertyiowa.org) before completing the application.

Applications will be scored according to the attached rubric.

*Council has emphasized the focus of new services benefitting North Liberty residents.*

If additional pages are needed, please feel free to attach extra pages.

### General Information

Agency Name:

Agency Contact:

Position:

Address:

Phone:

Email:

Website:

### Agency Mission Statement:

Our mission is to empower and prevent homelessness among newly arrived immigrants and refugees by providing transitional housing, comprehensive support, education, advocacy, and assistance in securing permanent housing.

Tax Status: Up Todate

### Program/Project Information

Program/Project Title: North Liberty Welcome House Expansion

### Program/Project Expenditures

<b>Expense</b> (List all expenses by category, using another sheet if necessary)	<b>Amount</b>
Personnel	\$0.0
House Rent	\$24,000
Deposit	\$2,000
Landlord Application Fee	\$50
Utilities	\$4,800
Total:	\$30,850

### Sources of Program/Project Funds

<b>Source of Funds</b> (List all sources, using another sheet if necessary)	<b>Amount</b>	<b>Percentage of Total Program/Project</b>
CFJC	\$5000	16.2%
CCHD	\$5000	16.2%
UCC, JCIC &UUSC	5450	17.66%
City of North Liberty	15400	49.92%
Total:	\$30,850.00	100%

Anticipated/Actual start date:

9/1/2024

Anticipated Program/Project completion date:

6/30/2025

### **Application Information**

1. Describe the program/project.

The Immigrant Welcome Network of Johnson County (IWNJC) is a non-profit organization dedicated to supporting newly arrived immigrants and refugees in Johnson County. Our mission is to guide and support these individuals with temporary housing and comprehensive assistance as they navigate the complexities of resettlement.

Currently, IWNJC provides free housing for up to 45 days at our Welcome House in Iowa City, where families receive essential support services. We assist with finding permanent housing, securing employment, completing necessary paperwork, and providing translation and transportation services. Our efforts are bolstered by an extensive network of employers and landlords, along with a supportive community of volunteers.

We are now seeking to expand our services by establishing a new Welcome House in North Liberty. This expansion aims to address the growing demand for our services, as our current facility is at capacity and the waiting list continues to grow.

Key Features of the Program:

1 Temporary Housing: The North Liberty Welcome House will provide safe, stable housing for newly arrived immigrant and refugee families for up to 45 days.

2 Comprehensive Support Services: Families will receive assistance in finding permanent housing, securing employment, and completing essential paperwork. We will also offer translation services, transportation, and workshops to improve English proficiency and navigate local services.

3 Mentorship Program: Our mentorship initiatives connect newcomers with established community members who provide guidance, support, and assistance. Mentors attend the first day of training with their mentees and help translate job responsibilities, fostering mutual respect and understanding.

4 Community Integration: By expanding our network of landlords and businesses, we aim to provide immigrants and refugees with access to affordable housing, education, healthcare, and employment opportunities.

Despite the abundance of community resources available in Johnson County, many newcomers struggle to effectively navigate these services due to language barriers and unfamiliarity with the system. IWNJC addresses this knowledge gap by providing vital guidance and support during

the resettlement process



2. What specific need/problem 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 Immigrant Welcome Network of Johnson County (IWNJC) addresses systemic barriers that immigrants and refugees face in the housing and job sectors, with the primary goals of preventing homelessness and promoting economic self-sufficiency. Navigating an unfamiliar system as newcomers is extremely difficult, often resulting in poverty and homelessness among many other stressors.

Extent of the Problem and Contributing Factors:

1 Housing Instability: Immigrants and refugees struggle tremendously to find immediate and affordable housing, leading to socioeconomic instability. The rising housing market exacerbates this issue, making it difficult to find affordable homes. The lack of available units and long waiting lists prevent people who need housing from receiving immediate shelter. Additionally, landlords often require a good credit score and proof of income, which many newcomers cannot provide due to their new status or lack of documentation. Consequently, savings are quickly exhausted due to high living expenses, leading to overcrowded living conditions and overwhelmed shelters.

2 Job Market Challenges: Language barriers hinder newcomers in finding

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

The North Liberty Welcome House is expected to serve approximately 100 immigrants and refugees annually, providing them with temporary housing and comprehensive support services. We serve two families of five every 45 days, which equates to around

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

Our primary target population consists of newly arrived immigrant and refugee families and low-income individuals residing in North Liberty. This population often faces significant barriers, including language barriers, employment challenges, and a lack of access to essential resources and support networks.

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

Approximately 100% of the program/project benefits North Liberty residents, as the new Welcome House will primarily serve individuals and families living in North Liberty.



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

This program will benefit the North Liberty community by reducing homelessness and housing instability among newly arrived immigrant and refugee families, enhancing employment outcomes, fostering community integration and cultural understanding, and strengthening the overall support network for immigrants and refugees.

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

We will conduct outreach through local community centers, schools, food pantries, the City of North Liberty, religious organizations, and social media platforms to ensure that residents of North Liberty are aware of and can access our programs and services. Additionally, we will collaborate with local service providers to identify and reach potential beneficiaries. This comprehensive outreach strategy will help us connect with and support the diverse community of North Liberty effectively.

9. List goals for the program/project. What outcomes are being evaluated?

What tools will be used to evaluate outcomes? How does this program/project determine success?

Goals:

- 1 Provide temporary housing to at least 20 families annually.
- 2 Ensure at least 100% of residents secure permanent housing within 45 days.
- 3 Facilitate employment for at least 85% of residents within 2 months of program entry.
- 4 Enhance language proficiency for 100 individuals through ESL courses and schools.

Outcomes and Evaluation Tools:

- Housing Stability: Track the number of families transitioning to permanent housing.
- Employment Rates: Monitor job placements and retention rates.
- Language Proficiency: Assess language skills improvement through pre- and post-program testing.
- Resident Satisfaction: Conduct surveys and interviews to gauge satisfaction and identify areas for improvement.

Success is determined by: achieving these goals and receiving positive feedback from program participants.

10. 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 this funding, IWNJC will find it challenging to expand its services to North Liberty, leaving many newly arrived immigrant and refugee families without essential temporary housing and support. This will exacerbate housing instability, limit access to employment opportunities, and hinder community integration efforts. The inability to secure funding will significantly impede our mission to provide critical assistance during the resettlement process, impacting the well-being and stability of vulnerable populations in North Liberty.

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

<ul style="list-style-type: none"><li>• FY 2024: \$0.0</li><li>• FY 2023: \$0.0</li></ul>
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12. If you have previously participated in the City of North Liberty's social services funding opportunity, have you completed required reports?

Yes       No       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 


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 Date 

07/01/2024
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Send one grant application via email to Tracey Mulcahey at [tmulcahey@northlibertyiowa.org](mailto:tmulcahey@northlibertyiowa.org). Do not send any hard copies of applications.

**Submission deadline: Applications will be accepted until July 1, 2024 with awards made at a Council meeting in August.**

**Annual reports on awarded projects/programs are due by August 31, 2025. Reminder notices will be emailed in July.**



## SOCIAL SERVICES FUNDING APPLICATION – FY 2025

North Liberty City Council has allocated funds in the FY 2025 (July 1, 2024 – June 30, 2025) budget for social service programs and projects. These funds are for both annual funding and smaller projects and contributions to innovative programs and services. New applicants are encouraged to contact Tracey Mulcahey at 319/626-5712 or [tmulcahey@northlibertyiowa.org](mailto:tmulcahey@northlibertyiowa.org) before completing the application.

Applications will be scored according to the attached rubric.

*Council has emphasized the focus of new services benefitting North Liberty residents.*

If additional pages are needed, please feel free to attach extra pages.

### General Information

Agency Name:

Agency Contact:

Position:

Address:

Phone:

Email:

Website:

### Agency Mission Statement:

Through fundraising and community-based initiatives, Friends of Iowa City Senior Center supports the Iowa City Senior Center in its mission 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: Senior-Focused Programs & Services for NL Residents

**Program/Project Expenditures**

<b>Expense</b> (List all expenses by category, using another sheet if necessary)	<b>Amount</b>
Personnel	
<b>See Appendix A</b>	<b>See Appendix A</b>
<b>Total:</b>	<b>\$15,541</b>

**Sources of Program/Project Funds**

<b>Source of Funds</b> (List all sources, using another sheet if necessary)	<b>Amount</b>	<b>Percentage of Total Program/Project</b>
City of Iowa City - Senior Center Operational Budget	\$2331.15	15%
Johnson County - Service Agreement	\$2331.15	15%
City of North Liberty	10,878.70	70%
<b>Total:</b>	<b>15,541.00</b>	

Anticipated/Actual start date:

Start of FY25

Anticipated Program/Project completion date:

End of FY25

### **Application Information**

1. Describe the program/project.

Iowa City Senior Center (ICSC) enhances quality of life by creating opportunities to support wellness, social connections, community engagement, and lifelong learning for a diverse and growing older adult population. Based in the historic post office building in downtown Iowa City, ICSC provides a wide variety of free and low-cost programs, services, and facilities designed for older adults. To better serve aging adults in locations near their homes, ICSC also offers in-person programming at satellite locations throughout Johnson County, including North Liberty, and virtual/hybrid programs for participants attending remotely. The proposed FY25 project will focus on these areas:

1. Allow for continued development of new programs and activities designed to fill gaps in Senior-focused programs that take place in North Liberty. Including, but not limited to, Caregiving Support Group, Making Friends with Movement, and Practical Planning for End of Life.
2. Sustain the Senior Health Insurance Information Program (SHIIP) satellite office in North Liberty
3. Provide discounted Senior Center Membership for all North Liberty residents age 50+ to fully access available programming both in-person and virtually.

Please see Appendix B for additional information and project details.

2. What specific need/problem 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.)

This project addresses the issue of social isolation of older adults and provides improved access to a diverse line-up of programs and services that will improve the quality of life for older adults in North Liberty.

According to the last 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. Additionally, the COVID-19 pandemic increases the risk of complications from the virus for senior citizens who are still faced with social isolation and added stress related to this risk. This indicates that NOW is the time to increase funding to better serve the aging population and expand services to ensure they are fully accessing the available resources in the area.

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

Expanded services will be marketed with mailings to North Liberty households with at least one resident over the age of 60. This includes approximately 2213 households, which indicates significant opportunity for impact if discounted memberships are leveraged and utilized for future engagement in years to come.

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

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

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

80% - It is reasonable to assume that the majority of those who select a North Liberty location for programming or SHIP counseling services will be North Liberty residents, but it is open to anyone age 50+ and will also serve rural residents.

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

This project will directly fill gaps in programming and services that are designed specifically for older adults. 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. Supporting the expansion and improved access to programs and services of the Senior Center will leverage the power of collaboration to best serve our aging population and reduce social isolation for adults age 50+.

8. 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. Maintaining a consistent satellite location for SHIP Medicare counseling in North Liberty and sustaining more senior programming in North Liberty locations will eliminate the barrier of travel and parking limitations if residents had to commute to Iowa City for these programs and services. We will collaborate with the North Liberty Community Center/Library to utilize space in their readily accessible public building, Ranshaw House, and outdoor park spaces in the community. SHIP services will remain free of charge to all participants to ensure equal and equitable access to trusted information for all patrons.

Senior Center programs will be promoted with various community outreach efforts. It will be featured in each of the Senior Center's bi-monthly program guides which are sent to all current members and distributed throughout the corridor, regularly highlighted in email newsletters, boosted on Facebook, and shared with the public via press releases. If discounted membership is available, it will be promoted with a direct mail campaign and strategic advertising to households in North Liberty with residents over age 65.



9. List goals for the program/project. What outcomes are being evaluated?  
What tools will be used to evaluate outcomes? How does this  
program/project determine success?

Our primary goal for this project is to enhance quality of life for North Liberty's older adults through programming that facilitates lifelong learning, wellness, and social connections. Outcomes being evaluated include levels of participation in programming and repeat attendance, expressed satisfaction with program offerings, and participant-reported health and social benefits of program participation. Tools to track and gather these metrics include attendance records, satisfaction surveys, and feedback forms (both printed and online). For SHIP counseling, we will evaluate the number of client contacts served and calculate the aggregated Medicare cost savings for clients who meet with SHIP counselors in North Liberty.

10. 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 implement all the programs and services described above. Expanded programming that takes place in-person in North Liberty is tied directly to funding due to required staff time and travel to execute these activities outside our facility. We may not be able to offer as many dates/hours for SHIP counseling in North Liberty. Full funding will provide an estimated 60 days of counseling services in North Liberty; without this funding it is likely that only 6-12 days of SHIP counseling will take place in North Liberty. Discounted membership for North Liberty residents will only be made available if grant support is secured.

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

In FY24 Friends of The Center received \$7,450 to maintain the SHIP satellite office in North Liberty, provide consistent SHIP counseling services, continue and implement new senior programming in North Liberty, offer and market both discounted membership rates and senior programming.

In FY23 Friends of The Center received \$7,000 to maintain the SHIP satellite office in North Liberty, provide consistent SHIP counseling services, establish senior programming in North Liberty, and offer and market both discounted membership rates and senior programming.

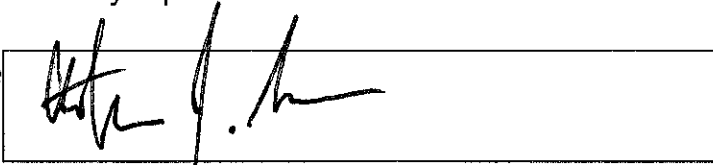
In FY22 Friends of The Center received \$8,000 to establish a SHIP satellite office in North Liberty, provide consistent SHIP counseling services, offer and market discounted membership rates and invest in program licenses and required staff certifications to expand senior programs in North Liberty.

In FY21 Friends of The Center received \$5,000 for focused marketing to engage North Liberty seniors in virtual programming and extend a limited time discounted membership offer.

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

Yes       No       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

Send one grant application via email to Tracey Mulcahey at [tmulcahey@northlibertyiowa.org](mailto:tmulcahey@northlibertyiowa.org). Do not send any hard copies of applications.

**Submission deadline: Applications will be accepted until July 1, 2024 with awards made at a Council meeting in August.**

**Annual reports on awarded projects/programs are due by August 31, 2025. Reminder notices will be emailed in July.**

## APPENDIX A

### NL Social Services Funding Application – FY25 Friends of Iowa City Senior Center

#### North Liberty Social Services Funding Request - FY2025

<b>Expenses</b>	<b>Estimated</b>	
Personnel - Program Planning & Delivery	\$ 8,170	This represents approximately 200 hours of staff time from the Community Outreach Specialist
Personnel - SHIP Management	\$ 2,451	This represents approximately 60 hours of staff time from the Community Outreach Specialist
Staff Travel	\$ 670	Staff travel from Senior Center to NL locations to execute programming. This estimate includes 50 round trips from IC to NL at the current rate of 67 cents/mile
Program supplies	\$ 500	Stretch bands, books, videos, coffee, snacks, etc.
Training & Certification	\$ 400	Fees to obtain training and certification as a board certified instructor of Tai Chi for Health Institute
SHIP Office Equipment/Supplies	\$ 250	Printer toner, paper, phone service, etc.
Discounted Senior Center Membership for NL Residents	\$ 1,400	Goal to increase membership of North Liberty residents in FY25 by at least 10% (40+ members)
Dedicated Mailing to NL Seniors	\$ 1,200	4-page mailer (program guide and membership offer) sent to North Liberty residents age 60+ in Fall 2024
Marketing/Promotion of services	\$ 500	Brochures, fliers, program guide, paid advertising
Rental Fees for local space	in-kind	North Liberty Library, Rec Center, Ranshaw House
<b>TOTAL</b>	<b>\$ 15,541</b>	

<b>Sources of Program/Project Funds</b>	<b>Amount</b>	<b>Percentage of Total Cost</b>
City of Iowa City - Senior Center's operational budget	\$ 2,331.15	15%
Johnson County - Service Agreement	\$ 2,331.15	15%
<i>Asking from City of North Liberty</i>	<i>\$ 10,878.70</i>	<i>70%</i>
<b>TOTAL</b>	<b>\$ 15,541.00</b>	

## **APPENDIX B**

### **NL Social Services Funding Application – FY25 Friends of Iowa City Senior Center**

#### **Detailed description of the program/project.**

Iowa City Senior Center (ICSC) enhances quality of life by creating opportunities to support wellness, social connections, community engagement, and lifelong learning for a diverse and growing older adult population. Based in the historic post office building in downtown Iowa City, ICSC provides a wide variety of free and low-cost programs, services, and facilities designed for older adults. To better serve aging adults in locations near their homes, ICSC also offers in-person programming at satellite locations throughout Johnson County, including North Liberty, and virtual/hybrid programs for participants attending remotely. The proposed FY25 project will:

**1.1. Allow for continued development of new programs and activities designed to fill gaps in Senior-focused programs that take place in North Liberty.** With appropriate funding the Senior Center is prepared to continue offering programs geared toward older adults in North Liberty. ICSC programs are delivered by staff members of the Iowa City Senior Center and qualified volunteers working under the direction of the Community Outreach Specialist. We coordinate with City of North Liberty staff to reserve program space and avoid duplication of content. Our goal is to bring the Senior Center's mission and vision to older adults in North Liberty through programs and services that support wellness, social connections, community engagement, and lifelong learning, and interventions to end social isolation. Senior Center staff will continue to update and adapt programming based on the feedback, needs, and interests expressed by North Liberty residents and stakeholders. In FY25 we plan to build upon the classes, activities, and services offered in North Liberty during FY24, which include:

- Caregiving Support Group
- Practical Planning for End of Life
- Death Café
- Finding Purpose & Meaning in Life: Living for What Matters Most
- Give the Gift of Information & Organization to Loved Ones
- How to Play Chess
- Mindfulness & Well-being: Foundations
- Making Friends with Movement
- Coffee, Chat, and Games
- Senior Center Social Hour
- Coffee Talk & Rec(ommendation) Room
- SHIP Medicare Counseling
- Advance Health Care Planning
- Caregiver Information and Referral

**1.2. Sustain the Senior Health Insurance Information Program (SHIP) satellite office in North Liberty.** SHIP is a free, confidential service of the State of Iowa that helps Iowans make informed decisions about Medicare and other health coverage. As a

SHIIP sponsor site, the Iowa City Senior Center provides office space, staff support, volunteer coordination, and appointment scheduling to offer this free professional service to Medicare and Medicaid-eligible community members of all ages throughout Johnson County. SHIIP counselors are trained by the state and do not sell or promote any insurance companies, policies, or agents. They help clients develop understanding and 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. Social Services funding in FY22 allowed the Senior Center to establish a SHIIP office at the North Liberty Public Library with dedicated equipment and regular office hours. In FY24, our SHIIP counselors met with 136 clients for Medicare counseling sessions in North Liberty. Social Services funding in FY25 will ensure that resources continue to be dedicated to sustaining, staffing, and promoting this vital service to seniors in North Liberty.

- 1.3. **Provide discounted Senior Center membership for all North Liberty residents age 50+ to fully access available programming both in-person and virtually.** To become a Senior Center member there is a \$75 fee (\$45 per additional household member). Low-income membership rates are also available and funded by Friends of the Iowa City Senior Center. Currently the membership fee is reduced to \$40 (\$25 per additional household member) for Iowa City residents thanks to funding from the City of Iowa City. In FY24 we offered the same reduced rate to North Liberty residents using a portion of Social Services funding and welcomed 10 new members for a total of 36 members from North Liberty. Using a portion of grant funding in this way for FY25 will allow us to produce targeted mailings and advertising campaigns to North Liberty seniors to provide them with information about Senior Center classes and events, connect them with valuable resources to enhance healthy aging, and offer a reduced membership fee (or free scholarship based on need). Enrolling more North Liberty residents as members of the Senior Center will improve their ability to stay active, curious, and connected as they age in place and, ultimately, reduce social isolation and improve quality of life for your aging residents.



## SOCIAL SERVICES FUNDING APPLICATION – FY 2025

North Liberty City Council has allocated funds in the FY 2025 (July 1, 2024 – June 30, 2025) budget for social service programs and projects. These funds are for both annual funding and smaller projects and contributions to innovative programs and services. New applicants are encouraged to contact Tracey Mulcahey at 319/626-5712 or [tmulcahey@northlibertyiowa.org](mailto:tmulcahey@northlibertyiowa.org) before completing the application.

Applications will be scored according to the attached rubric.

*Council has emphasized the focus of new services benefitting North Liberty residents.*

If additional pages are needed, please feel free to attach extra pages.

### General Information

Agency Name:

Agency Contact:

Position:

Address:

Phone:

Email:

Website:

### Agency Mission Statement:

"At Iowa City Sober Living, our mission is to provide a supportive and empowering environment for women in recovery from substance abuse. We are committed to helping rebuild lives, foster lasting sobriety, and promote personal growth. Through a structured and nurturing community, we aim to empower women to develop essential life skills, and create a foundation for a brighter, substance-free future."

Tax Status:

501c3

**Program/Project Information**

Program/Project Title:

ICSL Recovery Fund

**Program/Project Expenditures**

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

**Sources of Program/Project Funds**

<b>Source of Funds</b> (List all sources, using another sheet if necessary)	<b>Amount</b>	<b>Percentage of Total Program/Project</b>
see attached	Excel sheet	
City of North Liberty		
Total:		

Anticipated/Actual start date:

Recovery Fund began August 2023

Anticipated Program/Project completion date:

ongoing; attached budget for 2024-2025 fiscal year

### **Application Information**

1. Describe the program/project.

#### **Iowa City Sober Living (ICSL) Recovery Fund Objective**

The ICSL Recovery Fund serves a dual purpose, focusing on providing financial assistance for individual residents and supporting the operational needs of the house. This two-fold objective is designed to align with the broader mission of the Iowa City Sober Living program, emphasizing the importance of supporting both individual residents and the overall operational effectiveness of the recovery home. Sustainability of the Recovery Fund will be through grants and charitable donations with a maximum rolling balance of \$35,000 in an account separate from the business account of ICSL.

#### **Resident Support:**

- To provide financial aid to residents facing challenges with program fees, groceries, and personal items, ensuring they have the necessary resources for a successful recovery journey.
- To address individual financial needs with empathy and discretion, fostering an environment that supports residents in overcoming obstacles on their path to recovery.

#### **House Operational Support::**

- To contribute to the overall well-being and sustainability of the Iowa City Sober Living house by providing financial assistance for operational needs.
- To ensure that the house maintains a conducive and supportive environment for all residents by addressing any operational challenges that may arise.
- By outlining the disbursement process, this addition provides a clear understanding of how funds allocated for operational assistance will be managed and ensures transparency in decision-making.



2. What specific need/problem 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.)

Iowa City Sober Living is addressing the critical need for supportive transitional housing for women in recovery from alcohol and drug addiction. The specific problem in our community is the lack of affordable, safe, and supportive housing options for women who are striving to maintain their sobriety after completing initial treatment programs. ICSL is the only women's sober house in Johnson County Iowa.

Extent of the Problem: Rising Addiction Rates: Iowa City has seen an increase in substance use disorders, mirroring national trends. Women, in particular, face unique challenges in accessing and completing treatment, often due to caregiving responsibilities and societal stigma.

Housing Insecurity: Many women in recovery lack stable housing, which is a crucial component for maintaining long-term sobriety. Without a stable living environment, the risk of relapse increases significantly.

Financial Barriers: The initial weeks of residency in a sober living home are critical. Many women transitioning from inpatient treatment facilities or unstable living situations face financial hardships that can prevent them from securing a place in a supportive environment. This financial strain can lead to a return to unsafe environments or even homelessness, both of which jeopardize recovery efforts.

Economic Disparities: Economic instability and unemployment are prevalent issues that exacerbate housing insecurity. Women in recovery often face barriers to employment, making it difficult to afford even short-term housing.

Lack of Affordable Housing: Iowa City, like many other communities, suffers from a shortage of affordable housing options. This shortage disproportionately affects women in recovery, who require not just housing but a supportive community to help them stay sober.

Stigma and Discrimination: Women in recovery face significant stigma, which can hinder their ability to find employment and secure housing. This stigma often extends to the general community's support systems, making it harder for these women to find the resources they need.

Addressing the Need: The Recovery Fund at Iowa City Sober Living aims to mitigate these challenges by providing financial assistance to women in their initial weeks of residency. This support helps cover the costs of housing, allowing them to focus on their recovery without the immediate pressure of financial instability. By addressing these economic barriers, we can provide a stable foundation that significantly increases the likelihood of sustained sobriety and long-term recovery success. This program is not just about providing a place to live; it's about fostering a community where women in recovery can rebuild their lives, gain employment, and integrate back into society as healthy, productive individuals. The Recovery Fund is essential in bridging the gap between treatment and independent living, offering the support needed to make lasting changes.

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

YTD we have admitted 22 women to our program, 3 of which claimed residency in North Liberty either pre admission or at time of discharge.

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

Our primary target population is women, age 18-60+, with an alcohol or substance abuse diagnosis, that are willing to commit to a program of recovery. Applicants must be willing to live together with 7 other women with similar past experiences and future goals.

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

The Recovery Fund has the potential to benefit up to 8 women at any given time, as Iowa City Sober Living houses 8 residents. Over the course of a year, this fund can assist approximately 25 to 30 women, considering the typical residency duration and turnover rate. By providing this financial support, we ensure that 100% of our residents have the opportunity to stabilize their recovery and build a foundation for a sober and successful future. This comprehensive benefit underscores our commitment to helping every woman in our program achieve and maintain sobriety. Current admission data indicates 13.6% of our admits in the past 9 months are from North Liberty.

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

**Enhanced Community Health and Safety:** By providing stable housing and support to women in recovery, the program reduces the likelihood of relapse and associated criminal activities, leading to a safer and healthier community.

**Economic Stability:** Helping women in recovery gain employment and financial independence reduces the burden on social services and contributes to the local economy.

**Stronger Families:** By supporting women in recovery, the program helps reunite families and strengthens familial bonds, leading to a more resilient community.

**Community Cohesion:** By addressing stigma and fostering a supportive environment, the program promotes social inclusion and acceptance, making the Corridor cities a more compassionate and cohesive community.

**Reduction in Homelessness:** Providing transitional housing reduces the number of homeless individuals in the community, leading to a more stable and supportive local environment.

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

**Community Partnerships:**We collaborate with local healthcare providers, treatment centers, recovery fellowships, and social service agencies to identify women in need of our services and provide seamless referrals. Partnerships with local organizations, such as churches, non-profits, and community centers, help us reach a broader audience and provide comprehensive support.

**Awareness Campaigns:**We conduct awareness campaigns through local media outlets, including newspapers, radio stations, and social media platforms, to inform the community about our services and the availability of the Recovery Fund. Our informational brochures and quarterly newsletter are distributed through a digital platform with outreach to over 350 households.

**Educational Workshops:**We participate in informational sessions in collaboration with local community groups (5224Good, libraries, vendor fairs, neighborhood markets) to educate residents about addiction, recovery, and the resources available through Iowa City Sober Living. These events provide a platform for community members to ask questions, learn about our programs, and understand how to access our services.

**Accessible Communication:**We maintain an easily navigable website and social media sites with detailed information about our programs, application procedures, and contact information. Our program management staff are available via phone and email to assist potential residents with inquiries and application processes.

9. List goals for the program/project. What outcomes are being evaluated?

What tools will be used to evaluate outcomes? How does this program/project determine success?

Provide Stable Housing: Ensure that all residents have access to safe, stable, and supportive housing during their recovery journey post treatment discharge.

Support Financial Stability: Offer financial assistance to alleviate the initial financial burden of residency, allowing women to focus on their recovery.

Promote Long-Term Sobriety: Help residents develop the skills and support networks needed to maintain sobriety and prevent relapse.

Foster Personal and Professional Growth: Support residents in gaining employment, pursuing education, and achieving personal goals.

Enhance Community Integration: Facilitate the integration of residents into the community as healthy, productive members.

Outcomes Being Evaluated:Residency Stability: Track the number of residents who successfully complete their stay in the sober living home via our recovery software program used nation-wide One-Step. This program tracks sobriety rates, employment rates, goal progress and achievement, family re-integration and recidivism rates. It also allows us to document demographics of the women and length of stay. Long term success may be completed via surveys and personal 1:1 assessments with alumni. Feedback from community will also be solicited.

Determining Success:Success for the Iowa City Sober Living program is determined by several key indicators:High Residency Completion Rate: A high percentage of residents completing their stay and transitioning to independent living successfully.

Sustained Sobriety: High rates of sobriety maintenance among current and former residents.

Increased Employment: A significant number of residents securing and maintaining employment.

Personal Achievement: Residents achieving personal goals, such as continuing education, reuniting with family, and gaining life skills.

Positive Community Impact: Enhanced community health, safety, and cohesion as a result of the program's efforts. By continually evaluating these outcomes and using the collected data to refine and improve our services, we ensure that Iowa City Sober Living remains an effective and essential resource for women in recovery in Johnson County Iowa.

10. 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 requested funding is not available, the impact on Iowa City Sober Living and the Recovery Fund program could be significant and far-reaching. The absence of this financial support would affect both the agency's operations and the women we serve. The Recovery Fund provides essential financial assistance to women in the initial weeks of their residency, covering housing costs and other necessities. Without this funding, our ability to offer this support would be diminished, leaving many women unable to afford residency. Women in recovery, often facing unemployment and economic instability, would struggle to cover their living expenses, leading to heightened financial stress and potentially jeopardizing their recovery efforts. Financial barriers would make it harder for many women to access our sober living program, resulting in lower residency rates. This decrease would limit the number of women we can help transition from treatment to independent living. With fewer residents, our overall impact on the community and the effectiveness of our program would be reduced. Financial insecurity and the inability to secure stable housing are significant risk factors for relapse. Without the Recovery Fund, women may be forced to return to unsafe environments, increasing the likelihood of relapse and undoing the progress made during treatment. The Recovery Fund not only provides financial assistance but also ensures that women have a stable and supportive environment. Lack of funding would create gaps in this support network, undermining the holistic approach necessary for successful recovery. Without financial support, some women may face homelessness, leading to broader social and economic challenges within the community. Increased relapse rates and homelessness would place additional strain on local healthcare, social services, and law enforcement, creating a ripple effect that impacts the entire community. With limited funding, we would need to reallocate resources, potentially cutting back on other essential services and programs. This reallocation could affect the quality and scope of the support we provide. Funding shortages could impact our staffing levels and infrastructure maintenance, further diminishing our ability to deliver high-quality care and support to our residents. In the absence of the requested funding, we would need to implement several measures to mitigate the impact on our agency and the women we serve:We would intensify efforts to secure alternative funding through grants, donations, and fundraising events to fill the financial gap. Strengthening partnerships with local organizations and businesses to obtain in-kind donations and support for our residents. Implementing cost-saving measures within the program to maximize the use of available funds without compromising the quality of care. Increasing advocacy and awareness efforts to highlight the importance of our program and the need for community support in sustaining it. Despite these efforts, the lack of the requested funding would still present significant challenges and limit our ability to provide the comprehensive support necessary for women in recovery. The Recovery Fund is a vital component of our mission to help women achieve lasting sobriety and reintegrate into society as healthy, productive members. Ensuring its sustainability is crucial for the continued success of Iowa City Sober Living and the well-being of our community.

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

2023-24: \$1500.00
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12. If you have previously participated in the City of North Liberty's social services funding opportunity, have you completed required reports?

Yes

No

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

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Date

6/30/2024
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Send one grant application via email to Tracey Mulcahey at [tmulcahey@northlibertyiowa.org](mailto:tmulcahey@northlibertyiowa.org). Do not send any hard copies of applications.

**Submission deadline: Applications will be accepted until July 1, 2024 with awards made at a Council meeting in August.**

**Annual reports on awarded projects/programs are due by August 31, 2025. Reminder notices will be emailed in July.**

**IOWA CITY SOBER LIVING RECOVERY FUND BUDGET**  
**Fiscal Year July 1, 2024-June 30, 2025**

BUDGET ITEM	DESCRIPTION	BUDGETED	PER RESIDENT
<b>Resident Support</b>	<b>Based on 30 admits per year</b>		
Program fees	Full or partial payment of monthly program fee for residents in need	\$ 15,000.00	\$ 600.00
Groceries/supplies	Initial groceries for each admission until receive food stamps or gainfully employed.	\$ 3,000.00	\$ 100.00
Transportation	Gas vouchers for residents/volunteers that assist with transport	\$ 600.00	\$ 20.00
Personal Products	Personal hygiene ( only if donated products no longer available )	\$ 600.00	\$ 20.00
Clothing	Clothing required for work or appropriate clothing for interviewing.	\$ 600.00	\$ 20.00
Recovery Program Literature/Conferences/Retreats	Purchase appropriate literature for house use 1-2x yearly	\$ 600.00	\$ 20.00
Health/Wellness	Healthcare, nutritional support, exercise equipment (bicycles) / programs	\$ 600.00	\$ 20.00
<b>Operational Support</b>			
	Operational deficit per year	\$ 14,000.00	
<b>Total Budgeted Recovery Fund</b>		<b>\$ 35,000.00</b>	<b>Percentage of total program</b>
<b>Committed</b>	Solon Beef Days Community Fund	\$ 1,600.00	5%
	Iowa City Emerging Aid to Agencies	\$ 7,500.00	21%
	Pagliai Foundation	\$ 1,000.00	3%
	2023-2024 Recovery Fund Balance (\$34,997 grants/donations - \$22,663 resident/operational support)	\$ 12,334.00	35%
<b>Uncommitted</b>	Donations/Fundraising Events	\$ 11,066.00	32%
	North Liberty Social Service grant 2025	\$ 1,500.00	4%
		<b>\$ 35,000.00</b>	<b>100%</b>



## SOCIAL SERVICES FUNDING APPLICATION – FY 2025

North Liberty City Council has allocated funds in the FY 2025 (July 1, 2024 – June 30, 2025) budget for social service programs and projects. These funds are for both annual funding and smaller projects and contributions to innovative programs and services. New applicants are encouraged to contact Tracey Mulcahey at 319/626-5712 or [tmulcahey@northlibertyiowa.org](mailto:tmulcahey@northlibertyiowa.org) before completing the application.

Applications will be scored according to the attached rubric.

*Council has emphasized the focus of new services benefitting North Liberty residents.*

If additional pages are needed, please feel free to attach extra pages.

### General Information

Agency Name: Iowa City Free Medical Clinic

Agency Contact: Jennie Schmidt

Position: Executive Director

Address: 2440 Towncrest Drive

Phone: 319-337-9727

Email: jschmidt@freemedicalclinic.org

Website: freemedicalclinic.org

### Agency Mission Statement:

The Iowa City Free Medical and Dental Clinic (FMC) is a non-profit organization, established in 1971. We believe that access to affordable health care is a basic human necessity. We strive to provide the widest range of medical and dental services possible to people in the Iowa City and surrounding community who would not otherwise have access to care.

Tax Status:

501c3

**Program/Project Information**

Program/Project Title:

Iowa City Free Medical & Dental Clinic

**Program/Project Expenditures**

<b>Expense</b> (List all expenses by category, using another sheet if necessary)	<b>Amount</b>
Personnel	\$1521.00
Clinic Operating Support and Supplies	\$6084.00
Total:	\$11,700.00

**Sources of Program/Project Funds**

<b>Source of Funds</b> (List all sources, using another sheet if necessary)	<b>Amount</b>	<b>Percentage of Total Program/Project</b>
United Way	\$1989.00	17%
Johnson County	\$2106.00	18%
City of North Liberty	\$11,700.00	65%
Total:		



Anticipated/Actual start date:

July 1, 2024

Anticipated Program/Project completion date:

June 30, 2024

### **Application Information**

1. Describe the program/project.

This program will provide operational funding for the provision of comprehensive healthcare services at the Iowa City Free Clinic (FMC) for an estimated 90 uninsured residents of North Liberty in FY25. Operating expenses include clinic insurance, purchase of medical, dental and office supplies, purchase of medications for the on-site dispensary, building maintenance, and staff salaries.

During seven weekly medical clinics, FMC patients receive treatment for acute and chronic health conditions. On-site services include a medication dispensary, laboratory and specialty care clinics such as gynecology, dermatology, physical therapy, ophthalmology, rheumatology and pre-natal/post-partum care. Dental clinics are held 5 to 8 times monthly, during which patients receive exams, x-rays, treatment plans, fillings, extractions and hygiene. Additional patient services include COVID-19 Vaccination Clinics; vouchers for eye exams and glasses, hearing aids, and to assist with medication costs; and HIV counseling and testing. The Clinic also serves as a gateway to health insurance coverage, as staff provide patients with information about Medicaid, Medicare, and the ACA Marketplace.

The Free Clinic serves as a medical home for most of our patients, over 60% of whom are diagnosed with at least one chronic health condition such as diabetes and heart disease. Patients with these conditions are enrolled in the Case Management Program where they receive continuity of care throughout the year, including quarterly visits, medications, labs, immunizations, education and support and specialty care. Health outcome measures such as blood pressure management and glucose control are monitored and documented. In FY24, 426 patients were enrolled in this Program, up from 387 in the prior year.

Funding for this project will support the provision of healthcare to an uninsured, diverse, low-income population who would otherwise postpone or go without needed care.



2. What specific need/problem 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.)

This project addresses the need for affordable access to healthcare for uninsured individuals living in North Liberty, Iowa. The FMC serves as Johnson County's community health clinic. The Clinic serves a population who would otherwise often postpone or go without needed care, leading to preventable and chronic health conditions becoming more serious. The unwinding of the Medicaid expansion during the Pandemic along with the state of the current economy has left our patients with fewer resources with which to meet their basic needs. If the Free Clinic were not able to serve these patients, many would be forced to choose between healthcare and other basic needs such as housing, food and utilities. The Clinic is also a vital alternative to costly visits to emergency departments.

In the recent Johnson County Community Health Assessment, Healthcare access, quality and affordability was the #1 community health priorities selected in the Community Prioritization Survey. Over 1 in 3 (35.4%) respondents with household incomes \$0 to \$29,999 per year rate their health fair or poor, compared to 5.3% of respondents reporting \$80,000 or more per year. According to County Health Rankings and Roadmaps (<https://www.countyhealthrankings.org/>) Johnson County is among the counties with the Worst Income inequality measures in the state: Ratio index of income inequality is 5.7 compared to 4.9 in the U.S.

People of color and those in low-income households are disproportionately represented among the uninsured, despite progress under the Affordable Care Act. (Kaiser Family Foundation, 2022). This is reflected in the populations served at the FMC. 65% of clinic users identified their ethnicity as Hispanic. 16% identified their Race as Black, 3% as Asian and 2% as Multiracial. Immigrants and refugees are the fastest growing group of clinic users. Many immigrants use the FMC as their medical home, as they must reside in the United States for 5 years before becoming eligible for government assistance programs. And although refugees may receive 8 months of Medicaid when arriving in the United States, they are then ineligible for further assistance until they have also met the 5-year residency requirement.

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

In FY25, an estimated 90 North Liberty residents will receive Free Clinic services.

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

The Free Clinic (FMC) in Johnson County targets uninsured and underinsured individuals in the area who face economic barriers to essential healthcare. Serving a diverse, low-income population, the FMC sees a patient base that is 77% Johnson County residents, with 58% employed in jobs lacking health benefits. 82% of FMC patients fall below the Federal Poverty Level, while 18% have incomes between 100% and 200% of it. The clinic's patients are 61% female and 39% male, with 65% identifying as Hispanic/Latino. Racially, the FMC serves 16% Black/African American, 2% Multi-Racial, and 3% Asian patients. Age-wise, the breakdown is 7% under 18, 12% between 18-24, 26% between 25-34, 24% between 35-44, 22% between 45-64, and 9% 65 and older.

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

100% of program funding will be utilized to provide healthcare services to uninsured North Liberty residents.

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

Free Clinic Services for Uninsured Residents of North Liberty benefits the community of North Liberty as a whole. Access to healthcare prevents the spread of infectious diseases, increases quality of life and contributes to the well-being of the entire population.

Access to healthcare impacts every aspect of a person's life, and the consequences of being uninsured can be very serious. People who are uninsured have less access to recommended care, often receive poorer quality of care, and experience worse health outcomes than the insured. People of color, disproportionately represented among the uninsured, have higher rates of diabetes, heart disease, stroke, obesity and cancer. Due to cost, uninsured individuals must often choose between needed healthcare and other basic needs, such as housing and food. Many will delay needed care for as long as possible, then go to an Emergency Room.

The FMC offers the uninsured in North Liberty with an alternative to these realities. FMC patients receive free, evidence-based care, including preventive services, treatment for acute and chronic conditions, and specialty services such as dermatology, physical therapy, ophthalmology, and pre-natal/postpartum care. Dental clinic patients receive exams, x-rays, fillings, extractions and hygiene. Medications and laboratory services are available on site. In addition, off-site radiology procedures are available. All patient visits are documented and are reviewed by the Case Manager and Medical Director to assure patients' needs were met and protocols were followed.

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

The FMC exists to provide comprehensive healthcare for uninsured and underinsured people in Johnson County and surrounding areas. Clinic staff initiate outreach and participate in community events to increase awareness of the clinic's mission and to reach populations in need of our services, including residents in North Liberty. We speak to area churches, service clubs, and businesses and regularly distribute clinic brochures and information to many organizations in the community. We utilize the North Liberty Transportation Assistance Program whenever possible. This can be a helpful way for patients to find their way to our location.

The FMC serves a diverse population. Staff and volunteers must demonstrate a commitment to the Clinic's principles of practice which emphasize the provision of care with absolute respect for cultural, racial and social equity. FMC patients speak many languages and dialects. Over half of Clinic staff are bilingual (English and Spanish) and the clinic works with community volunteers who speak Spanish, French and whenever possible, other languages. Much of the Clinic's signage is in English and Spanish and educational materials are available in multiple languages. The FMC also utilizes an interpretation application to allow for effective communication with our patients. The Free Clinic holds morning, afternoon and evening clinics to accommodate patients' work schedules and family obligations. Care is provided in an environment that is safe and welcoming for everyone.

Immigrants and refugees are the fastest growing group of clinic users. Many have not seen a healthcare provider for many years and present themselves with multiple, complex conditions. Staff and volunteers strive to provide culturally competent care, develop trusting relationships with patients and to appreciate different models of explaining disease and treatment.

9. List goals for the program/project. What outcomes are being evaluated? What tools will be used to evaluate outcomes? How does this program/project determine success?

Goals:

Provide access to medical and dental care for 90 uninsured and underinsured North Liberty community members that is free from financial barriers and is linguistically accessible.

Improve the overall health of our patient population by providing access to acute, chronic, specialty and dental clinics, medications and medical supplies, vouchers for eye exams, eye glasses and hearing aids.

Though we determine success by the overall numbers of patients served and services offered, we also gather specific data as it relates to patients' specific health including HbA1c numbers, Blood Pressure numbers, number of patients receiving specific services (i.e., eye glass exams) and other markers that serve as an indication of patients' health status and disease management. We also measure the extent to which patients are adhering to treatment protocols and attending required appointments.

10. 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 Free Clinic will continue to provide as many services as possible for uninsured individuals living in North Liberty despite the strain it would put on our budget and resources. Local funding support is integral to the Free Clinic's successful operation. We work hard to maintain and strengthen established partnerships and to acquire new avenues of funding and thank all for the support they are able to give.

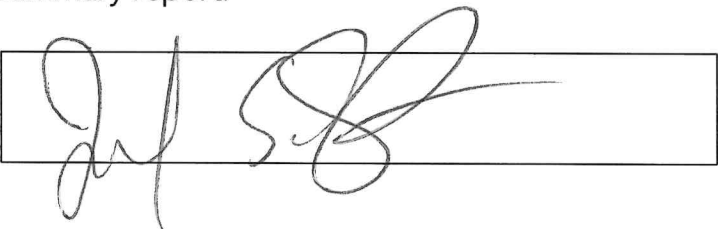
11. List all amounts and years of funds previously received from the City of North Liberty.

The Iowa City Free Clinic received \$1,500 from the City of North Liberty in FY20.  
The Iowa City Free Clinic received \$2,500 from the City of North Liberty in FY21.  
The Iowa City Free Clinic received \$3,050 from the City of North Liberty in FY22.  
The Iowa City Free Clinic received \$5,000 from the City of North Liberty in FY23.  
The Iowa City Free Clinic received \$5,800 from the City of North Liberty in FY 24.

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

Yes       No       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

Send one grant application via email to Tracey Mulcahey at [tmulcahey@northlibertyiowa.org](mailto:tmulcahey@northlibertyiowa.org). Do not send any hard copies of applications.

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**Annual reports on awarded projects/programs are due by August 31, 2025. Reminder notices will be emailed in July.**





## SOCIAL SERVICES FUNDING APPLICATION – FY 2025

North Liberty City Council has allocated funds in the FY 2025 (July 1, 2024 – June 30, 2025) budget for social service programs and projects. These funds are for both annual funding and smaller projects and contributions to innovative programs and services. New applicants are encouraged to contact Tracey Mulcahey at 319/626-5712 or [tmulcahey@northlibertyiowa.org](mailto:tmulcahey@northlibertyiowa.org) before completing the application.

Applications will be scored according to the attached rubric.

*Council has emphasized the focus of new services benefitting North Liberty residents.*

If additional pages are needed, please feel free to attach extra pages.

### General Information

Agency Name:

Agency Contact:

Position:

Address:

Phone:

Email:

Website:

### Agency Mission Statement:

Iowa Legal Aid makes hope, dignity, and justice available to low-income Iowans. We provide legal assistance and education that protects fundamental rights, basic necessities, and access to the judicial system. We challenge policies and practices that harm low-income persons. We stabilize families and communities and help them achieve economic development. We empower clients to advocate effectively for themselves and their communities.

Tax Status:

501(c)(3)

**Program/Project Information**

Program/Project Title:

Family Stabilization in North Liberty

**Program/Project Expenditures**

<b>Expense</b> (List all expenses by category, using another sheet if necessary)	<b>Amount</b>
Personnel	See attached budget
Total:	

**Sources of Program/Project Funds**

<b>Source of Funds</b> (List all sources, using another sheet if necessary)	<b>Amount</b>	<b>Percentage of Total Program/Project</b>
	See attached budget	
City of North Liberty		
Total:		

Anticipated/Actual start date:

07/01/2024

Anticipated Program/Project completion date:

06/30/2025

### **Application Information**

1. Describe the program/project.

Iowa Legal Aid provides professional legal services without cost to clients who meet our income guidelines (generally 200% of federal poverty or below) and legal issue criteria. Clients who face significant barriers to income, housing, and family stability will work with a member of our staff to identify legal issues, learn about their rights and obligations, and determine next steps. This could include empowering clients with the information they need to resolve their issue on their own, assisting with applications for benefits, negotiations, or legal representation.

Examples of services provided include:

- Preventing eviction or foreclosure and maintaining housing.
- Identifying debts that can be reduced or discharged.
- Addressing outstanding tax issues.
- Removal of juvenile court records or other offenses from clients' permanent files.
- Gaining reinstatement of driver's or professional licenses.
- Independence for survivors of domestic violence through divorce, protection orders, custody of minor children and possession of the family home.

A successful legal case can lead to many positive benefits. Removing barriers to self-sufficiency increases opportunities for employment, improved credit, and greater independence.



2. What specific need/problem 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.)

Nearly 1,000 people in North Liberty (4.5%) live in poverty (U.S. Census Bureau 2023). These individuals are disproportionately affected by the interconnected crises of domestic violence, housing and financial vulnerability, and lack of stable employment and healthcare due to a range of systemic and structural factors. The population of North Liberty continues to grow at a rapid pace. According to the Census Bureau, the population increased nearly 60% between 2013 and 2021 (from 13,374 to 21,345).

As the population grows, so does the number of low-income residents who desperately need assistance with civil legal issues. In 2022, we assisted 62 low-income clients with 66 cases. In 2023, we helped 88 low-income residents with 99 cases – an increased caseload of 50%.

Housing: Housing problems comprised more than half of our cases in North Liberty last year, and 86% of the housing cases were for evictions. Evictions are at crisis level in Johnson County. In 2022, 737 evictions were filed with the court. In 2023, there were 884, an increase of approximately 20%. Attorneys helped residents delay or prevent evictions while also helping them with the issues that caused their eviction (such as income instability). We also helped residents with mortgage foreclosures, federally-subsidized housing issues, and housing discrimination.

Domestic Violence: In 2023, Johnson County courts issued 716 no contact and protective orders. Seventeen percent of the Johnson County clients who came to ILA for assistance in 2023 were survivors of domestic violence. ILA prioritizes helping these individuals and often provides desperately needed relief by helping clients and their family members leave dangerous and abusive situations. In 21% of the cases last year, Iowa Legal Aid attorneys also helped North Liberty residents with familial issues including domestic abuse, divorce/separation, and child custody.

Our attorneys provided help for "Tina," who reached out because she wanted custody of her two small children. She was living with the father of her children, and he was abusive. Although she had a protective order against him, she was afraid to move out, because he told her he would report her to the Iowa Department of Human Services, and she would lose the children. The attorney counseled Tina that she was aiding her abuser's violation of the protective order, and the protective order gave her temporary custody of the children. After receiving this information, Tina decided to leave. She and the children were able to find a safe place to live, and she told her attorney that she was going to apply for jobs to support herself and her children.

Income: Last year, 19% of the cases were for income stabilization. Clients received help with bankruptcy, debt collection, wage garnishment, public benefits, and unemployment compensation.

Nine percent of the North Liberty clients received help with expungement of criminal records and wills and estates. Of the 99 cases closed last year, 100% of the clients served received support that helped them achieve their goals. Iowa Legal Aid helped clients identify legal issues, learn about their rights and obligations, and determine next steps. This included empowering clients with the information they need to resolve issues on their own, negotiations with third parties such as landlords, and representation in hearings.

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

We anticipate serving between 230 and 250 North Liberty residents, including 90-100 clients and members of their households.

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

Our target population is low-income North Liberty residents. Of the 88 North Liberty clients that Iowa Legal Aid served last year, 64% were female. Thirty-six percent were People of Color compared with 19% of the general population (U.S. Census). Twenty-three percent were people with disabilities compared with 6.6% of the general population, and 20% were over the age of 60 (the oldest was 86).

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

One hundred percent of the funds provided for this program will benefit North Liberty residents.

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

The mission of Iowa Legal Aid is to make hope, dignity, and justice available to low-income Iowans through legal assistance and education. Last year, 88 low-income North Liberty residents contacted Iowa Legal Aid for assistance with 99 cases, and some were for devastating problems.

Every day, courts and state agencies make decisions that can ultimately determine whether low-income families will be housed or homeless, safe or in danger of abuse. Whether those decisions are favorable or unfavorable often depends on whether an attorney provided representation. Unlike criminal cases, there is no right to legal counsel or representation in civil cases if someone cannot afford to hire an attorney to help navigate the judicial process.

We help people avoid immediate homelessness due to eviction or foreclosure. We stabilize family housing and finances. We help survivors gain safety and autonomy from their abusers, enabling them to start a new life where they have custody of their children, spousal and/or child support, possession of the family home, and access to family assets. We help tenants exercise their rights to safe housing and healthy living conditions.

Iowa Legal Aid will continue to fulfill its mission in North Liberty by providing crucial legal services to low-income residents, protecting their fundamental rights, basic necessities, and access to the judicial system.

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

Iowa Legal Aid services are accessible by walk-in at our Iowa City office, website ([iowalegalaid.org](http://iowalegalaid.org)), toll-free number (800-532-1275), and the Legal Hotline for Older (60+) Iowans (800-992-8161). Our organization maintains close relationships with other human services providers who frequently refer their clients for legal assistance. Conversely, we refer many clients to these organizations for support and non-legal services.

9. List goals for the program/project. What outcomes are being evaluated?  
What tools will be used to evaluate outcomes? How does this program/project determine success?

Iowa Legal Aid will serve between 230 and 250 low-income North Liberty residents, including 90-100 unique clients and members of their households. Iowa Legal Aid will close approximately 100 cases in North Liberty.

At least 95% of the cases will help clients positively resolve their issues. Legal staff will provide residents with advice and ensure that all gain an understanding of their rights under Iowa law.

ILA attorneys and other legal staff enter comprehensive information about each case into a database, Legal Server. This includes demographic information about each client as well as case information (type of legal problem addressed, level of service provided, outcome of case, main benefit to client, legal documents, etc.). Legal Server has a robust reporting function that allows ILA staff to run aggregate reports on data to track progress toward outcomes.

Additionally, ILA sends client satisfaction surveys to clients who receive service beyond advice or brief service (and a random number of others). The feedback provided is helpful in determining how the services were perceived by each client.

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

Iowa Legal Aid depends on donations from partners like the City of North Liberty, and these grant awards allow us to increase our capacity in communities where our expertise is needed to support more low-income Iowans. If the City of North Liberty does not award Iowa Legal Aid a grant renewal, we will continue to serve residents of North Liberty, but there would necessarily be a reduction in the services provided.

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


2023 = \$5,000 2022 = \$5,000 2021 = \$5,000
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12. If you have previously participated in the City of North Liberty's social services funding opportunity, have you completed required reports?

Yes       No       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

 <p>Jan Wolbers</p> <small>Digitally signed by Jan Wolbers DN: OU=Grants, O=Iowa Legal Aid, CN=Jan Wolbers, E=grants@iowalaw.org Reason: I am the author of this document Location: your signing location here Date: 2024.06.18 06:29:58-0500 Foxit PhantomPDF Version: 10.1.4</small>
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Date

6/18/2024
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Send one grant application via email to Tracey Mulcahey at [tmulcahey@northlibertyiowa.org](mailto:tmulcahey@northlibertyiowa.org). Do not send any hard copies of applications.

**Submission deadline: Applications will be accepted until July 1, 2024 with awards made at a Council meeting in August.**

**Annual reports on awarded projects/programs are due by August 31, 2025. Reminder notices will be emailed in July.**

<b>City of North Liberty</b>	
Family Stabilization in North Liberty	
<b>Expenses</b>	
Personnel	\$ 39,671
Office occupancy	\$ 2,393
Office Expenses (internet, telephone, postage, software)	\$ 3,720
Travel	\$ 658
Assistance to Households (Litigation)	\$ 66
Other Expenses (audit, payroll, bank service charges)	\$ 1,321
<b>Total Income</b>	<b>\$ 47,829</b>
<b>Income</b>	
City of North Liberty	\$ 6,000
Government Grants	\$ 35,881
Foundations & Contributions	\$ 807
United Way	\$ 5,141
<b>Total Expenses</b>	<b>\$ 47,829</b>

As a recipient of funding from the national Legal Services Corporation (LSC), Iowa Legal Aid is required by law and regulation to provide written notice to potential funding sources that their funds may not be used in any manner inconsistent with the LSC Act, LSC appropriation bills, and applicable regulations. The services contemplated under Iowa Legal Aid's application are permissible activities under the LSC Act, LSC appropriation bills and applicable regulations.



## SOCIAL SERVICES FUNDING APPLICATION – FY 2025

North Liberty City Council has allocated funds in the FY 2025 (July 1, 2024 – June 30, 2025) budget for social service programs and projects. These funds are for both annual funding and smaller projects and contributions to innovative programs and services. New applicants are encouraged to contact Tracey Mulcahey at 319/626-5712 or [tmulcahey@northlibertyiowa.org](mailto:tmulcahey@northlibertyiowa.org) before completing the application.

Applications will be scored according to the attached rubric.

*Council has emphasized the focus of new services benefitting North Liberty residents.*

If additional pages are needed, please feel free to attach extra pages.

### General Information

Agency Name:

Agency Contact:

Position:

Address:

Phone:

Email:

Website:

Agency Mission Statement:

Tax Status:

501c3

**Program/Project Information**

Program/Project Title:

I AM AWARE: Community Gratitude (Thanksgiving) Meal

**Program/Project Expenditures**

<b>Expense</b> (List all expenses by category, using another sheet if necessary)	<b>Amount</b>
Personnel	\$500 Admin Costs
food	400 meals @\$15 per=\$6000
travel/gas	\$300
paper supplies	\$400
marketing material	\$500
Total:	\$7750

**Sources of Program/Project Funds**

<b>Source of Funds</b> (List all sources, using another sheet if necessary)	<b>Amount</b>	<b>Percentage of Total Program/Project</b>
Business Donations- Based on assumed annual donations for regular spons	\$2500	33%
Church Donations-Based on Past years consistent contributions	\$2000	26.6%
Iowa Matrix Community Fund	\$1001	13.3%
City of North Liberty	\$1999	26.6%
Total:	\$7500	100%

Anticipated/Actual start date:

Start Dates for seeking /organizing would begin Oct 1. Event would take place on November 28.

Anticipated Program/Project completion date:

11/29/24

### **Application Information**

1. Describe the program/project.

Community Gratitude Holiday Meal . This project is our third annual Thanksgiving Gratitude meal. We continue to tweak and improve the usefulness and multidimensional purpose for needs met through this meal, as well as resilience building by increasing community connections, generating and promoting gratitude, awareness, and meeting psychical and mental safety need for those in need of that support.

Thanksgiving Community Meal which Iowa Matrix took over in 2022. This has been accomplished with the help of ABC counseling services and in partnership did most of the work for this meal. We have decided that based on the requests and populations served last year, along with perceived gap segments of the population we will again promote this meal as both in person and thanksgiving day meal delivery to those who are homebound for a multitude of reasons.

The hope is that we begin presenting the celebration of a holiday that is culturally respectful, and focused on influencing positive mindset and thankfulness, we want to include a packet with meal delivery of community resources, activities, fun facts, and places they may not have known about. As well, we would like to include a gratitude card written by a student (a goal of coordinating with the local schools), and an affirmation card to encourage a sense of self appreciation. We will likely serve some in person meals for sit down, but many requested delivery, and/or take out. In the past, we were able to serve single moms and older adults in their homes last year, who would have struggled to otherwise get to the meal. We also shared food with emergency personnel that day, and distributed to the shelter, DVIP House, and other locations. We believe that with more volunteer drivers, and formal way of taking requests we could generate a fresh approach to this meal, while adding depth and purpose for a great development of positive community, and self-appreciation in the process.



2. What specific need/problem 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 general, statistics show that social systems and individuals are both facing increased stress, anxiety, and crisis in various ways (emotional, relational, financial, and more). Addressing the issues themselves can be useful but there will always be issues. Our goal is to address the WAY in which people and community is prepared to respond and maximally rise up out of situations. This comes through structures, and values, and through the activation of core health systems and self. All of our programs are designed with this intent and the development of overall resilience capacity in individuals and their communities.

The needs being addressed by the North Liberty Gratitude Meal include the increasing food poverty in the community, and the increasing mental health needs locally, as well as the increasing and changing needs for more culturally responsive holiday celebrations with intentional and purposeful meaning. As we know, food cost and need for assistance has increased in the last few years. The lack of transportation and services on holidays increases this need for those with limited resources. For the community generally, the overall mental health and deficit of well-being can be addressed through the generation and regeneration of gratitude, and connection. Both of these are noted in the literature as essential components in the development of resilience, as well as affirmation. All of these are incorporated into our proposed approach to this community meal.

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

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

We focus on individuals, organizations, and systems comprehensively and their intersections in order to strategically maximize resilience in community. We pursue building layers of programs that cross the dimensions of individual well being and the support of that in variety of systemic domains.

The programs proposed for funding in this application are targeted at those who are 1) Thanksgiving- in need of community and connection, and /or food on a holiday. This could be a variety of populations including those with limited resources, mental health issues, older adults, those with a disabling condition, families, and anyone else just wanting connection, single parents, and community services, support workers needing a meal.

Currently, we also have a specialized team that has worked specifically with women who have experienced gender-based violence and interpersonal trauma. And have begun working in areas of systems and organizations such as schools and churches, and with other populations using our philosophy.

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

100% - The entire project will benefit North Liberty residents. There are multiple domains being addressed and the various sub projects being proposed have some relevance or links back to being relevant at some level for all residents.

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

The city of North Liberty would benefit in several ways by our programs. Resilient Cities are better structured to build quality of life, and promote healthy community living with an authenticity and certainty about their position and readiness to encounter and move beyond the challenges they might face as they grow and support the life of the people in the community. Having the mindset and goals defined by structuring the city in such a framework and pursuit for connectedness allows both the officials of the city and the residents peace of mind as they do life. Research demonstrates that these cities handle adverse situations, crisis, and natural disasters , protect human life absorb the impact of economic, environmental and social hazards, and promote well-being and inclusive and sustainable growth. The development of a resiliency center in North Liberty is significant to its capacity to respond to the various social crisis and unpredictability that seems to have become the norm in more recent years. Resilient communities foster physical, behavioral, and social health to strengthen their community for daily life, and unplanned challenges. Resilience gives individuals the strength and emotional intelligence to process and overcome hardship and live mindfully. Resilient communities also are less vulnerable, suffer less damage from disaster, recover faster, require less outsider assistance.

The individual programs we plan to pursue, and are seeking funding for, are building blocks toward the development of improving the capacity for resilient community locally in North Liberty.

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

9. List goals for the program/project. What outcomes are being evaluated?  
What tools will be used to evaluate outcomes? How does this  
program/project determine success?

Project goals:

Increase Awareness (providing resource and materials in deliveries)

Increase Connection (Necessary Component of Resilience)

Increase Social Engagement and Volunteerism (Give Back is a component of resilience)

Increase Gratitude and Community Appreciation (Gratitude is a necessary element of resilience)

Meet Physical needs for those who are in food poverty, those who are unable to cook for themselves, those who have holiday trauma and unable to celebrate because of emotional pain, those who are home bound, and those who serve the community on the holiday and not home to have a meal.

Respond to social isolation and other emotional/mental health needs by providing a source and outlet for connection on the holiday.

Measured by:

- \*\*Serve Same or More Meals to residents than last year.
- \*\*Deliver Same or More Meals
- \*\*Distribution of Resources and Encouragement Cards
- \*\*Have as Many Volunteers

Success for us in this project are measured by the factors and dimension of resilience. If we have achieved this and successfully met the goals above we consider this success. (Resilience is essential to community and individual "bounce" in times of adversity or community need. The Life and Thriving of a community must be through authenticity of relationships, the trust and assumption that there is support in the community in time of need, relationships, connection, awareness, physical needs met, mindfulness of caring for others (give back), and gratitude. For us, by promoting these things and increasing the activity of these things locally we have been successful.

10. 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 the funding is not available from the city of North Liberty, the impact on Iowa Matrix would be that the number of meals we provide, and/or our ability to market this event as supported by the community/city of North Liberty and our ability to generate this at full capacity would be reduced. As a small non-profit we work hard for every dollar of support and the lack of support we got last year from the city had a significant impact on what we were able to do for the fiscal year in other programs.

It also impacts other areas of our non-profit work and level of programming we could implement or the pace at which we do would be delayed. Regardless of funding, we intend to strategically pursue our programming, seek funding and support, and move forward, and maintain the mission of improving community and individual resilience in ways that we are able. The pace might be slowed, depending on our resources, but we will continue to work. As well the quality and depth of our events, speakers invited to come to our trainings, and the level of influence could be impacted if funding is not available. Additionally, quality and level of the direct individual/group programming we offer might be impacted. However, we will keep moving ahead and doing what we can to the best of our ability.

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

2022- \$2000- Training program implementation at Liberty High
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12. If you have previously participated in the City of North Liberty's social services funding opportunity, have you completed required reports?

Yes

No

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

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Date

Stacia Rath 7/1/2024
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Send one grant application via email to Tracey Mulcahey at [tmulcahey@northlibertyiowa.org](mailto:tmulcahey@northlibertyiowa.org). Do not send any hard copies of applications.

**Submission deadline: Applications will be accepted until July 1, 2024 with awards made at a Council meeting in August.**

**Annual reports on awarded projects/programs are due by August 31, 2025. Reminder notices will be emailed in July.**



## **SOCIAL SERVICES FUNDING APPLICATION – FY 2025**

North Liberty City Council has allocated funds in the FY 2025 (July 1, 2024 – June 30, 2025) budget for social service programs and projects. These funds are for both annual funding and smaller projects and contributions to innovative programs and services. New applicants are encouraged to contact Tracey Mulcahey at 319/626-5712 or [tmulcahey@northlibertyiowa.org](mailto:tmulcahey@northlibertyiowa.org) before completing the application.

Applications will be scored according to the attached rubric.

*Council has emphasized the focus of new services benefitting North Liberty residents.*

If additional pages are needed, please feel free to attach extra pages.

### **General Information**

Agency Name:

Agency Contact:

Position:

Address:

Phone:

Email:

Website:

### **Agency Mission Statement:**

Iowa LEAP (Leadership, Education, & Advocacy Project) will empower and support students to overcome obstacles that stand between them and their future dreams for college and a career.

Tax Status: **501(c)(3) tax exempt**

**Program/Project Information**

Program/Project Title: **Math Renaissance**

**Program/Project Expenditures**

<b>Expense</b> (List all expenses by category, using another sheet if necessary)	<b>Amount</b>
Personnel	
See budget on additional sheet	
<b>Private Donations</b>	<b>\$1195</b>
North Liberty Funding Request	<b>\$4000</b>
Total:	<b>\$5195</b>

**Sources of Program/Project Funds**

<b>Source of Funds</b> (List all sources, using another sheet if necessary)	<b>Amount</b>	<b>Percentage of Total Program/Project</b>
<b>Private Donations</b>	<b>\$1195</b>	<b>23%</b>
City of North Liberty	<b>\$4000</b>	<b>77%</b>
Total:	<b>\$5195</b>	<b>100%</b>

Anticipated/Actual start date:

August 2024

Anticipated Program/Project completion date:

June 2025

**Application Information**

1. Describe the program/project.

In the context of our program, "Math Renaissance" implies a program that aims to bring about a revival or reawakening of interest and enthusiasm for mathematics among students, much like the Renaissance did for various fields of knowledge and creativity in the Middle Ages.

Our program intends to provide math tutoring and support to students whose families do not have the resources or opportunity to access private math tutoring. Our program will offer twice weekly sessions throughout the school year, offered at no cost for eligible families. In addition to in-person tutoring, eligible families will receive 24/7 access to a highly rated, on-line tutoring program, IXL. This will allow students access to unlimited practice and feedback at their convenience.

Please see additional information sheet for program details.

2. What specific need/problem 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.)

This program addresses the need to narrow the opportunity gap that prevents equitable access to post- secondary educational opportunities, especially those that result because of the differences in math achievement.

See additional page for detailed information.

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

The program will serve 50 North Liberty residents in grades 6 - 12.

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

Students in Grades 6- 9 are the primary target population of this program.

See Additional sheet for more detailed information about our target population.

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

100% of funds received from this grant will be used to support students attending public schools located in North Liberty, IA. A minimum of 95% of the funds will be used to support North Liberty residents.



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

The future calls for individuals who will be highly qualified for careers in the STEM fields. Not only do communities need highly qualified individuals, they need individuals who have a passion for math and science and who choose to go into these fields. Many students become convinced they are "bad at math" or "not a math person" during middle school. When this happens, our community loses the potential of bright and gifted mathematicians who give up without ever realizing their potential!

Iowa LEAP's Math Renaissance Program believes that if we can work together, we can indeed bring about a reawakening of interest and enthusiasm for math! Not only that, we can make clear that we believe in educational equity and that a family's resources should not determine a child's access to educational opportunities!

Funding this program is one more way that North Liberty can demonstrate that we are committed to the success of our future citizens!

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

Throughout Iowa LEAP's two years of existence we have engaged in ongoing outreach to residents of North Liberty. We have hosted tours of our learning center, attended community-building events, spoken to civic and private organizations, utilized social media, been featured on North Liberty's "52317 Podcast", and been in frequent contact with local schools, Kirkwood Community College, and the University of Iowa.

Details of this year's outreach opportunities are listed on the addition page of information.

9. List goals for the program/project. What outcomes are being evaluated? What tools will be used to evaluate outcomes? How does this program/project determine success?

Please see additional sheet for goals and methods for evaluating outcomes.

10. 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, LEAP will still attempt to offer math support to as many students as possible. 24/7 access to individual IXL computer math instruction will be eliminated. The purchase of TI-30XIIS scientific calculators will be limited, and we will not be able to guarantee that every student will receive a calculator. Snacks/dinner options will be more limited. The number of math sessions may need to be reduced.

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

FY 2024 \$1500
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12. If you have previously participated in the City of North Liberty's social services funding opportunity, have you completed required reports?

Yes       No       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 

<b>Julie Robinson</b> <small>Digitally signed by Julie Robinson Date: 2024.07.01 16:50:41 -05'00'</small>
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 Date 

7/1/2024
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Send one grant application via email to Tracey Mulcahey at [tmulcahey@northlibertyiowa.org](mailto:tmulcahey@northlibertyiowa.org). Do not send any hard copies of applications.

**Submission deadline: Applications will be accepted until July 1, 2024 with awards made at a Council meeting in August.**

**Annual reports on awarded projects/programs are due by August 31, 2025. Reminder notices will be emailed in July.**

## Iowa LEAP - FY 25 Social Services Application Additional Page

### Budget:

Funded By Private Donation:	
Stanford University	
You-Cubed Math Workshop teacher training	\$1195
Requested From North Liberty:	
Personnel	\$0
Scientific Calculators	\$550
24/7 Online Math Tutoring - IXL	\$1500
Printed Math Materials	\$1000
Snacks/dinner for evening sessions	\$600
Instructional Supplies	\$200
Printed Promotional Materials	\$150
<b>Total North Liberty Request</b>	<b>\$4000</b>
<b>Total Private Funding</b>	<b>\$1195</b>
<b>Total Budget</b>	<b>\$5195</b>

## ***1. Describe the program/project:***

### **Iowa LEAP's Math Renaissance Program**

#### Timeline Overview:

##### July 2024

- Iowa LEAP staff (volunteer staff - LEAP has no paid staff) meets with ICCSD math coaches and teachers to develop timeline, lessons, and instructional methods
- Promotional materials are created, printed, and distributed
- Social Media posts are created and scheduled

##### August 2024

- Follow up contacts with school counselors, ELL teachers, and math teachers
- Student recruitment and registration begins
- Math Boost sessions are offered the week before school begins to serve as a “warm up” and review math concepts and get a jump start on the coming year.

##### September 2024

- Open House for families (including introduction to IXL math program and ideas for helping with math at home)
- Initial student surveys, interviews, and pre-assessments

##### September 2024 - May 2025

- Twice per week math learning sessions begin from 4 - 8 pm.

##### March 2025

- Iowa LEAP's annual Pi Day Celebration (Hurray for 3.14159265359....)
- Iowa ISASP standardized assessments

##### May 2025

- Prepare for end of year math final assessments
- Conduct final surveys, interviews, post assessments
- End of Year Celebration

##### June 2025

- LEAP staff and math advisors review data and determine plan for 2025-2026

#### Learning Session Program Details:

A. Students may attend one or two sessions per week. Sessions will take place at Iowa LEAP's Learning Center at 70 Circle Drive. Instruction will be provided by trained tutors. Sessions will include help with assigned school work as well as engaging lessons created by Dr. Joy Boaler's team at Stanford University.

Sessions will consist of the following elements:

- Homework help
- Math games designed to be fun and reinforce math skills
- Hands-on math activities designed to help students gain a deeper conceptual understanding of math concepts
- Math test study tips
- Math mindset videos from You-Cubed Curriculum, Stanford University
- Individual remedial practice and/or enrichment through IXL math program
- After school snacks for all students
- Light dinner for students staying through the dinner hour

B. All students will be provided with a TI-30X scientific calculator for use at school, home, and LEAP

C. All students will be provided with unlimited access to the IXL on-line computer tutoring and practice program. Students will have access to all grade levels and math skills. This will allow for on grade level practice as well as remediation of missed skills and enrichment for advanced students.

D. At least three family sessions will be offered in the evening to provide examples of games and activities that can be done at home to help increase math achievement. In addition, the reporting function of IXL will be shared to show parents how they can receive reports about how their child is doing on the program. Families will also be able to practice accessing Infinite Campus to find out how to keep track of student assignments and grades.

**2. What specific need/problem 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 Stanford University math professor, Joy Boaler: “Approximately 50 percent of students in the United States attend two-year colleges. About 70 percent of those students are placed into remedial math courses repeating the math they took in high school. Only one in ten of the students passes the course. The rest leave or fail. For about fifteen million students in the United States, math ends their college career. In a survey of middle school students, more than half said they would rather eat broccoli than do math, and 44 percent would rather take out the trash.”

Math is by far the most requested subject for tutoring all over the world, but especially in the U.S. The high demand for skilled math tutors means that it often comes at a cost of over \$50 per hour - especially for middle school and high school students. For example, the average cost of Mathnasium Center is \$250-\$400 per month or \$25 to \$75 per session. Summer programs average \$395 for eight sessions. Sylvan Learning Center’s average is \$40 to \$100 per hour.

While there are tutoring centers and private tutors in North Liberty, there are no after school centers that offer academic support at no cost to families. This contributes to the achievement gap - but this gap could be narrowed considerably - if it were not for the opportunity gap! By funding this program, North Liberty can address this opportunity gap and level the playing field for students.

As the following table shows, there are a significant number of North Liberty students and families who lack the financial resources to secure additional academic support.

School	Total enrollment	Students identified as low socio-economic status	Percent of students identified as low socio-economic status
Garner - ICCSD	454	182	40.1%
Grant - ICCSD	522	100	19.2%
North Bend - CCA	398	64	16%
Penn - ICCSD	569	87	15.3%
Van Allen	440	142	32.3%
CCA Middle School	656	185	28.16
CCA High School	745	209	28.4%
NCJH - ICCSD	665	188	28.4%
Liberty High - ICCSD	1243	328	26.4%

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

Students in Grades 6- 9 are the primary target population of this program. This program targets students who could benefit from additional support in Math 6, Math 7, Math 8, Pre-Algebra, and Algebra I. Specifically, our program is intended for families and students who do not have the resources to access private, tuition based tutoring. Students may be referred by their teacher, counselor, or Student Family Advocate. Students may also be referred by their parent/guardian and will be eligible to participate if they will be the first in their family to attend college or if they are eligible for Medicaid or Free/Reduced School Lunch. All students, including students who are eligible for special education services, Students of Color, and English Language Learners are encouraged to participate.



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

June 2024 Coralville North Corridor Rotary Club Presentation  
June 2024 College & Career Transition Counselor ICCSD/Kirkwood Community College - future collaboration  
Apr - May 2024 Kirkwood Community College; Student & Academic Support Coordinator - student support  
Mar - May 2024 North Liberty Elementary Schools Administration - student referrals  
Jan - June 2024 Liberty High Counselors/Administrators - student support/referrals  
Mar 2024 Student Success Advisor, Eastern Iowa Student Success Centers - future collaboration  
Feb./Mar. 2024 TAP (Transition Alliance Program) Lead Specialist - student referrals  
Dec. 2023 Liberty High ELL (English Language Learner) Teacher - student referrals  
Nov. 2023 52317 Podcast - "LEAP and the Net Will Appear  
Nov. 2023 North Liberty Neighborhood Ambassadors Presentation  
Nov. 2023 North Liberty Youth Council Presentation  
Nov. 2023 NCJH administration - student support/referrals  
Oct. 2023 Big Brothers Big Sisters of Johnson County Presentation  
Sept. 2023 Neighbors and Flavors booth- North Liberty Ranshaw House  
Sept 2023 TRIO Upward Bound Specialist, U of I - future collaborations  
June 2023 Let Love Fly booth - Centennial Park  
Ongoing North Liberty Coalition - participation in month meetings  
Ongoing Social Media, website, word of mouth

**9. List goals for the program/project. What outcomes are being evaluated? What tools will be used to evaluate outcomes? How does this program/project determine success?**

Goals:

- Students' attitudes about math and their math abilities will become more positive
- Students' math achievement will increase
- The number of students expressing an interest in a STEM career will increase

Program Evaluation Tools:

- Beginning and end of school year student surveys will be used to compare student attitudes toward math and their perceived math abilities.

- Beginning and end of the year student interviews will provide important anecdotal information about students' perceptions of their math abilities and their general attitudes toward math.
- Student achievement in math will be measured with a variety of tools including: final school grades; math test scores; standardized test scores, pre and post test math assessments administered by LEAP
- Career interest surveys will be administered at the beginning and end of the school year

**Determination of Success:**

Student success will be determined both by the students' math achievement and also their attitudes toward math. Student math grades and performance on assessments will show improvement from the previous year. Students expressing a higher degree of self confidence in their math ability as well as more positive attitudes toward math and math focused/STEM careers on end of year surveys and interviews will also be considered important indicators of success.

***Additional Information:***

In its two years of existence, Iowa LEAP has a history of success and making a positive impact on our students. Below are a few highlights of our successes during the past school year:

- High School students participating in LEAP's program increased their GPA an average of 1.16 points.
- An 11th grade student completed all required high school credits at the end of her junior year, and will dual enroll at Kirkwood Community College and receive college credit during her senior year of high school.
- A 12th grade student graduated early and was accepted into the Jobs Corps program at Indian Hills Community College. He will first complete requirements for a CNA and then continue his training to become an EMT.
- Every graduating senior in our program has applied for and been accepted at a community college.
- Students who began attending college during LEAP's first year have continued their studies this year.
- Two students have received full scholarships for the upcoming year (private scholarships, not dependent on FAFSA or permanent residency status)
- Students report feeling more confident in their abilities to be successful in high school and college.





## SOCIAL SERVICES FUNDING APPLICATION – FY 2025

North Liberty City Council has allocated funds in the FY 2025 (July 1, 2024 – June 30, 2025) budget for social service programs and projects. These funds are for both annual funding and smaller projects and contributions to innovative programs and services. New applicants are encouraged to contact Tracey Mulcahey at 319/626-5712 or [tmulcahey@northlibertyiowa.org](mailto:tmulcahey@northlibertyiowa.org) before completing the application.

Applications will be scored according to the attached rubric.

*Council has emphasized the focus of new services benefitting North Liberty residents.*

If additional pages are needed, please feel free to attach extra pages.

### General Information

Agency Name:

Agency Contact:

Position:

Address:

Phone:

Email:

Website:

### Agency Mission Statement:

The North Liberty Community Pantry engages our community in feeding, clothing, and connecting our neighbors to resources and services.

Tax Status: 501(c)(3)

**Program/Project Information**

Program/Project Title: Annual Pantry Operations

**Program/Project Expenditures**

<b>Expense</b> (List all expenses by category, using another sheet if necessary)	<b>Amount</b>
Personnel	\$304,800
Food	\$102,000
Clothing	\$18,500
Toiletries, Toilet Paper, Detergent	\$46,600
Other, See attached	\$86,850
Total:	\$558,750

**Sources of Program/Project Funds**

<b>Source of Funds</b> (List all sources, using another sheet if necessary)	<b>Amount</b>	<b>Percentage of Total Program/Project</b>
Donations	\$110,750	19.8%
Appeals	\$125,000	22.4%
Other, See attached	\$293,000	52.4%
City of North Liberty	\$30,000	5.4%
Total:	\$558,750	100%

Anticipated/Actual start date:

July 1, 2024 (ongoing)

Anticipated Program/Project completion date:

June 30, 2025 (ongoing)

### Application Information

1. Describe the program/project.

The North Liberty Community Pantry (NLCP) has been serving the community with food, clothing, and connections to other services to our neighbors in need for over 39 years. NLCP serves residents of North Liberty and rural Johnson County, as well as individuals that are unhoused or living in unstable housing situations. NLCP provides services and distributions at no cost to households so they can help their families meet their basic needs. NLCP believes everyone has the right to be free from hunger, treated with dignity and respect, and self-determination. NLCP organizes our distributions in accordance with our values and offers a research informed shopping choice model. Food distribution is setup like a grocery store where families can take what they need for the week. As of May 21, 2024, there are no limits on food at NLCP, which makes for a more equitable distribution of resources, especially for larger households. Feeding America (2022) identifies the benefits of a shopping choice model to include: serving others with dignity; creating less food waste because families can choose what they need and want; accommodating special and medical diets; offering more culturally appropriate food options; and spending more time building relationships with families rather than packing food boxes. NLCP sources most food from Table to Table, a food rescue organization in Johnson County, and HACAP, our local food reservoir. In addition, food is purchased from a wholesale company to close the gap between these sources of food and the growing demand from our neighbors. Last year, NLCP distributed 588,386 pounds of food or 30% more than 2022 and 103% more than 2021. NLCP provided 1,338 grocery deliveries to neighbors without transportation and/or living with a physical disability. This was 135% more deliveries than 2022 and 590% more deliveries than in 2021. In 2023, NLCP distributed more than 37,719 articles of clothing, or double what was distributed in 2022. Prior to the COVID pandemic, 20% of families served by NLCP reported that we provide more than half of their food for the week. In February 2024, 82% of families served by NLCP reported that we provide more than half of their food for the week. This dramatic shift is evident in the growth of distribution we've seen.

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, and preparation; and garden activities including container gardens. NLCP began the Growing Together Garden in 2015 and continues to expand educational and community building opportunities available through weekly garden volunteer times and family friendly programming. NLCP provides access to employment services, financial assistance programs such as LIHEAP, NLTAP sign-up, library services, free donated books, SNAP sign-up, voter registration, early childhood education through Grantwood AEA, UIHC Mobile Clinics, Toys for Tots registration, Medicare information, mental health resources, and information and referrals for other community services. Through our partnership with the First United Methodist church, we connect families to the Bike program providing free bikes for children and adults as a means of transportation. NLCP supports the City's Summer Lunch and Fun, and Seniors 55+ Connections Lunch. NLCP has become the first Access Point for Coordinated Entry in Johnson County, a housing and homeless assistance referral service led by Shelter House. NLCP serving as an Access Point allows families to participate in a pre-screening for housing assistance and get them quickly connected to the right program offered by partners like Shelter House and DVIP. This is more efficient than before, when NLCP would provide a list of phone numbers to families and encourage them to reach out to organizations to see whether they were eligible or not. The new model allows NLCP to more effectively and efficiently refer families that have needs beyond food and clothing.

2. What specific need/problem 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.)

NLCP is fighting alongside our neighbors to address food insecurity and a lack of access to basic needs. During the COVID pandemic, additional food assistance benefits were in place through multiple programs like SNAP and Pandemic-EBT. Beginning in 2022 and escalating into 2024, many of these added food assistance benefits have ended, including the State of Iowa turning away \$29M in summer food assistance benefits for low-income children. In addition, the cost of food and other goods has risen dramatically with inflation. According to the Consumer Price Index published by the US Bureau of Labor and Statistics, food prices have increased 14.3% since the start of the pandemic. Specific items like meat/poultry/eggs increased 26.9% since the start of the pandemic, while fruits and vegetables increased 17.7%. Costs of other basic needs like housing (+33.8%), transportation (+14.6%), and medical care (+8.9%) have all exceeded any wage increases. The combination of a loss of assistance with increased costs create difficult choices for families and this is a major reason why our neighbors come to us for assistance. Before the COVID pandemic, 20% of families reported that NLCP provides a majority of food for their family each week. In 2024, that has shifted to 82% of families reporting that NLCP provides a majority of food for their family each week. Between January and May 2024, NLCP has already served 725 unique families with 2,332 individuals, up almost 60% from the same time period in 2022. Families are also visiting more often, coming 7,649 times between January and May 2024, up 86% from the same time period in 2022. NLCP distributed a single-month record 61,492 pounds of food in May 2024, up 73% from May 2022. NLCP made 908 grocery deliveries between January and May 2024, up 101% from 2023 and 461% from 2022. NLCP is serving more families, more often, with more food than ever before.

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

Between January and May 2024, NLCP has served 1,867 residents of North Liberty. Based on this data, NLCP is on pace to serve 2,500 residents of North Liberty in FY25.

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

NLCP serves individuals and families with limited resources. NLCP anticipates serving more than 3,000 individuals in FY 25. Of those served, 99% live with incomes below 80% the Area Median Income, 53% identify as Female, 41% are children, 55% identify as a racial or ethnic minority, 80% reside in North Liberty with the remaining 20% living in rural Johnson County. 62% of families report at least one working adult in their home, while 23% are either retired or receive disability income. In addition, NLCP serves families with health conditions, physical disabilities, mobility challenges, and transportation gaps. NLCP provides grocery delivery and shopping choice to allow families to receive healthy foods.

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

80% of neighbors served by NLCP reside in North Liberty. In addition, nearly 77% volunteers are North Liberty residents. At NLCP, neighbors are helping neighbors.

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

NLCP provides basic needs in food, clothing, and personal hygiene items. NLCP also connects neighbors to other resources and services like housing assistance and SNAP benefits. According to Feeding America (2024), when people have enough food, they are more productive at work, do better academically if in school, and experience better health outcomes compared with not having enough food. When people have adequate clothing and personal hygiene items, they report improved feelings of dignity and worth. NLCP facilitates neighbors helping neighbors. This is an investment in our community as we strive to help every family feel welcome and included in the North Liberty community. A family recently shopping shared, "The Pantry means a lot to me and to a lot of families in North Liberty. Thank you for helping me and others with not just food, but I feel a part of this community." Taking a step into a food pantry can feel stressful and overwhelming. NLCP works to make people feel welcome in a nonjudgmental manner. A first time shopper remarked recently, "I feel guilty taking this when I know other people are struggling." Our reply is to encourage every family to take what they need for the week and that our job is to make sure there is enough for everyone. NLCP has become the first-ever Access Point for Coordinated Entry in North Liberty. This means that families struggling with housing and homelessness no longer have to call multiple organizations or drive to Iowa City for help. NLCP can conduct a pre-screening that will get families assigned to the right organization that provides the housing-related services they need. NLCP's fastest growing program is grocery delivery. NLCP provides grocery delivery to families without access to transportation and/or who live with a physical disability that prevents them from shopping at the pantry. In May, 2024, NLCP provided 202 deliveries to families that get their food solely from NLCP. That is nearly double the number of deliveries made in May 2023, and 6 times more than May 2022. This service is critical to reaching families without connections and support.

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

NLCP distributes brochures in multiple languages to targeted neighborhoods and community partners. NLCP participates in tabling events hosted by the City of North Liberty and other community partners, like Blues & BBQ, Let Love Fly, Kites for Kids, and the Playground Crawl. In addition, NLCP hosts a sign up for Toys for Tots and school supply drives. NLCP regularly advertises on social media and through an e-newsletter. NLCP partners with NLTAP for families to access the pantry when they lack transportation options. In addition, NLCP provides grocery delivery for families that cannot physically shop at the pantry due to a physical disability or lack of transportation. In 2023, NLCP provided 1,338 grocery deliveries. Through May, 2024, NLCP has provided 908 grocery deliveries or is on pace for more than 2,200 deliveries in 2024 - 11 times more than 2021 when the program first started.



9. List goals for the program/project. What outcomes are being evaluated?  
What tools will be used to evaluate outcomes? How does this program/project determine success?

NLCP's goals are to distribute food in accordance with Feeding America recommendations (1.2 pounds per person per meal, or 3.6 pounds per person per day). Feeding America identified basic pounds - 10.8 pounds per person or about 3 days of food; good pounds - 18 pounds per person or about 5 days of food; and great pounds - 25.2 pounds per person or about 7 days of food. Though each household has different needs when shopping at the pantry, NLCP strives to distribute at least basic pounds or 10.8 pounds per person or about 3 days worth of food. Since families can shop once per week, this would be supplemental, and for some families that is what they need. Other families get a majority of their food from the pantry each week and we strive to meet their needs. NLCP uses a scale to weigh pounds distributed each day. That number is recorded in our online database that allows us to properly track this number. In 2022, NLCP distributed 10.9 pounds of food per person, or just above basic pounds. In 2023, NLCP distributed 11.5 pounds of food per person, 0.7 pounds more than basic per person. Between January and May 2024, NLCP has distributed 12.2 pounds of food.

Another important outcome NLCP tracks is aligned with the United Nations Sustainability Goal on Hunger, or that families have access to a sufficient amount of safe and nutritious food. NLCP conducts 3 family surveys each year to gain feedback and input from those we serve. Staff conduct interviews using a Google Form questionnaire and responses are documented anonymously. NLCP strives to achieve at least 90% of families responding that they agree we provide a sufficient amount of safe and nutritious food. In February 2024, of the 135 respondents, 95.6% agreed that NLCP provides a sufficient amount of safe and nutritious food.

10. 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 this funding is not available, NLCP will struggle to keep up with the exploding demand for food, clothing, and personal hygiene/toiletry items. The needs in the community have been driven by external factors like policy decisions to remove Iowa from Summer EBT benefits that feed low-income children during the summer months, additional limitations on SNAP benefits that restrict the amount of assistance households receive, and the rising cost of food since the start of the pandemic - up 25% - have combined to force more families to use the food pantry more than before the pandemic. We have been creative at sourcing food from no and low-cost options, yet every single dollar we raise is critical to rising to meet the demands of our neighbors. It is possible NLCP would have to source a higher abundance of cheaper food options, which are typically less nutritious than what is currently offered.

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

FY06: \$1,000	FY13: \$12,000	FY18: \$16,000	FY24: \$25,000
FY07: \$3,000	2013: Refrigeration \$15,000	FY19: \$16,000	FY24: Planting New Roots \$100,000
FY08: \$5,000	FY14: \$14,000	FY20: \$17,000	
FY09: \$8,000	FY15: \$14,000	FY21: \$20,000	
FY10: \$11,000	2015 Gardening for Health: \$3,800	FY22: \$20,000	
FY11: \$11,000	FY16: \$14,000	2022 ARPA: \$100,000	
FY12: \$12,000	FY17: \$15,000	FY23: \$20,000	

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

Yes

No

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

**Ryan Bobst**  
Digitally signed by Ryan Bobst  
Date: 2024.06.26 08:23:48 -05'00'

Date

6/26/24

Send one grant application via email to Tracey Mulcahey at [tmulcahey@northlibertyiowa.org](mailto:tmulcahey@northlibertyiowa.org). Do not send any hard copies of applications.

**Submission deadline: Applications will be accepted until July 1, 2024 with awards made at a Council meeting in August.**

**Annual reports on awarded projects/programs are due by August 31, 2025. Reminder notices will be emailed in July.**

**FY 25 NLCP Other Budget**

<b>Other Income</b>	<b>Amount</b>	<b>Percentage</b>
Grants	\$ 150,000	26.8%
United Way	\$ 40,000	7.2%
Special Events	\$ 85,000	15.2%
Interest	\$ 18,000	3.2%
<b>Total</b>	<b>\$ 293,000</b>	<b>52.4%</b>

<b>Other Expenses</b>	<b>Amount</b>
Professional Development	\$ 10,000
Consultative/Outsourcing	\$ 6,000
Maintenance/Service	\$ 11,700
Non-Office Supplies	\$ 1,900
Office Supplies	\$ 6,400
Utilities	\$ 12,900
Landscaping	\$ 1,300
Equipment/Facilities	\$ 4,850
Transportation/Travel	\$ 3,900
Insurance	\$ 1,000
Volunteer Support	\$ 8,700
Marketing/Advertising/Development	\$ 800
Special Events	\$ 15,400
Credit Card Fees	\$ 2,000
<b>Total</b>	<b>\$ 86,850</b>



## **SOCIAL SERVICES FUNDING APPLICATION – FY 2025**

North Liberty City Council has allocated funds in the FY 2025 (July 1, 2024 – June 30,

2025) budget for social service programs and projects. These funds are for both annual

funding and smaller projects and contributions to innovative programs and services.

New

applicants are encouraged to contact Tracey Mulcahey at 319/626-5712 or [tmulcahey@northlibertyiowa.org](mailto:tmulcahey@northlibertyiowa.org) before completing the application.

Applications will be scored according to the attached rubric. *Council has emphasized the focus of new services benefitting North Liberty residents.* If additional pages are needed, please feel free to attach extra pages.

### **General Information**

**Agency Name:** Safe Families for Children

**Agency Contact:** Carla Tripp

**Position:** Chapter Director

**Address:** Iowa Office: 2606 Woodland Ave. West Des Moines, Iowa 50266

National Office Address: 4300 W Irving Park Rd, Chicago, IL 60641

**Phone:** 515 815 5124

**Email:** [ctripp@safefamilies.net](mailto:ctripp@safefamilies.net)

**Website:** <https://safe-families.org/>

**Agency Mission Statement:** Safe Families for Children hosts vulnerable children and creates extended family-like supports for families through a community of devoted volunteers who are motivated by compassion to keep children safe and families intact.

**Tax Status:** 501c(3) EIN:45-3194102

### **Program/Project Information**

**Program/Project Title:** Strengthening Families and Communities Community Engagement Expansion

**Program/Project Expenditures**

<b>Expense</b> (List all expenses by category)	<b>Amount</b>
Personnel	\$15,000
Staff, Community Engagement and Family Support	\$5,000
Travel and Administrative Training	\$5,000
Volunteer and Program Supplies	\$5,000
Administrative & Shared Services	\$5,000
<b>Total:</b>	<b>\$30,000</b>

**Sources of Program/Project Funds**

<b>Source of Funds</b> (List all sources...)	<b>Amount</b>	<b>% of Total Program</b>
Josiah Whites Quakerdale Foundation	\$10,000	33.3%
Denner Family Foundation	\$5,000	16.67%
Donations and Fundraising	\$11,500	38.33%
City of North Liberty	\$3,500	11.7%
<b>Total:</b>	<b>\$30,000</b>	<b>100%</b>

**Anticipated/Actual start date:** July 1, 2024

**Anticipated Program/Project completion date:** June 30, 2025

### **Application Information**

#### **1. Describe the program/project:**

Safe Families for Children (SFFC) exists to provide family support, stabilization and, most importantly, child abuse prevention SFFC is a community-based movement predicated on the belief that the safety and health of children in our communities is the responsibility of all of us, and that parents are the key to providing that well-being for their children. Accordingly, SFFC focuses on strengthening and supporting parents so they can care for their children. SFFC reframes how families are supported during a crisis by directly addressing a root cause of neglect – social isolation. Accordingly, Safe Families focuses on strengthening and supporting parents in crisis by providing breathing room, allowing families to stabilize while children are in a safe and caring environment. The model of Safe Families is similar to the type of support extended family might provide a more resourced parent. Many families living in poverty simply have no safe person to turn to when they need help with a sick child, or are struggling to make it themselves. At Safe Families, we believe that even when a family is under-resourced financially, they do not have to be under-resourced socially and emotionally. Our trained volunteer advocates step into the gaps in this area to provide a safety net of support. For over 20 years, Safe Families for Children has focused on providing “Circles of Support”, this model is centered around the idea of radical hospitality and outreach to families. Safe Families aims to surround families with 3-5 volunteers who serve the family in unique ways. Some volunteers may be hosting the children in their homes, while another volunteer (family friend) serves as a mentor to the parent, walking alongside them through their crisis to address needs and meet goals. Yet another volunteer provides respite babysitting now and then, building a relationship with the children and often the parent as well. Other volunteers may bring a meal to the placing parent and help get her to a job interview on time. The idea is a group of trained volunteers surrounding and uplifting the family, eradicating social isolation, and helping to empower the family to thrive.

#### **2. What specific need/problem 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 statute, most state child welfare agencies are only allowed to provide an

alternative home placement for children when the child has been adjudicated as a victim of abuse or neglect. This leaves thousands of children and their families in difficult situations who are experiencing financial crisis, unemployment, and homelessness. Others are dealing with family violence, parental drug and/or alcohol use, illness or incarceration. During such crises, many parents struggle to provide a safe and caring environment for their children. Historically, the extended family often stepped in to support parents by taking care of children for short periods of time, and neighbors came alongside families in crisis. However, many families are socially isolated, and their extended family is non-existent or not available. This places children at risk for neglect or abuse as their parents struggle to cope with crushing circumstances and emotions. Without assistance, many of these situations will lead to the recurrence of abuse/neglect episodes with long-lasting consequences for the child. The goal of SFFC is to provide voluntary services to families experiencing a time of crisis.

Assessed Reports of Child Neglect and Abuse by Level of Finding for CY2023 show Johnson County reports out of 923 total cases reported, there were 189 family assessments conducted, 510 not confirmed cases, 77 confirmed cases and 147 founded cases of child neglect/abuse. When we think of the total number of families and children in these cases, the reality is that all of these families needed some level of support in that moment. If they could be referred to Safe Families and provided a Circle of Support, the likelihood of CPS being called again in the future could be reduced or eliminated.

**3. Describe proposed/existing collaborations with other organizations to address the specific need/problem.** We participate in professional based meetings, i.e. CPPC/PCA-JC, as well as community events and volunteer fairs, participating as a community partner for recruitment and awareness efforts. We work closely with the public school system and local hospital and clinics serving the community. We have working partnerships (referrals) through the Department of Health and Human Services /CPS and support based organizations like First Five, United Action for Youth and Four Oaks. We reach out to local organizations in and supporting the community of North Liberty for collaboration in our efforts to support families in need. In addition to providing safe homes for children, trained parent mentors in the community also provide additional support to families. We work in collaboration with many social service agencies and organizations and stand in the gap for families in crisis, working to stabilize families and provide the love and support needed while the children's parents work through difficulties. We equip and empower volunteers to be host families, resource friends, and family friends to ensure a safe and supportive environment

for children out of a desire to help children and marginalized families before children are harmed. Instead of waiting for children to be abused or neglected, Safe Families recognizes the need to come alongside under-resourced families by mobilizing the local community members, churches, and others to train volunteers who will serve as a Circle of Support – a small group of four or five volunteers supporting families in need, caring for children, mentoring the parent, and providing a safety net for low-income families facing a crisis

**4. How many North Liberty residents will you be serving with this program/project?** New volunteer families from the community would become involved and fully vetted to serve in various roles: Host Family, Family Friend, Family Coach and/or Resource Friend. Ideally, we could support up to 10 Children and Families in the community providing them with a Circle of Support.

**5. Provide a succinct, specific description of your primary target population(s).** The population served is generally low-income, socially, and emotionally under-resourced families, primarily single-mother families facing crisis such as unemployment, homelessness, incarceration, domestic violence, medical crisis or mental health issues.

**6. What percentage of the program/project benefits North Liberty residents?** 100%

Funding is being requested to cover program costs for the North Liberty community of our Iowa City chapter, this includes recruiting and training volunteer host families, facilitating hosting and mentoring arrangements, connecting families in need with community resources, and providing outreach through community referral sources. Because it is funded entirely by charitable contributions and grants, services are provided at no charge to those receiving services without a burdensome cost to society, costing less than one-fourth the cost of traditional foster care. Safe Families is altering the landscape of the child welfare system by deflecting children from entering state custody and keeping healthy families intact.

**7. How will this program/project benefit the community of North Liberty?** By addressing social isolation, we have the opportunity to empower parents to alter the path of their lives so they remain healthy and together. We are innovating the child welfare system by partnering with various organizations and social service entities for referrals and by providing long-term, preventative solutions that the child welfare system is unable to provide: more than half of our families remain connected to our safety net community after two years. We create a strategic community by surrounding each family with 3-5 vetted and trained volunteers who provide child hosting, family coaching for parents to set and achieve goals in income, recovery, housing or employment, and basic needs resources such as meals, clothing, and groceries. Safe Families for Children provides preventative care and support for families prior to abuse or neglect occurring, our goal is to deflect and disrupt the child welfare system. The cost of one hosting



arrangement is approximately \$1,500 for one child. For a child to enter the foster care system for one year costs society upwards of \$46,000 per child, according to a study by the Annie E. Casey Foundation. Safe Families is cost effective, innovative, and impactful, able to scale and expand to any community when we have the capacity and funding to train and support the volunteer base to meet the needs of children, mentor parents, and provide the circles of social support that provide the preventative supports to families

**8. Describe your efforts to outreach to residents of North Liberty in providing accessibility to your programs and services.** SFFC attends professional meetings, community events and volunteer fairs, participating as a community partner for recruitment and awareness efforts. We reach out to local organizations in and supporting the community of North Liberty for collaboration in our efforts to support families in need. We accept any parent/child into our support program at no cost to the family regardless of income, race/ethnicity, language, religion, gender, sexual orientation, or health.

In addition to providing safe homes for children, trained and vetted volunteers in the community may also provide various supports to families, including pick up and drop off of children during hostings and perhaps transportation for a parent to the store, doctor appointment, etc. to ensure the families basic needs are being met.

**9. List goals for the program/project. What outcomes are being evaluated? What tools will be used to evaluate outcomes? How does this program/project determine success?**

By the end of the grant period, we anticipate that the following will be accomplished:

- Children from families in crisis will have a reduced likelihood of experiencing abuse or neglect. At least 85% of families will meet their personal goals.
- Families in crisis will have an extended support system. The number of volunteers (host families, family friends, family coaches) will increase in the community, offering support and mentoring arrangements
- Children will be deflected from entering the child welfare system. At least 95% of children will return home or to a relative.

Safe Families for Children utilizes the evidence-based Protective Factors Survey (PF2) to collect information from parents at the beginning, middle and end of formal support in order to help parents increase the protective factors for their family.

The fidelity and impact of our work is overseen by our National Director of Program Development, Evaluation and Legal Affairs. Each chapter reports their activity and progress in a case management system on a daily or weekly basis. This secure online database tracks family information, program activities, reasons for referrals, progress on goals, and hosting outcomes. Case notes provide valuable data related to improved parent/child relationships, parental

functioning, and progress towards reunification. Feedback and suggestions are welcomed from the parent who received assistance, staff, and volunteers.

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

Our impact is based on the needs supported and number of volunteers we have approved in the community. The more volunteers we have vetted and approved in the community, the more families in need we can reach and support. Without funding it won't preclude our overall support services of supporting a child or family, however the available pool of volunteers in the area may be smaller or unavailable at the time needed. Our goal is to recruit new volunteers, spread awareness of Safe Families support, connect deeper with organizations supporting the community and work in collaboration with other organizations to provide even more support to at risk families and children.

***11. List all amounts and years of funds previously received from the City of***

**North Liberty.** N/A

**12. 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.

Thank you for the opportunity!

Respectfully Submitted on this 10<sup>th</sup> day of June 2024,

A handwritten signature in blue ink that reads "Carla Tripp". The signature is written in a cursive, flowing style.

Carla Tripp  
Chapter Director  
Safe Families for Children  
[ctripp@safefamilies.net](mailto:ctripp@safefamilies.net)  
515 815 5124

Send one grant application via email to Tracey Mulcahey at [tmulcahey@northlibertyiowa.org](mailto:tmulcahey@northlibertyiowa.org). Do not send any hard copies of applications.

Submission deadline: Applications will be accepted until July 1, 2024 with awards made at a Council meeting in August.

Annual reports on awarded projects/programs are due by

August 31, 2025. Reminder notices will be emailed in July.



## SOCIAL SERVICES FUNDING APPLICATION – FY 2025

North Liberty City Council has allocated funds in the FY 2025 (July 1, 2024 – June 30, 2025) budget for social service programs and projects. These funds are for both annual funding and smaller projects and contributions to innovative programs and services. New applicants are encouraged to contact Tracey Mulcahey at 319/626-5712 or [tmulcahey@northlibertyiowa.org](mailto:tmulcahey@northlibertyiowa.org) before completing the application.

Applications will be scored according to the attached rubric.

*Council has emphasized the focus of new services benefitting North Liberty residents.*

If additional pages are needed, please feel free to attach extra pages.

### General Information

Agency Name:

Agency Contact:

Position:

Address:

Phone:

Email:

Website:

Agency Mission Statement:

Through shelter and housing, advocacy and supportive services, our mission is to prevent and end homelessness in our community.

Tax Status:

501(c)(3)

**Program/Project Information**

Program/Project Title:

Emergency Shelter

**Program/Project Expenditures**

<b>Expense</b> (List all expenses by category, using another sheet if necessary)	<b>Amount</b>
Personnel	
Total:	(See attached budget)

**Sources of Program/Project Funds**

<b>Source of Funds</b> (List all sources, using another sheet if necessary)	<b>Amount</b>	<b>Percentage of Total Program/Project</b>
City of North Liberty		
Total:		(See attached budget)

Anticipated/Actual start date:

7.1.2024

Anticipated Program/Project completion date:

6.30.2025

### **Application Information**

1. Describe the program/project.

Shelter House's Emergency Shelter program is Johnson County's only general use homeless shelter that serves anyone who is experiencing a housing crisis. The year-round facility accommodates 70 people each night, with up to 100 served in the winter months due to the addition of fire marshal-approved overflow (this does not include Winter Shelter, which serves an additional 40 adults each night).

Emergency Shelter services support adults, children, and families by providing a safe and secure place to sleep each night, breakfast and dinner daily, storage for their belongings, and access to services to help them move beyond homelessness into a more stable and permanent living situation. These services include case management with Shelter House staff working with each client to address issues or concerns that contributed to their specific experience of homelessness, such as employment, income, mental health, substance use, medical, domestic violence, childcare, or others as identified by the client.

In the most recent program year, 694 people used Shelter House's Emergency Sheltering services, with 17% of those being children.

2. What specific need/problem 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 throughout all of Johnson County. Homelessness is a very complex issue, and many factors contribute to a household experiencing one or more crises that ends in the loss of housing.

First and foremost, we have a significant shortage in the supply of affordable housing supply in Johnson County. That shortfall is compounded when looking at housing that is affordable to the lowest income households: those with incomes at 0% - 30% of area median income.

Thousands of households in our community live in poverty. Most, if not all, of these households are one event--job loss, illness, injury, family breakup, domestic violence, mental health crisis, etc--from losing their housing.

There are many contributing factors to homelessness in our community. The grossly inadequate affordable housing stock is a significant contributor; however, poverty, unemployment, mental health concerns, brain injury, substance use, and domestic violence account for a large number of additional factors. Emergency Shelter gives people in crisis a safe place to begin the road to stability, and engage in services with Shelter House helps them turn their lives around and get back into permanent, stable housing.

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

It is estimated that 50-80 people in this project will be North Liberty residents. Notably, and as mentioned in question one, Shelter House is the only general purpose shelter for people experiencing homelessness in all of Johnson County, meaning that North Liberty residents have nowhere else to turn in a housing crisis that ends in homelessness.

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

The population for this project are households who lose their housing and have nowhere else to turn, other than the streets, their cars, or other locations not intended for human habitation.

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

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



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

The Emergency Shelter program at Shelter House benefits anyone experiencing homelessness in Johnson County, 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 in acute crisis.

By providing a safe environment for residents when crises arise, Shelter House is able not just to provide life-saving shelter, but also to connect households with critical supports, to help them increase income, and to find permanent housing, allowing them to re-stabilize their lives.

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

Shelter House reaches out to North Liberty residents by sharing referral information and by collaborating with the Iowa City Community School District. Many referrals to Shelter House are from Student and Family Advocates from the ICCSD. Since March 2020, Shelter House has engaged many more households in poverty through an eviction prevention program that began during the pandemic. This program pays rental and utility arrears for low-income residents; 13% of people served to date have been North Liberty residents. This program has helped meet households in poverty before they experience the crisis of homelessness and introduce more of the North Liberty community to Emergency Shelter and other programs, should they one day need them.

Shelter House also shares referral information with the North Liberty Library, the North Liberty Community Pantry, and the North Liberty faith communities, sharing print materials, presentations, and other information to ensure that households in need of assistance are aware of and can access services at Shelter House.

9. List goals for the program/project. What outcomes are being evaluated?  
What tools will be used to evaluate outcomes? How does this program/project determine success?

Through the Emergency Shelter program, Shelter House aims to ensure that individuals and families who lose their housing in Johnson County--including North Liberty--have a safe and secure place to sleep, a place to shower and have two daily meals provided, and access to case management services to exit the crisis of homelessness into housing. The goal is, with the expertise of the Rapid Rehousing program, to exit shelter into permanent housing within 30 days. This timeline has become more challenging since the state-level change in the law that permits landlords to refuse even a guaranteed rent payment if that payment is to come through a housing voucher. Still, 30 days remains the goal.

Outcomes are tracked closely, per federal requirements. Data points include last known zip code, guests' ages and other demographic elements, engagement with other Shelter House programs, like Job Lab and Rapid Rehousing, number of nights in shelter, and exit outcome (e.g. exited to an apartment of their own in the community). Success is measured by the speed with which individuals experiencing homelessness are able to exit to a stable housing situation, and whether the housing outcome was the one prioritized by the individual.

10. 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. Other large municipalities (Johnson County, Iowa City, Coralville) continue to provide support for Emergency Shelter, and the United Way, combined with private fundraising, cover balance of Emergency Shelter's other expenses and personnel costs. Shelter House would attempt to pursue other grant opportunities and try to increase fundraising efforts to fully fund the rest of the program.

Currently, Shelter House only has public funding for shelter services for fewer than half of the days in the year (45% public funding, the remaining 55% is privately raised). If not funded, and fundraising numbers are down, cuts could potentially be made, such as reducing hours in service (currently 24/7) and/or reducing the number of beds available.

11. 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 FY 20, \$6,000 FY 21, \$5,000 FY 22, \$6,000 FY 23, \$10,000 FY 24, \$10,000
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12. If you have previously participated in the City of North Liberty's social services funding opportunity, have you completed required reports?

Yes       No       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	<b>Christine Hayes</b> <small>Digitally signed by Christine Hayes Date: 2024.06.28 13:19:46 -05'00'</small>	Date	6.28.2024
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Send one grant application via email to Tracey Mulcahey at [tmulcahey@northlibertyiowa.org](mailto:tmulcahey@northlibertyiowa.org). Do not send any hard copies of applications.

**Submission deadline: Applications will be accepted until July 1, 2024 with awards made at a Council meeting in August.**

**Annual reports on awarded projects/programs are due by August 31, 2025. Reminder notices will be emailed in July.**

	<b>Emergency Shelter</b>	<b>% of Budget</b>
<b>Income:</b>		
<b>Local Funding:</b>		
Johnson County	\$ 115,500	9%
Iowa City	\$ 199,790	15%
Coralville	\$ 2,500	0%
North Liberty	\$ 10,000	1%
United Way	\$ 83,064	6%
<b>Subtotal Local Funding:</b>	<b>\$ 410,854</b>	<b>31%</b>
<b>Grants:</b>		
FEMA/EFSP	\$ 14,000	1%
VA Per Diem Bridge Housing	\$ 135,169	10%
State Assistance Fund (SAF)	\$ 123,713	9%
<b>Subtotal Grants:</b>	<b>\$ 272,882</b>	<b>20%</b>
<b>Contract Services</b>		
Per Diem UIHC	\$ 24,000	2%
<b>Subtotal Contract Services:</b>	<b>\$ 24,000</b>	<b>2%</b>
<b>Contributions:</b>		
United Way Designated Giving	\$ 13,000	1%
Individual Gifts	\$ 320,760	24%
Community & Corporate	\$ 74,365	6%
Faith Groups	\$ 27,825	2%
<b>Subtotal Contributions:</b>	<b>\$ 435,950</b>	<b>33%</b>
<b>Fundraising--Campaigns and Events</b>	<b>\$ 182,247</b>	<b>14%</b>
<b>Total Operating Income:</b>	<b>\$ 1,325,933</b>	<b>100%</b>
<b>Expenses:</b>		
<b>Employee Expenses</b>		
Salaries-Total Gross	\$868,637	
FICA Tax Shelter House Liability	\$66,451	

Unemployment		\$7,818	
Workers Comp		\$24,148	
Insurance- Health & Dental		\$34,017	
Retirement Contribution @ 4%		\$5,398	
Flexible Savings Account Contributions		\$520	
<b>Subtotal Employee Expenses:</b>	<b>\$</b>	<b>1,006,989</b>	
<b>Program Expenses:</b>			
<b><u>Utilities &amp; Facility</u></b>			
Gas and Electric	\$	19,830	
Water and Sewer	\$	10,483	
Garbage Collection/Hauling	\$	3,401	
Telecommunications and Network	\$	55,895	
Insurance D&O/Umbrella/Liability/Vehicle/Pro	\$	48,230	
Building Repairs and Maintenance	\$	34,616	
Equipment Repairs and Maintenance	\$	20,183	
Program Supplies and Equipment	\$	40,080	
Rent Payments/Storage	\$	1,320	
Debt Service (LOANS):	\$	3,690	
<b><u>Services:</u></b>			
Resident Meals Food	\$	15,000	
Client Transportation	\$	3,550	
<b><u>HR, Fundraising &amp; Operating:</u></b>			
Staff Development	\$	2,500	
Staff Travel	\$	1,000	
Event and Fundraising Expenditures	\$	750	
Postage	\$	500	
Office Supplies	\$	6,500	
Dues and Subscriptions	\$	250	
Professional Fees	\$	21,616	
Audit & 990 Report	\$	29,550	
<b>Subtotal Program Expenses:</b>	<b>\$</b>	<b>318,944</b>	
<b>Total Expenses:</b>	<b>\$</b>	<b>1,325,933</b>	



## SOCIAL SERVICES FUNDING APPLICATION – FY 2025

North Liberty City Council has allocated funds in the FY 2025 (July 1, 2024 – June 30, 2025) budget for social service programs and projects. These funds are for both annual funding and smaller projects and contributions to innovative programs and services. New applicants are encouraged to contact Tracey Mulcahey at 319/626-5712 or [tmulcahey@northlibertyiowa.org](mailto:tmulcahey@northlibertyiowa.org) before completing the application.

Applications will be scored according to the attached rubric.

*Council has emphasized the focus of new services benefitting North Liberty residents.*

If additional pages are needed, please feel free to attach extra pages.

### General Information

Agency Name:

Agency Contact:

Position:

Address:

Phone:

Email:

Website:

### Agency Mission Statement:

Table to Table bridges the gap between abundance and hunger. Our mission is to increase food equity and reduce environmental harm by collecting and redistributing surplus food through partners to people who can use it.

Tax Status: 42-1457219

**Program/Project Information**

Program/Project Title: Food Distribution to Feed Neighbors Fa

**Program/Project Expenditures**

<b>Expense</b> (List all expenses by category, using another sheet if necessary)	<b>Amount</b>
Personnel	\$33,335
Program Supplies & Services	\$1,275
Telephone & Utilities	\$7,172
Travel Expenses	\$16,251
Total:	\$52,380

**Sources of Program/Project Funds**

<b>Source of Funds</b> (List all sources, using another sheet if necessary)	<b>Amount</b>	<b>Percentage of Total Program/Project</b>
Private Grant Funds	\$11,163	21%
City/Federal/State Contributions	\$12,231	23%
Contributions - NL Residents	\$8,921	17%
City of North Liberty	\$9,000	17%
Other Private Donations	\$11,066	21%
Total:	\$52,380	

Anticipated/Actual start date:

7/1/2024

Anticipated Program/Project completion date:

6/30/2025

### **Application Information**

1. Describe the program/project.

Last year, T2T delivered 418,000 pounds of food to North Liberty, 63% of that was produce, protein and dairy collected from hundreds of local food donors across the county. Along with our regular fresh food collection from grocery stores, we continue to focus our efforts on recovering more fresh produce, protein, and dairy from farms, gardeners, producers, and processors.

In fact, due to the increasing demand for food, we've expanded food recovery partnerships and have accessed 27,000 pounds more produce, protein, and dairy, an 11% increase for North Liberty partners as we did in 2023. This is in addition to doubling our protein deliveries since 2022.

T2T delivers the equivalent of 348,000 meals a year to North Liberty residents with deliveries 5 days a week. We recruit and train more than 75 volunteers each year for North Liberty routes. It also requires route planning and logistics to coordinate more than 1,800 pick-ups/1,350 deliveries and maintain relationships with food donors.

Since 2015, T2T has nearly tripled the amount of food distributed to North Liberty, however, demand for high-value fresh food has never been higher. As the North Liberty Pantry continues to grow capacity, we work to meet the increasing need in the North Liberty Community.

For operations like the North Liberty Pantry and satellite meal sites and pantries at the library and churches in the community, nutritious options can be cost prohibitive. At the request of our partners, T2T has focused on increasing fresh food options. This year, we well exceeded our for more than half of all the food we deliver to be these high nutritional value foods.



2. What specific need/problem 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.)

Our mission is to prevent wholesome, edible food from going to waste, especially when we have neighbors who struggle with food insecurity, which unfortunately continues to grow since April of 2022, when SNAP benefits were reduced by 42.8% across the board and since the loss of summer youth meal funding. Food insecurity has been shown to negatively impact health outcomes. For children in particular, hunger adversely affects their health, cognitive and social development, and has been linked to worse health and economic outcomes in adulthood. Recent data shows that one in 7 children in Johnson County faces food insecurity, and during the school year, half of these kids access nutritious meals through the National School Breakfast and Lunch Program. at partners with less food storage space are still able to access the appropriate amount of food for their service level.

Children participating in free lunch during the school year can go without as many as 10 meals per week during the summer. Forty-three percent of low-income families

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

Through partnership with the North Liberty Pantry, the North Liberty Library, North Liberty Baptist Church Pantry, the Summer Lunch & Fun program T2T food reaches well over 3,000 people. Our request is for roughly \$3 per person served by T2T food in North

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

Table to Table's primary target populations are families and individuals who face financial barriers to basic needs in North Liberty and throughout Johnson County. We prioritize service to those that are particularly vulnerable, including seniors, youth, adults experiencing homelessness, those with family members in health crises, and those who

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

One hundred percent of the program and costs we've described in the budget are specific to North Liberty and fund services to North Liberty Residents. Table to Table allocates food quantities based on the number of people served balanced with other equity metrics such as availability of other resources and access to public transportation. Last year, 8% of the individuals served were in North Liberty and we allocated 15% of

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

North Liberty social service programs received 418,000 pounds of food from Table to Table this year. In order to provide an appropriate variety, T2T sources most of the food delivered from outside North Liberty. High nutrient foods like produce, meat, and dairy are often cost-prohibitive to our hunger relief agencies. By funding the community collaborations in North Liberty that prevent three-quarters of a million dollars worth of food from going to waste, you will help Table to Table provide 50%+ of the food distributed to 3,000 North Liberty residents through meal sites, the community food pantry, and satellite food pantries.

In order to best serve North Liberty residents, we deliver to North Liberty Pantry everyday they are open. North Liberty partners in general are served by 23% of our weekly food rescue routes. This ensures that partners with less food storage space are still able to access the appropriate amount of food for their service level.

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

After a few years of unpredictable food rescue opportunities due to pandemic related supply chain issues, T2T has been able to bring our donations up and exceed the amount of food we provided to North Liberty pre-pandemic. We've increased total food distribution to the North Liberty Community by 49% since 2021. This is made possible in large part due to our strong relationship with the North Liberty Pantry who has worked to expand their food distribution capacity. By bringing food directly to social service programs in the community, we help alleviate transportation barriers for both the agencies and the individuals they serve. We will also be hosting produce pop up stands in the Golf View and Holiday Lodge mobile home parks again this summer. Not only do we deliver directly to social service programs, but we've also increased the

9. List goals for the program/project. What outcomes are being evaluated?  
What tools will be used to evaluate outcomes? How does this program/project determine success?

We aim to provide at least as many pounds of food to the North Liberty community as we did in this year and to maintain the amount of produce, protein, and dairy above 50%. We track every pound and type of food collected in our FoodForce database to report upon percentages and people reached. We've been tracking this kind of data for more than 25 years and hope to continue to improve upon systems.

This year, we will incorporate equity metrics into our data analysis. Since food recovery is an unpredictable business, our ultimate aim is to deliver food to North Liberty proportional to the number of people served and in consideration of several additional equity metrics beyond the number served alone.

We also consider our strong working relationships with partners in North Liberty to be valuable outcomes of our programming that help us better serve North Liberty residents.

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

Due to the skyrocketing costs of food this year and with Johnson County food costs being some of the highest in the state, it would cost North Liberty social service agencies 1.5 million dollars to purchase from retail stores the amount of food we are able to provide for free. We know these partners could never invest even a fraction of that in food purchases and so the end result would be less food available for fewer people.

Table to Table fundraises to cover costs of programs throughout Johnson County. Last summer, due to changes in the state SNAP-ED program, we lost a grant that made up 36% of our state/local/federal funding line. As the need and our reach to North Liberty increases, the costs have also increased. North Liberty social service agencies are critical partners to Table to Table and as such, we would not cease our partnership with them. Should we experience a decrease in funding, we would seek to reduce costs by limiting the number of routes, deliveries, and staff dedicated to logistics and outreach.

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

2024 - Social Services Funding: \$7,500  
2023 - Social Services Funding \$7,000  
2022 - Social Services Funding \$6,000  
2021 - Social Services Funding \$6,375  
2020 - Vehicle Purchase Funding \$2,000  
2017 - Social Services Funding \$2,000

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

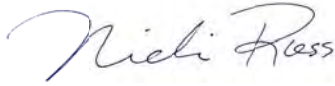
Yes

No

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

6/30/2024

Send one grant application via email to Tracey Mulcahey at [tmulcahey@northlibertyiowa.org](mailto:tmulcahey@northlibertyiowa.org). Do not send any hard copies of applications.

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**Annual reports on awarded projects/programs are due by August 31, 2025. Reminder notices will be emailed in July.**



## **SOCIAL SERVICES FUNDING APPLICATION – FY 2025**

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Applications will be scored according to the attached rubric.

*Council has emphasized the focus of new services benefitting North Liberty residents.*

If additional pages are needed, please feel free to attach extra pages.

### **General Information**

Agency Name:

Agency Contact:

Position:

Address:

Phone:

Email:

Website:

#### Agency Mission Statement:

The mission of TRAIL of Johnson County is to help senior adults successful age in place by providing tools and resources for active independent living. (the TRAIL acronym is in this mission statement.)

Tax Status: 501 (c) (3) IRS-defined

**Program/Project Information**

Program/Project Title: Expanding Support for North Liberty S

**Program/Project Expenditures**

<b>Expense</b> (List all expenses by category, using another sheet if necessary)	<b>Amount</b>
Personnel	8500
In-kind volunteer support (1	5022
Office supplies	1500
ng materials, design, postal	1000
Total:	16,022

**Sources of Program/Project Funds**

<b>Source of Funds</b> (List all sources, using another sheet if necessary)	<b>Amount</b>	<b>Percentage of Total Program/Project</b>
Other raised fund	2000	12.5
In-kind support	5022	31.3
City of North Liberty	8500	53.5
Total:	16,022	100

Anticipated/Actual start date:

July 1, 2024

Anticipated Program/Project completion date:

June 30, 2025

### Application Information

1. Describe the program/project.

TRAIL of Johnson County provides four main services:

1. Volunteer support. We have around five dozen 'service volunteers', as we call them, who provide an average of 4 services/month to our members throughout Johnson County. These services include transportation to/from various places, many medical; small IT project help; some yard work or help with home organization; medical advocacy, and more.

2. Social & educational programs. We will be presenting a 4 part 'Life Planning for Seniors' seminar later this year, led by a social worker with Oaknoll. We have done a variety of educational sessions. Often, we lead social events - sometimes simple, like having coffee in a members' house or eating dinner at a specific restaurant together. Sometimes, we go hiking, kayak (with the support of Johnson County Conservation), and visiting art galleries or museums.

3. Resource provision. TRAIL has created two editions of a 'Johnson County Senior Housing & Services Guide' in the last 3 years; the 2023 edition is 70 pages, and is the best resource of its type in the county. (The Iowa City Senior Center and Johnson County Social Services give out copies of this.) We also link people with other social services, like Legal Aid or Visiting Nurses Association. In our 'Life Transitions' program, we give intensive support - here's an example of one member, "Charlie".

Charlie lived in North Liberty in the last decade of his life. In Section 8 Housing, TRAIL provided him with a free membership, and a handful of dedicated volunteers engaged with him 2-4 times/month during his membership. They got him signed up for food stamps, brought him to Legal Aid, and more. One volunteer was the main social support for this man who had no connections to family and no friends. Charlie died in Feb., 2022, but his life was profoundly positively shaped by the kind, supportive interaction that he had with more than one TRAIL volunteer. TRAIL has other similar stories of deeply supportive volunteers for our members in North Liberty.

4. We also provide free memberships to 30 senior households in Johnson County. This reflects deferred income totalling more than \$36,000/year. Westwinds Realty and MidWestOne Bank provide donations to help with these 'Supported' members, as we call them. But we still cover over \$30,000 in lost revenues for low income seniors, 3 of whom are in North Liberty.

Since the beginning of 2022, TRAIL of Johnson County has provided more than 300 hours of volunteer services for ten different residents of North Liberty. The organization 'Independent Sector', studies value of volunteer time. In 2024, the impact of one hour of volunteer support is \$33.49. In this period TRAIL has provided service worth over \$10,000 to North Liberty Seniors.

This project, if funded, will produce four outcomes:

1. We will seek double the number of members we serve in North Liberty (from 6 to 12). (Obviously, this will lead to greater social supports and services for these members, as well.
2. We will increase our marketing in North Liberty. We'll look to again approach the seniors group at the North Liberty

2. What specific need/problem 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.)

Aging is both an opportunity and occasionally leads to significant needs that are difficult to meet. Currently, about 11.4% (2300+ persons) of the North Liberty population is over 60; by 2030, it's estimated that this could reach 15% of the population of North Liberty (over 3500). Our major source of low-income recommendations is the Johnson County Mobility Coordinator, who helps low-income residents especially find transportation possibilities. We are an indispensable part of allowing seniors - low income and otherwise - maintain their ability to live well at home. Transportation, social supports of various types, resource provision...TRAIL does help maintain and improve quality of life for its' members, and makes the communities they are part of stronger.

Social & educational programming

Service volunteers

Resource provision

- and intermixed with this, deeper supports for those needing it through the 'Life Transitions' program

all of these elements of TRAIL services address the increasing needs of persons as they age to find

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

We look to serve 12 households by the end of this period; but doing so with a minimum of 150 volunteer hours. This is a deep support, rather than a broad net. If we find good support from the Senior group at the North Liberty Library we spoke with in 2022 or so; the Neighborhood Ambassadors & the targeted neighborhoods we engage; and the programming leader at the Iowa City Senior Center satellite office in North Liberty, we may end up with even more members!

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

Seniors. All of them! Every race, every income level. We won't serve persons with significant health issues, but we do assist folks using walkers and with some noticeable health challenges. As we're a volunteer service organization, we will protect this group (volunteers) first, ensuring they don't have too much risk or difficulty.

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

All of it! This is focused on our expansion of marketing, membership, and service to North Liberty seniors only.



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

We can touch on some things mentioned above - but the heart of this is that with the members we have in North Liberty already, we average about two hours of volunteer support for each of them every month right now. We don't 'take attendance' at our social and educational events, but know that we have some participation that way already. If we reach our goal of a dozen members of TRAIL from North Liberty, and they participate in the same ways that existing North Liberty members do, we'll be providing nearly \$9000/service per year going forward - AND will likely have improved relationships with persons and organizations in North Liberty which will benefit all involved.

TRAIL will help - as it is now, but just more! - assist seniors in North Liberty maintain active, independent life as long as they're able, and we'll be there when they are midst life transitions, with support, information, and more. Grant support by the City of North Liberty will enable this expansion.

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

We have historically done too little to promote TRAIL in North Liberty. There was a presentation towards the end of the pandemic to a group at the Library, but our efforts have been very limited. We also have done two mailings to every senior living in poverty in Johnson County, through the help of the Heritage Area Agency on Aging, who gave us a database with that information - some percentage of that was persons in North Liberty, certainly. Beyond that, we have not been known well enough here.

9. List goals for the program/project. What outcomes are being evaluated? What tools will be used to evaluate outcomes? How does this program/project determine success?

Goal 1: Expanding to 12 household memberships is Goal 1. It's hoped we'll exceed that.

Goal 2: Additional, practical & subsequently ongoing relationships with North Liberty Neighborhood Ambassadors; presentations to 2-4 groups with older populations.

Goal 3: Collaboration leading to programming with the North Liberty office of the Iowa City Senior Center.

Goal 4: additional marketing through the N. Liberty Library, and perhaps other groups recommended to us midst the above engagement.

Success will be additional members, but also deeper professional relationships and a half-dozen or more marketing activities in North Liberty.

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

It's likely that some of the effort we describe here would be slowed, at a minimum. One value of grant support like this is that it focuses our priorities: it moves, for instance, a plan for targeted outreach and engagement of N. Liberty Neighborhood Ambassadors from the 'it'd be good to do' pile, and makes it a "how are we going to get this done, soon, and well!!" sort of thing. There will be no threat here, that without North Liberty support we'll do nothing - but we will note again our commitment of a dozen or more volunteers with 8-10 members of TRAIL total (some have died) that documents we're willing to work in North Liberty.

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

We have not sought funding from the City of North Liberty in the past.

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

Yes       No       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

Send one grant application via email to Tracey Mulcahey at [tmulcahey@northlibertyiowa.org](mailto:tmulcahey@northlibertyiowa.org). Do not send any hard copies of applications.

**Submission deadline: Applications will be accepted until July 1, 2024 with awards made at a Council meeting in August.**

**Annual reports on awarded projects/programs are due by August 31, 2025. Reminder notices will be emailed in July.**



## **SOCIAL SERVICES FUNDING APPLICATION – FY 2025**

North Liberty City Council has allocated funds in the FY 2025 (July 1, 2024 – June 30, 2025) budget for social service programs and projects. These funds are for both annual funding and smaller projects and contributions to innovative programs and services. New applicants are encouraged to contact Tracey Mulcahey at 319/626-5712 or [tmulcahey@northlibertyiowa.org](mailto:tmulcahey@northlibertyiowa.org) before completing the application.

Applications will be scored according to the attached rubric.

*Council has emphasized the focus of new services benefitting North Liberty residents.*

If additional pages are needed, please feel free to attach extra pages.

### **General Information**

Agency Name:

Agency Contact:

Position:

Address:

Phone:

Email:

Website:

Agency Mission Statement:

Tax Status: 501(c)3

**Program/Project Information**

Program/Project Title: Positive Youth Development & Mental Health Services

**Program/Project Expenditures**

<b>Expense</b> (List all expenses by category, using another sheet if necessary)	<b>Amount</b>
Personnel	
General Operating Expenses	5000
Total:	50,00

**Sources of Program/Project Funds**

<b>Source of Funds</b> (List all sources, using another sheet if necessary)	<b>Amount</b>	<b>Percentage of Total Program/Project</b>
Private Foundation	50,000	66.7%
United Way	10,000	13.3%
Johnson County	10,000	13.3%
City of North Liberty	5,000	6.7%
Total:	75,000	

Anticipated/Actual start date:

7/1/2024

Anticipated Program/Project completion date:

6/30/2025

**Application Information**

1. Describe the program/project.

UAY has several initiatives currently running in North Liberty. These include an experiential learning program called SPARK, Pride programs at Clear Creek Amana, and we hold several groups at North Central Junior High and Liberty High School. UAY staff and youth are also working with the North Liberty Library on a traveling mural. UAY continues to work with agency partners including the North Liberty Rec Center, Library, Iowa City Community School District (ICCS), 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/problem 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.)

UAY served 480 North Liberty residents in FY23 in our health education program at North Central, junior high art workshops, Ranshaw House Hangout, and through our work at Liberty. 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. UAY brings services to young people in neighborhoods with the greatest disparities. We intervene at a time when they are most vulnerable to risky behaviors. It is important to understand the interrelationships among the environmental and individual factors that affect adolescent behavior. Research suggests that the baseline level of dopamine is lower in adolescents, but its release in response to experience is higher, which can explain why teens may report a feeling of being "bored" unless they are engaging in some stimulating and novel activities. This enhanced natural dopamine release can give adolescents a powerful sense of being alive when they are engaged in life. It can also lead them to focus solely on the positive rewards they are sure are in store for them, while failing to notice or give value to the potential risks and downsides.

In general, a few areas of risk-taking pose the most serious threats to adolescents: sexual risk-taking, substance use, illegal behavior, and thrill seeking. Familiar clusters of risk factors including living in poverty, dysfunctional family patterns, and substance use in the home, appear to be associated with each of the risk behaviors. Impulsiveness, difficulty with self-control, and sensation-seeking, characteristic of all adolescents to some degree, but of some more than others, also seem to be associated with most risk behaviors. Risk behaviors themselves also tend to cluster together, with young people who experiment with substance use being more likely to engage in risky sex, for example.

According to After School Alliance, a US Department of Education collaboration with the Charles Stewart Mott Foundation, in their brief "Older Youth Need Afterschool Programs", 51% of youth who take care of themselves after school are in high school. "The conventional wisdom is that by the time youth reach high school, they are old enough to take care of themselves and don't need adult supervision. However, if left to their own devices, teens might not make the best use of the free time they have after school. For example, the rate of juvenile crime triples between 3 and 6pm, and youth are more likely to become victims of crime. Youth who must fend for themselves and boredom can increase the likelihood that a young person will experiment with drugs and alcohol as much as 50 percent and ages 12-15 are the years in which youth develop their patterns of alcohol, tobacco, and other drug use or nonuse.

In addition to general patterns of behavior due to brain development, trauma can add an additional layer of complexity to working with teens. All UAY staff are trained in the principles of Trauma Informed Care, and how to utilize those principles while working with youth who may have suffered trauma. Trauma-informed care is an evidenced based approach and a paradigm shift from one that asks, "What's wrong with you?" to one that asks, "What has happened to you?". More than half of all youth in the United States reported exposure to trauma in the past year, an experience that is linked to traumatic stress and other problematic and costly health outcomes that last for a lifetime. Trauma-affected youth may experience a wide range of cognitive, emotional, and behavioral challenges that negatively affect their daily functioning. These challenges include difficulty trusting authority figures, difficulty forming healthy adult and peer relationships, anxiety, sadness, and anger. However, Positive Youth Development practices are a promising and non-stigmatizing method to protect youth from the effects of trauma by connecting them with caring adult mentors, promoting resilience, and cultivating problem-solving skills that youth can apply in challenging situations.

UAY is also aware of the intersectionality of race and class with trauma. Youth experience additional marginalization as a result of their intersecting identities and other identity-related factors. These identities fall under the categories of "minority", "at-risk", "Latinx", "African-American", and "low socio-economic", which are often accompanied by exposure to factors like trauma, racism, and classism. The combination of these identities and factors compounds and intensifies youths' struggles to create opportunities that allow them to move beyond their status and prosper.

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

~500

5. 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

6. 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

7. 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. 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.

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)

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

UAY's work in the ICCSD is our primary way we outreach to the young people of North Liberty. We have advocates and groups in every junior high and high school in the area on a nearly daily basis. Our health education program alone provides evidence based sex education programming to every 5th, 7th, and 9th grader in the ICCSD.

Our SPARK program has an extensive outreach component in North Liberty. This includes attending community events and meeting youth in neighborhoods and at school. Crisis work is done at schools, in homes, or wherever is most convenient for each individual.

Our Street Outreach program does outreach to youth who have run away or are experiencing homelessness twice a month in North Liberty.

UAY stresses the importance of eliminating barriers to access our programming. UAY has developed programming that target these issues while also speaking to youth in a language they understand, by investing in trainings that specialize in working with the unique needs of young adults such as Positive Youth Development, Youth Mental Health First Aid, Trauma Informed Care, Cultural Competency, and Adverse Childhood Experiences. We work with their strengths and utilize them as partners in determining what activities they are interested in and what issues they want to see addressed. We do this while creating a safe environment with trusted adults who can guide them to use their talents for their benefit and the benefit of the community as a whole.



9. List goals for the program/project. What outcomes are being evaluated?  
What tools will be used to evaluate outcomes? How does this program/project determine success?

There isn't one definition of success at UAY. Partially this is because we have so many different programs, with so many potential outcomes that the definition in one program would be meaningless in another. For UAY, our definition is specific to the program, the individual, and the circumstances for each participant. Assessment is done at a programmatic level, with each program having their own specific assessment tools. Prevention programs uses the Youth Programs Quality Assessment (YPQA) that was developed to measure the quality of youth development programs. Additionally, bi-annual surveys, are given in each program to assess the outcomes, and provide a snapshot of how youth are feeling about the program, staff, and the how successful each program is in working toward its goals.

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

It is a difficult time for UAY and for non-profits in general, as ARPA funds are being withdrawn, and giving is down across the board. UAY is experiencing a record loss this fiscal year, and our budget for the next fiscal year is also in the red. For this reason, plus the ending of a Johnson County grant, we have had to eliminate positions, and are unable to provide the weekly group at Ranshaw House that we have been providing for the last two years. We continue to provide programming for North Liberty youth in the schools and through our mental health and SPARK programs, so the number of North Liberty youth we see will not change substantially, but it is exactly this type of budget crunch that hits hardest for smaller communities like North Liberty. UAY has been around for over 50 years, and we will weather this storm as we have many others, but it does take it's toll on the young people that we serve. We are asking for a smaller amount this year to reflect the loss of the Ranshaw program, but we hope you will continue to support the work we continue to do in the community, and know that we continue to search for more funding to increase the much needed services here and across the area.

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

FY21 - \$4,000 FY22 - \$5,000 FY23 - \$8,500 FY24 - \$9,000
--

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

Yes       No       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	<b>Genevieve Anglin</b> <small>Digitally signed by Genevieve Anglin Date: 2024.06.28 14:03:45 -05'00'</small>	Date	6/28/2024
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Send one grant application via email to Tracey Mulcahey at [tmulcahey@northlibertyiowa.org](mailto:tmulcahey@northlibertyiowa.org). Do not send any hard copies of applications.

**Submission deadline: Applications will be accepted until July 1, 2024 with awards made at a Council meeting in August.**

**Annual reports on awarded projects/programs are due by August 31, 2025. Reminder notices will be emailed in July.**



# **Sugar Creek Lane Project**

Prepared by and Return to:  
Grant D. Lientz, 3 Quail Creek Circle, P.O. Box 77, North Liberty, IA 52317 319-626-5767

**TEMPORARY CONTRUCTION EASEMENT AGREEMENT**

This agreement is made and entered into by and between RAEMATT MINI-STORAGE, LLC, and Iowa Limited Liability Company, owner of the real estate described herein, (hereinafter referred to as "Property Owner," which expression shall include its agents, successors or assigns), and the CITY OF NORTH LIBERTY, IOWA, a municipal corporation, (hereinafter referred to as "City," which expression shall include its agents, successors or assigns).

**IT IS HEREBY AGREED AS FOLLOWS:**

For the sum of one dollar (\$1.00) plus other valuable consideration, the receipt of which is hereby acknowledged, the Property Owner hereby grants and conveys to the City a temporary easement for the public purpose of reconstruction of portions of Sugar Creek Lane (the "Project"), under, over, through and across real property located in North Liberty, Iowa, which property is legally described as follows:

The Western 50' of Lot 9, Country Living Addition, Part II, City of North Liberty, Iowa, (Final Plat recorded in Plat Book 17, Page 35 at the Johnson County Recorder's Office); subject to easements, restrictions and covenants of record.

Additionally, as part of the consideration for this agreement,

- A. The Property Owner will not be assessed for any costs for the design and construction of the Project, plans for which are on file at City Hall, nor shall the Property Owner be responsible for the initial costs of constructing or maintaining the Project; however, connection fees, frontage fees, or other typical and customary fees will be collected by the City at the time any part of the property is developed.
- B. The City shall be responsible for the recording of this Agreement and payment of the costs for the same.

- C. The City shall indemnify and hold harmless the Property Owner, its successors and assigns, from and against any loss, damage, expense, cost, third party claims, causes of action, or other liabilities arising out of, or purporting to arise out of, the City's exercise of the rights granted under this Agreement. This indemnification and hold harmless shall include, but is not limited to, reasonable legal fees and cost of defense incurred by Property Owner.

### **DIVISION I – TEMPORARY EASEMENT**

The Property Owner and the City agree that:

1. Property Owner does hereby grant and convey to City a temporary construction easement (the "Temporary Easement") for the purpose of facilitating the City's construction of the Project described above.
2. The Property Owner shall not, during the construction of the Project, erect any landscaping, fences, or structures over, under or within the Temporary Easement area, nor change the grade, elevation or contour of any part of the Temporary Easement area, without obtaining the prior written approval of the City Engineer.
3. The City shall have the right of access to the temporary construction easement area and have all rights of ingress and egress reasonably necessary for the use and enjoyment of the easement area as herein described, including but not limited to the right to redirect public traffic and to remove any unauthorized obstructions or structures placed or erected on the easement area.
4. Following the construction and installation of the Project and final acceptance by the City, the City shall restore the temporary construction easement area to substantially the same condition as existed prior to the commencement of construction operations.
5. City covenants and agrees that driveways, fences and other site features that are removed or disturbed shall be replaced by City consistent with the final construction plans, which the City Engineer shall make available to the Property Owner upon request. City covenants and agrees that existing underground drainage tiles that are removed or disturbed shall, to the extent reasonably possible, be replaced by City. City further agrees that all grassed areas disturbed by the construction shall be seeded within a reasonable time after construction is complete. Property Owner agrees that trees, shrubs and brush that are removed or disturbed will not be replaced by City.
6. City covenants and agrees to remove and stockpile existing topsoil from areas to be excavated, to be used in the event of any repair. Following installation of the improvements described herein, all areas within the temporary construction easement area which are disturbed will be graded to form a uniform slope, and topsoil shall be replaced and spread over disturbed areas, thereby restoring said areas substantially to their prior condition, with the exception of the replacement of trees, shrubs and brush.

7. The rights as described above in the temporary construction easement area shall commence upon execution hereof and shall cease and terminate following the completion of the construction of the Project, which is anticipated to begin in August of 2024 and with a scheduled duration of three (3) days. Property Owner shall be compensated at the rate of one hundred dollars (\$100.00) per day for the easement rights during the construction of the Project, with a minimum compensation payment of three hundred dollars (\$300.00), the receipt of said sum is acknowledged by Property Owner. In no event shall the total compensation for the use of the easement area exceed one thousand dollars (\$1,000.00).

**DIVISION II – GENERAL**

The Property Owner does hereby covenant with the City that the Property Owner holds said real estate described in this easement by title in fee simple; that the Property Owner has good and lawful authority to convey the same; and that the Property Owner covenants to warrant and defend the said premises against the lawful claims of all persons whomsoever. The provisions hereof shall inure to the benefit of and bind the successors and assigns of the respective parties hereto, and all covenants shall apply to and run with the land.

Dated this 29 day of ~~June~~<sup>July</sup>, 2024.

**PROPERTY OWNER:**

**CITY:**

Signed: [Signature]  
Kevin Kidwell, Manager

Signed: \_\_\_\_\_  
Chris Hoffman, Mayor

Signed: [Signature]  
Carol Kidwell, Manager

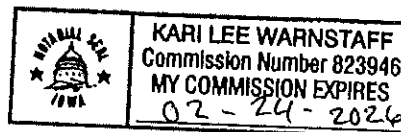
Signed: \_\_\_\_\_  
Tracey Mulcahey, City Clerk

STATE OF IOWA, JOHNSON COUNTY: ss

On this 29<sup>m</sup> day of July, 2024, before me, the undersigned, a Notary Public in and for the State of Iowa, personally appeared Kevin Kidwell and Carol Kidwell, to me personally known, who, being by me duly sworn, did say that they are the managers of Raematt Mini-Storage, LLC, an Iowa Limited Liability Company, and that the instrument was signed on behalf of the company by the authority of its members, and that Kevin Kidwell and Carol Kidwell acknowledged the execution of the instrument to be their voluntary act and deed, and the voluntary act and deed of the company.

[Signature]  
Notary Public in and for the State of Iowa

STATE OF IOWA, JOHNSON COUNTY: ss



On this \_\_\_\_\_ day of \_\_\_\_\_, 2024, before me, the undersigned, a Notary Public in and for the State of Iowa, personally appeared Chris Hoffman and Tracey Mulcahey, to me personally known, who, being by me duly sworn, did say that they are the Mayor and City Clerk, respectively, of the City of North Liberty, Iowa, a municipal corporation; that the seal affixed to the foregoing instrument is the corporate seal of the municipal corporation, and that the instrument was signed and sealed on behalf of the municipal corporation by the authority of its City Council, as contained in Resolution No. \_\_\_\_\_ of the City Council on the \_\_\_\_\_ day of \_\_\_\_\_, 2024, and that Chris Hoffman and Tracey Mulcahey acknowledged the execution of the instrument to be their voluntary act and deed and the voluntary act and deed of the corporation, by it and by them voluntarily executed.

\_\_\_\_\_  
Notary Public in and for the State of Iowa

Resolution No. 2024-82

A RESOLUTION APPROVING THE PURCHASE OF TEMPORARY  
CONSTRUCTION EASEMENT FROM RAEMATT MINI-STORAGE  
LLC FOR THE SUGAR CREEK LANE MAINTENANCE PROJECT

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NORTH LIBERTY, IOWA:

**WHEREAS**, the City of North Liberty is planning the Sugar Creek Lane Maintenance Project across and adjacent to property (the "Subject Property") owned by, among others, RaeMatt Mini-Storage, LLC, (the "Owner") and;

**WHEREAS**, a temporary construction easement over and across the Subject Property is necessary for this project, and;

**WHEREAS**, the City of North Liberty agrees to purchase the necessary temporary construction easement for \$300.00; and

**WHEREAS**, it is the parties' desire to agree and establish, in writing, their understanding concerning the agreement for the project.

**NOW, THEREFORE, BE IT RESOLVED** that the purchase of temporary construction easement pursuant to the attached agreements between the City of North Liberty and the Owner of the Subject Property is approved for the Sugar Creek Lane Maintenance Project.

**BE IT FURTHER RESOLVED** that the Mayor and City Clerk are hereby authorized to execute said agreement.

**APPROVED AND ADOPTED** this 13<sup>rd</sup> day of August, 2024.

**CITY OF NORTH LIBERTY:**

---

CHRIS HOFFMAN, 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





# **Penn Meadows Park Basketball Court**



W Penn St

N Front St

N Dubuque St

Jules C

Emily S

Hodge

Jessie

Molly

E Penn St

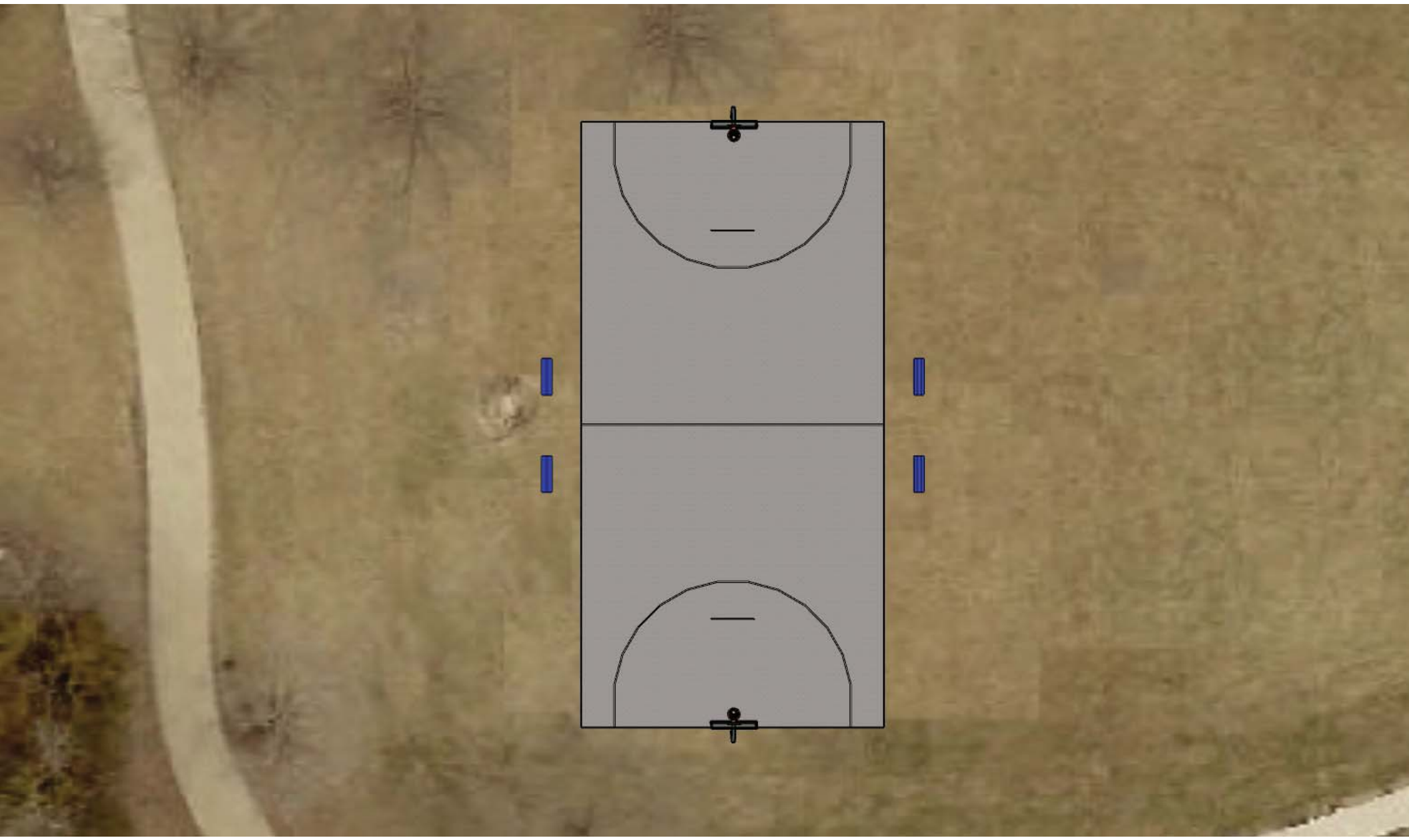
W Cherry St

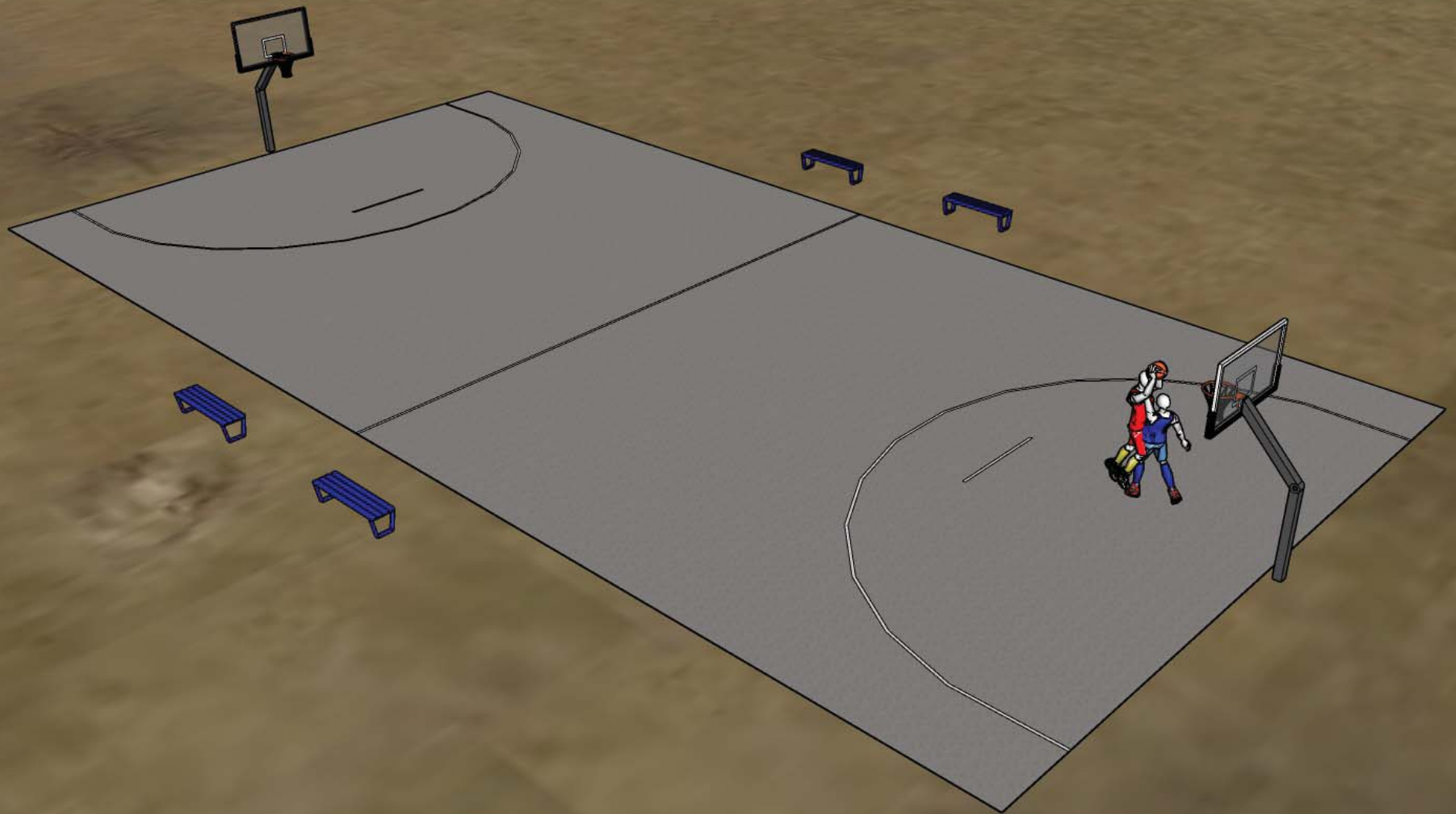
E Cherry St

Whitman Ave

Canterbury St









# **Community Development Block Grant (COVID-19)**

**IOWA ECONOMIC DEVELOPMENT AUTHORITY  
NON-ENTITLEMENT COMMUNITY DEVELOPMENT BLOCK GRANT  
(COVID-19) PROGRAM CONTRACT**

<b>RECIPIENT:</b>	<b>North Liberty</b>
<b>CONTRACT NUMBER:</b>	<b>20-CVN-075</b>
<b>EFFECTIVE DATE:</b>	<b>June 24, 2024</b>
<b>AWARD AMOUNT:</b>	<b>\$100,000</b>
<b>END DATE:</b>	<b>April 30, 2026</b>

THIS COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM COVID-19 ("CDBG-CV") 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-CV 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-CV 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**

- 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.) and the Coronavirus Aid, Relief, and Economic Security Act, also known as the CARES Act.
- 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-CV program.
- 1.5 **APPLICATION.** "Application" is the Application the Recipient submitted in IowaGrants.gov to Authority.
- 1.6 **BUDGET.** "Budget" means the "Budget Activity" as found in the Recipient's IowaGrants.gov account.
- 1.7 **COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM AND COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM COVID-19 (CDBG-CV).** "Community Development Block Grant Program" means the grant program authorized by Title I of the Housing and Community Development Act of 1974, as amended and the Coronavirus Aid, Relief, and Economic Security Act, also known as the CARES Act
- 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-CV 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-CV 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](http://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, HOME 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](http://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 including the CARES Act. 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 the Coronavirus Aid, Relief, and Economic Security Act, also known as the CARES Act.

2.2 **RECEIPT OF FUNDS.** All payments under this Contract are subject to receipt by the Authority of sufficient Federal funds for the CDBG-CV 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.

2.5 **EXPENDITURE REQUIREMENT.** Recipient must expend all CDBG-CV funds prior to July 23, 2023. Requests for reimbursement must be submitted to IEDA in a timely manner to ensure disbursements may be processed before July 23, 2023. The Recipient acknowledges that CDBG-CV funds will not be paid or disbursed after July 23, 2023, unless this date should be extended by the U.S. Department of Housing and Urban Development.

**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 **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.
- 3.4 **SATISFACTORY PERFORMANCE.** All projects will be evaluated using CDBG regulations and the additional requirements found in FR-6218-N-01: Notice of Program Rules, Waivers, and Alternative Requirements Under the CARES Act for CDBG-CV Grants, FY 2019 and 2020 CDBG Grants, and for Other Formula Programs.
- 3.5 **DUPLICATION OF BENEFITS.** All projects will be evaluated to ensure that there are adequate procedures in place to prevent any duplication of benefits as required by section 312 of the Stafford Act, as amended by section 1210 of the Disaster Recovery Reform Act of 2018 (division D of Public Law 115-254; 42 U.S.C. 5121 et seq.).
- 3.6 **PRE-AGREEMENT COSTS.** Pre-agreement and pre-award costs may be reimbursable with prior approval from IEDA. Costs incurred before March 9, 2020 will not be reimbursed. On this date, the Governor made a Proclamation of Disaster Emergency to coordinate the State of Iowa's response to the Novel Coronavirus 2019 (COVID-19) outbreak. Recipient shall comply with all environmental requirements set out at 24 CFR 58. If the Recipient does not comply with all requirements at 24 CFR Part 58 and cannot demonstrate there was no harm to the environment, IEDA will not reimburse pre-agreement or pre-award costs

**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 **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 each activity number listed below, the Recipient shall comply with the corresponding applicable conditions prior to release of funds for that activity.

CONDITIONS FOR A SPECIFIC ACTIVITY: ACTIVITY NUMBER(S)	APPLICABLE CONDITIONS
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(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 recorded façade easements with property owners when required for downtown revitalization.

(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](http://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.

(l) ADMINISTRATIVE PLAN. The Recipient shall establish a written Administrative Plan that is consistent with the approved Application and the required elements of the Authority's sample Downtown Revitalization Administrative Plan. The release of funds shall be contingent upon the Authority's receipt and acceptance of the Administrative Plan.

(m) **BID SOLICITATION REQUIREMENTS and CONSTRUCTION RESTRICTIONS.** Within one year of contract effective date the Recipient's project shall be designed and solicitation for bids shall be completed. Prior to release of funds for construction, the Recipient shall submit, as appropriate, signed copies of all construction terms agreements with property owners when required for downtown revitalization projects.

CONDITIONS NECESSITATING OUTSIDE AGENCY ACTION:		
ACTIVITY NUMBER(S)	APPLICABLE CONDITIONS	OUTSIDE AGENCY
77 - Public Service	6.10(b)	City of North Liberty

(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.** Prior to release of funds under this contract and prior to the Recipient entering in to a Subrecipient Agreement for the administration of this award, the Recipient shall seek and obtain the Authority's review and approval of the Recipient Agreement (as applicable).

(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.

6.11 **SUBRECIPIENT AGREEMENT.** For each activity utilizing a non-profit for implementation the Recipient shall upload an executed subrecipient agreement to IowaGrant.gov. No funds will be released for that activity unless the required subrecipient agreement has been uploaded. The Recipient shall use IEDA's approved subrecipient agreement template which includes a claw back provision.

6.12 **DUPLICATION OF BENEFITS POLICY.** The recipient shall adopt and implement the IEDA Duplication of Benefits Policy and procedures and other requirements for duplication of benefits as prescribed by IEDA.

## **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-CV program.*

<b><u>REPORT</u></b>	<b><u>DUE DATE</u></b>
1. Request for Payment / Activity Status Report	At least every 6 months
2. Section 3 Report	Annually (if applicable)
3. Updates to the Applicant/Recipient Disclosure Report	As needed due to changes
4. Form 3-D, Income and Ethnicity of recipients	Quarterly or more frequently as directed by IEDA
5. Single Audit Form (required)	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 the greater of three years after the date the recipient is notified that the state CDBG contract has been closed with HUD, or the period required by other applicable laws and regulations as described in § 570.487 and § 570.488. 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-CV Application", as found in Recipient's IowaGrants.gov account.
- (c) Attachment A, "CDBG Program General Provisions", dated October 3, 2018.
- (d) IEDA Duplication of Benefits Policy and Procedures

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) IEDA Duplication of Benefits Policy and Procedures
- (e) Application, "CDBG Application", as found in Recipient's IowaGrants.gov account.
- (f) "Iowa Community Development Block Grant Management Guide", as found on the Authority's website at [www.iowaeconomicdevelopment.com/Community/CDBG](http://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  
3 Quail Creek Cir.  
North Liberty, Iowa 52317

\_\_\_\_\_  
Typed or Printed Name and Title

**IOWA ECONOMIC DEVELOPMENT AUTHORITY:**

BY:

\_\_\_\_\_  
Deborah Durham, Director



**ATTACHMENT A**  
**GENERAL PROVISIONS**  
**COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM**

**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 noncancelable 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 75 and Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (Section 3). 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 75, 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 75 regulations.

(iii) The contractor agrees to post copies of a notice advising workers of the Contractor's commitments under Section 3 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 provide written notice of employment and contracting opportunities to all known Section 3 Workers and Section 3 Businesses.

(v) The contractor agrees to hire, to the greatest extent feasible, Section 3 workers as new hires, or provide written justification to the recipient that is consistent with 24 CFR Part 75, describing why it was unable to meet minimum numerical hiring goals, despite its efforts to comply with the provisions of this clause.

(vi) The contractor agrees to maintain records documenting Section 3 residents that were hired to work on previous Section 3 covered projects or activities that were retained by the contractor for subsequent Section 3 covered projects or activities.

(vii) The contractor agrees to post contract and job opportunities to the Opportunity Portal, and will check the Business Registry for businesses located in the project area.

(viii) The contractor agrees to include compliance with Section 3 requirements in every subcontract for Section 3 projects as defined in 24 CFR part 75, and agrees to take appropriate action, as provided in an applicable provision of the subcontract upon a finding that the subcontractor is in violation of the regulations in 24 CFR part 75. 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 75.

(ix) 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 75 require employment opportunities to be directed, were not filled to circumvent the contractor's obligations under 24 CFR part 75.

(x) The contractor will certify that they have followed prioritization of effort in 24 CFR part 75.19 for all employment and training opportunities. The contractor will further certify that it meets or exceeds the applicable Section 3 benchmarks, defined in 24 CFR Part 75.23, and if not, shall describe in detail the qualitative efforts it

has taken to pursue low- and very low-income persons for economic opportunities.

(xi) Noncompliance with HUD's regulations in 24 CFR part 75 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.

(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. 2024-83**

**A RESOLUTION APPROVING AN AGREEMENT WITH THE IOWA ECONOMIC DEVELOPMENT AUTHORITY FOR COMMUNITY DEVELOPMENT BLOCK GRANT CORONAVIRUS (CDBG-CV) FUNDS**

**WHEREAS**, the City of North Liberty, Iowa, (hereinafter referred to as “City”) has determined a need for additional fresh food in response to increased demand for food following the COVID-19 pandemic at the North Liberty Community Food Pantry; and

**WHEREAS**, direct food supports, e.g. free school lunches and increased EBT funds, to families in response to pandemic have ended; and

**WHEREAS**, the City desires to meet the demands for food security and provide more fresh food options for households; and

**WHEREAS**, a grant has been awarded from the CDBG-CV Program in the amount of \$100,000 to purchase approximately 450,000 pounds of food; and

**WHEREAS**, the Iowa Economic Development Authority is designated to receive, administer, and disburse CDBG-CV funds.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of North Liberty, Iowa, that the agreement between the Iowa Economic Development Authority and the City of North Liberty is hereby approved.

**APPROVED AND ADOPTED** this 13<sup>th</sup> day of August, 2024.

CITY OF NORTH LIBERTY:

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CHRIS HOFFMAN, 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.

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TRACEY MULCAHEY, CITY CLERK

**CONTRACT FOR COMMUNITY DEVELOPMENT  
BLOCK GRANT ADMINISTRATION SERVICES**

Contract Title: **Contract for Community Development Block Grant Services (the “Contract”)**

Contractor:  
(payments to) **East Central Iowa Council of Governments**  
700 16<sup>th</sup> Street NE, Suite 301  
Cedar Rapids, IA 52402

Contract Number: **20-CVN-075, the “CDBG-CV Contract”**

Local Government: **City of North Liberty, Iowa**

Contract Amount: **Actual cost at \$75.00 per hour; Not to exceed \$10,000**

Effective Date: **June 24, 2024**

Expiration Date: **April 30, 2026**

Pursuant to the CDBG-CV Contract, Local Government shall obtain the written consent of Iowa Economic Development Authority (“IEDA”) prior to directly or indirectly assigning its rights and responsibilities under the CDBG-CV Contract. By executing this Contract, Local Government represents that it is in compliance with CDBG-CV Contract obligations. The Contractor agrees to perform all services set forth in the attached Special Conditions, for the consideration stated herein. The rights and obligations of the parties to this Contract (collectively, the “Parties”; individually, a “Party”) shall be subject to and governed by the Special Conditions and the General Conditions. Any work performed by the Contractor beyond this Contract's scope will require a contract amendment, as agreed upon by both Parties. The Parties agree that the Contractor’s performance of this Contract is for the sole benefit of the Local Government and not for the benefit of any third parties, including any and all subrecipients of CDBG-CV Contract funding. This Contract does not confer any rights to or benefits on any third parties, including any and all subrecipients of CDBG-CV Contract funding.

To the extent of any inconsistency between the Special Conditions or the General Conditions, and any specifications or other conditions which are made a part of this Contract, by reference or otherwise, the Special Conditions and the General Conditions shall control. To the extent of any inconsistency between the Special Conditions and the General Conditions, the Special Conditions shall control.

IN WITNESS THEREOF, the Parties hereto have executed this Contract on the day and year last specified below.

Local Government:

Contractor:

\_\_\_\_\_  
Chris Hoffman, Mayor  
City of North Liberty

\_\_\_\_\_  
Karen Kurt, Executive Director  
East Central Iowa Council of Governments

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

## SPECIAL CONDITIONS

### Article 1.1.0 Identification of Parties

This Contract is entered into by and between the East Central Iowa Council of Governments (hereafter referred to as “Contractor”) and the **City of North Liberty**, Iowa (hereafter referred to as the “Local Government”).

### Article 1.2.0 Statement of Purpose

WHEREAS, the Local Government has been awarded the CDBG-CV Contract, to assist with implementation of a **Food Pantry** project (the “Project”), under the Housing and Community Development Act 1974, as amended, and the Coronavirus Aid, Relief, and Economic Security Act, also known as the CARES Act,

WHEREAS, the Contractor has the necessary ability to develop and carry out a planning and administrative program for the CDBG-CV Contract,

THEREFORE, the Parties hereto do agree as follows:

### Article 1.3.0 Area Covered

The Contractor shall perform all the work and services required under this Contract in connection with and respecting the jurisdiction and authority of the Local Government.

### Article 1.4.0 Statement of Work and Services

The Parties agree that the Contractor’s performance of this Contract is for the sole benefit of the Local Government and not for the benefit of any third parties, including any and all subrecipients of CDBG-CV Contract funding. This Contract does not confer any rights to or benefits on any third parties, including any and all subrecipients of CDBG-CV Contract funding. The Contractor shall perform in a satisfactory and proper manner, as determined by the following work and services, as appropriate:

- 1.4.1 Provision of technical assistance in the financial management and auditing standards of the Project.
- 1.4.2 Administration, oversight and coordination of Project documentation, records and reports in accordance with CDBG record keeping.
- 1.4.3 Provide technical assistance with regard to labor and equal opportunity standards.
- 1.4.4 Provisions of technical assistance and advice as necessary to complete the environmental review requirements of NEPA regulations.
- 1.4.5 Development of necessary planning documents to comply with state and federal regulations.



#### Article 1.5.0 Reports and Products

The Contractor shall prepare and submit the following reports and products to the Local Government, with copies as required:

- 1.5.1 Environmental Review Record.
- 1.5.2 Records as necessary for project completion.
- 1.5.3 Code of Conduct, Procurement Policy and other reports and policies.
- 1.5.4 Status of and Request for Payment forms

#### Article 1.6.0 Designation of Officials

- 1.6.1 Contractor: The Executive Director of the Contractor is the Contractor authorized to negotiate and execute any changes in the terms, conditions or amounts specified in this Contract.
- 1.6.2 Local Government: The Chief Elected Official of the Local Government is the official authorized to execute any changes in the terms, conditions or amounts specified in this Contract and is designated to negotiate on behalf of the Local Government any changes to this Contract.

#### Article 1.7.0 Time of Performance

The services of the Contractor are to commence on the “Effective Date” shown on Page 1 of this document, and shall be undertaken in such sequence as to assure their expeditious completion. All of the services required hereunder shall be completed on or before the “Expiration Date” shown on Page 1 of this document. Allowable costs incurred against the Project prior to formal grant award by the IEDA shall be allowed only in the event the grant is awarded.

#### Article 1.8.0 Additional Special Conditions

- 1.8.1 Local Government Obligations: The Local Government shall provide in support of this Contract the amount shown on Page 1 of this document. This amount shall be provided in the form of cash.
- 1.8.2 Audit Requirements: The Local Government shall ensure that an audit is performed in accordance with the Single Audit Act Amendment of 1996 and OMB Circular A-133, as applicable, IEDA's administrative rules for the CDBG program (261 Iowa Administrative Code Chapter 23), and the Iowa CDBG Management Guide. The records and books of the Contractor shall be made available to the Local Government for this purpose.
- 1.8.3 General Obligations: The Contractor shall carry out the program objectives listed in the Statement of Work and Services in a lawful, satisfactory and proper manner and in accordance with such circulars, policies, procedures and requirements as may from time to time be prescribed by the State of Iowa and the Local Government.

#### Article 1.9.0 Conditions of Payment

- 1.9.1 **Maximum Payments:** It is expressly understood and agreed that the maximum amounts to be paid to the Contractor by the Local Government for any item of work or service shall be the amount not exceeding the Contract Amount shown Page 1 of this Contract unless modified by written amendment of this Contract as provided in Section 2.1.0.
- 1.9.2 **Requisition for Payment:** All payments to the Contractor shall be subject to the receipt by the Local Government of requisition for payment. Payments shall be made monthly. A complete accounting of all Contract costs shall occur no later than one (1) calendar month after the expiration of this Contract.
- 1.9.3 **Receipt of Federal/State Funds:** All payments hereunder shall be subject to the receipt of Federal/State grant funds by the Local Government. The termination, reduction or delay of Federal/State grant funds to the Local Government shall, at the option of the Local Government, be reflected in a corresponding modification to the conditions of this Contract.
- 1.9.4 **Chargeable Expenses:** Chargeable expenses for project time incurred by salaried personnel of Contractor will not exceed **\$75.00** per hour. Chargeable expenses will also include reimbursement at cost for any professional services that may be necessary to be incurred for project implementation and/or administration by an agent of the Contractor.

#### Article 1.10.0 Project Budget

The General Administration budget for the administration of the CDBG-CV Contract shall be the same as the amount shown on Page 1 of this document.

### **GENERAL CONDITIONS - HUD CDBG PROGRAM**

#### Article 2.1.0 Amendment of this Document

The Local Government or the Contractor may, during the duration of this Contract, deem it necessary to make alterations to the provisions of this Contract. Any changes to the Special and/or General Conditions of this Contract, made by mutual agreement and in writing, shall be incorporated into this Contract. The provisions of the amendment shall be in effect as of the date of the amendment unless otherwise specified within the amendment.

#### Article 2.2.0 Release of Data and Findings

Any and all reports, information, data findings, etc., given to, prepared, or assembled by the Contractor under this contract shall not be made available to any individual or organization by the Contractor prior to the completion of this Contract in its entirety, without advance written approval of such prior release by the Local Government. Unless otherwise stated in the Special Conditions of this Contract, the Contractor may release reports, information, etc., upon completion of the contract without written approval by the Local Government. This Section applies to such release mechanisms as scholarly journals, professional conferences and seminars, and news media as well as the interim products of this Contract.

#### Article 2.3.0 Access and Maintenance of Records

- 2.3.1 The Contractor must maintain all required records for five years after final payments are made and all other pending matters are closed.

- 2.3.2 At any time during normal business hours and as frequently as is deemed necessary, the Contractor shall make available to the IEDA, the State Auditor, the General Accounting Office and the Department of Housing and Urban Development, for their examination, all of its records pertaining to all matters covered by this Contract and permit these agencies to audit, examine, make excerpts or transcripts from such records, contract, invoices, payrolls, personnel records, conditions of employment and all other matters covered by this Contract.

#### Article 2.4.0 Allowable Costs

- 2.4.1 Allowable costs are specified under the approved budget presented in the Special Conditions of this Contract. Allowable costs are subject to audit under the principles defined in Attachment "A" of OMB Circular A-87 where all or any part of Contract funds are obtained from the federal government.
- 2.4.2 Indirect cost rates shall be determined according to the principles defined in the Attachment "A" OMB Circular A-87.
- 2.4.3 Expenditures which exceed budget line-item amounts will not be disallowed for payment solely because of minor deviations from the budgeted amount provided that the deviation does not exceed ten percent (10%) of the budgeted line-item amount. However, a deviation of any amount which results in total costs exceeding the total Contract amount shall be disallowed unless otherwise provided for through amendment of this Contract. Expenditures generating deviations shall be compatible with the Contract statement of work and services and of such nature as to quality as an allowable cost.

#### Article 2.5.0 Suspension and Termination of Contract

- 2.5.1 Suspension: If the Contractor fails to comply with the Special Conditions and/or the general terms and conditions of this Contract, the Local Government may, after written notice to the Contractor, suspend the Contract and withhold further payments or prohibit the Contractor from incurring additional obligations of contract funds, pending corrective action by the Contractor or a decision to terminate in accordance with provisions 2.5.2 or 2.5.3 hereof. The Local Government may determine to allow such necessary and proper costs which the Contractor could not reasonably avoid during the period of suspension provided such costs meet the provisions of the IEDA regulations.
- 2.5.2 Notice of Default and Termination of Contract. Each Party shall issue a written notice of breach or default of this Contract to the alleged breaching Party, setting forth the specific details of the alleged breach or default and providing therein a fifteen (15) day period in which alleged breaching Party shall have an opportunity to cure, provided that cure is possible and feasible. If, after opportunity to cure, the breach or default remains, the Party issuing the breach notice shall have the right, in addition to any other rights and remedies available to it, to terminate this Contract.
- 2.5.3 Termination for Convenience: The Local Government or Contractor may terminate the Contract in whole, or in part, when both Parties agree that the continuation of the Project would not produce beneficial results commensurate with the future expenditure of funds. The Parties shall agree upon the termination conditions, including the effective date and, in the case of partial

termination, the portion to be terminated. The Contractor shall not incur new obligations for the terminated portion after the effective date, and shall cancel as many outstanding obligations as possible. The Local Government shall allow full credit to the Contractor for the Local Government share of the non-cancelable obligations, properly incurred by the Contractor prior to termination.

- 2.5.4 Rights in Incomplete Products: In the event the Contract is terminated, all finished or unfinished documents, data, reports, or other material prepared by the Contractor under this Contract shall, at the option of the Local Government, become the Local Government's property, and the Contractor shall be entitled to receive just and equitable compensation for any satisfactory work completed on such documents and other materials.

#### Article 2.6.0 Equal Employment Opportunity

- 2.6.1 The Contractor shall comply with Section 109 of Title I of the Housing and Community Development Act of 1974, as Amended (42 U.S.C. 5309) which states that the Contractor agrees that no person shall be excluded from participation (including employment), denied program benefits or subjected to discrimination on the basis of race, creed, color, religion, sex, national origin, disability, age, familial status, political affiliation, citizenship, or sexual orientation under any program or activity funded in whole or in part under Title I of this Act. (Further requirements are specified in 24 CFR 570.601).

In addition, the Contractor will comply with the Age Discrimination Act of 1975, as amended (42 U.S.C. 1601 et seq.) which states that the Contractor agrees that no person shall be excluded from participation, denied program benefits, or subjected to discrimination on the basis of age, or as required in Section 504 of the Rehabilitation Act of 1973, as amended, be discriminated against on the basis of disability; and notice of these provisions shall be posted in conspicuous places setting forth provisions of this nondiscrimination clause.

- 2.6.2 The Contractor provides that no person shall be discriminated against in housing and related facilities provided with federal assistance, or discriminated against in lending practices on the basis of race, color, religion, sex, national origin, age, or disability as stated in Executive Order 11063.

#### 2.6.3 Civil Rights

The Contractor must comply with the following laws and regulations:

- Title VI of the Civil Rights Act of 1964 (P.L. 88-352).  
*States that no person may be excluded from participation in, denied the benefits of, or subjected to discrimination under any program or activity receiving Federal financial assistance on the basis of race, color, or national origin.*
- Title VIII of the Civil Rights Act of 1968 (Fair Housing Act), as amended.
- Iowa Civil Rights Act of 1965.  
*Mirrors the Federal Civil Rights Act.*

- Section 109 of Title I of the Housing and Community Development Act of 1974, as amended (42-U.S.C 5309).  
*Provides that no person shall be excluded from participation in, denied the benefits of, or subjected to discrimination on the basis of race, color, national origin, sex, age, or handicap under any program or activity funded in part or in whole under Title I of the Act.*
- The Age Discrimination Act of 1975, as amended (42 U.S.C 1601 et seq.)  
*Provides that no person on the basis of age, be excluded from participation in, be denied the benefits of or be subjected to discrimination under any program or activity receiving Federal financial assistance.*
- Section 504 of the Rehabilitation Act of 1973, as amended (P.L 93-112, 29 U.S.C. 794)  
*Provides that no otherwise qualified individual shall solely by reason of his/her handicap be excluded from participation in, be denied benefits of, or be discriminated against under any program or activity receiving Federal financial assistance.*
- Americans with Disabilities Act (P.L. 101-336, 42 U.S.C. 12101-12213)  
*Provides comprehensive civil rights to individuals with disabilities in the areas of employment, public accommodations, state and local government services, and telecommunications.*
- Section 3 of the Housing and Urban Development Act of 1968, as amended (12 U.S.C. 1701u).  
*The purpose of section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u) (section 3) is to ensure that employment and other economic opportunities generated by certain HUD financial assistance shall, to the greatest extent feasible, and consistent with the existing Federal, State and local laws and regulations, be directed to low- and very low-income persons, particularly those who are recipients of government assistance for housing, and to business concerns which provide economic opportunities to low- and very low-income persons.*
- Federal Executive Order 11246, as amended by Executive Order 11357.  
*Provides that no one be discriminated in employment.*
- Federal Executive Order 11063, as amended by Executive Order 12259.

2.6.4 “During the performance of this contract, the Contractor agrees as follows:

(1) The Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The Contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, or national origin. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or

recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of this nondiscrimination clause.

(2) The Contractor will, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, or national origin.

(3) The Contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer, advising the labor union or workers' representative of the Contractor's commitments under Section 202 of the Executive Order No. 11246 of September 24, 1965, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

(4) The Contractor will comply with all provisions of Executive Order No. 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.

(5) The Contractor will furnish all information and reports required by Executive Order No. 11246 of September 24, 1965, and by the rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the contracting agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.

(6) In the event of the Contractor's non-compliance with the nondiscrimination clause of this contract or with any of such rules, regulations, or orders, this contract may be canceled, terminated or suspended in whole or in part and the Contractor may be declared ineligible for further Government contracts in accordance with procedures authorized in Executive Order No. 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order No. 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

(7) The Contractor will include the provisions of Paragraphs (1) through (7) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to Section 204 of Executive Order No. 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The Contractor will take such action with respect to any subcontract or purchase order as the contracting agency may direct as a means of enforcing such provisions including sanctions for noncompliance: Provided, however, that in the event the Contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such

direction by the contracting agency, the Contractor may request the United States to enter into such litigation to protect the interests of the United States.”

#### Article 2.7.0 Interest of Local Government, Contractor, Officials, & Others

- 2.7.1 Local Government: No officer, member, or employees of the Local Government and no members of its governing body, and no other public official of the locality who exercises any functions or responsibilities in the review or approval of the undertaking or carrying out of this project, shall participate in any decision relating to this Contract which affect his personal interest or the interest of any corporation, partnership, or association in which he/she is directly or indirectly interested or have any personal or pecuniary interest, direct or indirect in this Contract, or the proceeds thereof.
- 2.7.2 Contractor: The Contractor covenants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of services required to be performed under this Contract. The Contractor further covenants that in the performance of this Contract no person having any such interest shall be employed.
- 2.7.3 Officials: No members of or delegate to the Congress of the United States of America, and no Resident Commissioner, shall be admitted to any share or part hereof, or to any benefit to arise herefrom.
- 2.7.4 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.

#### Article 2.8.0 Assignment of Interest

Neither this Contract or any interest therein nor claim shall be assigned or transferred by any Party to any third parties.

#### Article 2.9.0 Personnel

- 2.9.1 Selection: The Contractor represents that he/she has, or will secure, all personnel required in performing the work and services under this Contract. Such personnel shall not be employees of or have any contractual relationship with the Local Government.
- 2.9.2 Qualification: All of the work and services required hereunder will be performed by the Contractor or under his/her supervision and all personnel engaged in the work shall be fully qualified and shall be authorized under state and local law to perform such services.
- 2.9.3 Change of Key Personnel: If for any reason substitution for a specified individual becomes necessary, the Contractor shall provide immediate written notification of such to the Local Government. Any replacement shall be subject to the approval of the Local Government.

#### Article 2.10.0 Subcontractors

The Contractor reserves the right to subcontract for the completion of the work or services specified under Articles 1.4.0-1.5.0 upon notification of, and approval by, the Local Government.

#### Article 2.11.0 Contract Coverage

This Contract contains the entire agreement between the Parties and any statements, inducements or promises not contained herein shall not be binding upon said Parties. This Contract shall inure to the benefit of, and be binding upon the successors in office of the respective Parties.

If any part of this Contract or any part of any provision hereof shall be adjudicated to be invalid or unenforceable, then the remaining parts of any provision not specifically so adjudicated to be invalid or unenforceable shall be executed without reference to the part so adjudicated.

#### Article 2.12.0 Liability

Contractor agrees to pay the costs, including damages, attorneys' fees and/or other expenses, of any litigation incurred by the Local Government arising from the failure of the Contractor to comply with the terms, rules and regulations in this Contract or resulting from negligent acts or omissions of the Contractor. Furthermore, the Contractor shall indemnify and save harmless the Local Government from suits, actions or claims of any character brought for or on account of any injuries or damages received by any person or property resulting from the negligent acts or omissions of the Contractor or any person working under it, carrying out the terms of this Contract.

The Local Government agrees to pay the costs, including damages, attorneys' fees and/or other expenses, of any litigation incurred by the Contractor arising from the failure of the Local Government to comply with the terms, rules and regulations in this Contract or resulting from negligent acts or omissions of the Local Government. Furthermore, the Local Government shall indemnify and save harmless the Contractor from suits, actions or claims of any character brought for or on account of any injuries or damages received by any person or property resulting from the negligent acts or omissions of the Local Government or any person working under it, carrying out the terms of this Contract.

#### Article 2.13.0 Certification Regarding Government-Wide Restriction on Lobbying

The Local Government certifies, to the best of its 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 the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- 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.

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."

**Resolution No. 2024-84**

**A RESOLUTION APPROVING AN AGREEMENT WITH THE EAST CENTRAL IOWA COUNCIL OF GOVERNMENTS FOR ADMINISTRATION OF COMMUNITY DEVELOPMENT BLOCK GRANT CORONAVIRUS (CDBG-CV) FUNDS**

**WHEREAS**, the City of North Liberty, Iowa, (hereinafter referred to as “City”) has determined a need for additional fresh food in response to increased demand for food following the COVID-19 pandemic at the North Liberty Community Food Pantry; and

**WHEREAS**, direct food supports, e.g. free school lunches and increased EBT funds, to families in response to pandemic have ended; and

**WHEREAS**, the City desires to meet the demands for food security and provide more fresh food options for households; and

**WHEREAS**, a grant has been awarded from the CDBG-CV Program in the amount of \$100,000 to purchase approximately 450,000 pounds of food; and

**WHEREAS**, the East Central Iowa Council of Governments has the experience and has previously administered CDBG funds for the City.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of North Liberty, Iowa, that the agreement between the East Central Iowa Council of Governments and the City of North Liberty is hereby approved.

**APPROVED AND ADOPTED** this 13<sup>th</sup> day of August, 2024.

CITY OF NORTH LIBERTY:

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CHRIS HOFFMAN, 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



# **Solomon's Landing Part 5 Developer's Agreement**

Prepared by and Return to:  
Grant D. Lientz, 3 Quail Creek Circle, P.O. Box 77, North Liberty, IA 52317 319-626-5767

**DEVELOPER'S AGREEMENT  
SOLOMON'S LANDING, PART FIVE**

THIS AGREEMENT, made by and between the City of North Liberty, Iowa, a municipal corporation, hereinafter referred to as "City," and Pratt Real Estate Management, Inc., hereinafter referred to as "Developer."

**SECTION 1. REQUEST FOR PLAT APPROVAL.**

Developer has requested that the City approve the proposed final plat, attached hereto as Exhibit A and incorporated herein by reference, for the subdivisions known as Solomon's Landing Part Five (referred to herein as the "plat") for the real estate situated in North Liberty, Johnson County, Iowa, legally described as follows:

Beginning at the Northeast Corner of Outlot "C" of Solomon's Landing – Part One, to North Liberty, Iowa, in accordance with the Plat thereof Recorded in Plat Book 66 at Page 88 of the Records of the Johnson County Recorder's Office; Thence S01°14'54"E, along the East Line of said Outlot "C", 679.99 feet, to the Southeast Corner thereof; Thence S88°45'06"W, along the South Line of said Outlot "C", 475.00 feet, to the Southwest Corner thereof; Thence N82°08'32"W, along the West Line of said Outlot "C", 101.47 feet; Thence N69°21'23"W, along said West Line, 103.51 feet; Thence N40°08'58"W, along said West Line, 103.49 feet; Thence N32°53'56"W, along said West Line, 103.56 feet; Thence N03°57'33"W, along said West Line, and the West Line of Auditor's Parcel 2024016, in accordance with the Recorded Plat thereof, 105.40 feet, to the Northwest Corner of said Auditor's Parcel 2024016; Thence N86°06'31"E, along the North Line of said Auditor's Parcel 2024016, a distance of 139.40 feet, to the

Northeast Corner thereof, and a Point on the West Line of said Outlot "C"; Thence Northwesterly, 20.00 feet, along said West Line, and the East Line of Auditor's Parcel 2024017, in accordance with the Recorded Plat thereof, on a 258.86 foot radius curve, concave Northeasterly, whose 19.99 foot chord bears N01°40'41"W, to the Northeast Corner of said Auditor's Parcel 2024017; Thence N89°27'52"W, along the North Line of said Auditor's Parcel 2024017, a distance of 137.20 feet, to the Northwest Corner thereof, and a Point on the West Line of said Outlot "C"; Thence N07°35'31"E, along said West Line, 90.19 feet; Thence N15°56'22"E, along said West Line, 106.46 feet; Thence N55°23'20"E, along said West Line, 125.71 feet; Thence N62°26'38"E, along said West Line, 46.72 feet; Thence N67°50'16"E, along said West Line, 95.12 feet; Thence N80°57'47"E, along said West Line, 44.98 feet, to the Northwest Corner of said Outlot "C"; Thence N88°45'29"E, along the North Line of said Outlot "C", 467.96 feet, to the point of beginning.

As part of this request, Developer acknowledges full ownership of the real estate described above.

**SECTION 2. CONDITIONS OF PLAT APPROVAL AND RIGHT TO PROCEED.**

A. The City agrees that it will approve the final plat of this subdivision upon the conditions that:

1. The final plat conforms to the preliminary plat;
2. The construction plans have been submitted and approved;
3. The public improvements have been constructed and accepted by the City or, in the event the Developer requests and the City agrees to the construction of the public improvements after final plat approval, the Developer has complied with the security requirements set forth in Section 180.11(8) of the Code of Ordinances and Section 7 of this Agreement; and
4. The Developer enters into and abides by this Agreement.

B. The Developer further agrees that this Agreement shall be a covenant running with the land and shall be binding on the present and future owners of the property.

C. The Developer may not construct sanitary sewer mains, storm sewer mains, water mains, streets, utilities, public or private improvements or any buildings until the following conditions have been satisfied:

1. This Agreement has been fully executed by the Developer, filed with the City Clerk, and approved by the City Council;

2. All permits required by local, state, and federal law have been applied for and issued by the appropriate authority; and

3. Contingent upon the permitting requirements set forth in Paragraph 2 of this section being met, all necessary construction permits have been applied for and issued by the City.

D. The Developer may not grade or otherwise disturb the earth, remove trees until the Developer has complied with the erosion control and grading provisions set forth in Section 5 of this agreement.

### **SECTION 3. DEVELOPMENT REQUIREMENTS AND PROPERTY IMPROVEMENTS.**

A. Development Standards. The subdivision shall be developed according to the preliminary and final subdivision plats as approved by the City and according to the plans and specifications as approved by the City. All plans shall be approved before the commencement of any work in accordance with the subdivision plat. There shall be no variance from the subdivision plats, or from the construction plans and specifications, unless approved in writing by the City.

B. Public Improvement Standards.

1. All improvements and facilities described in this Agreement shall be constructed and installed by the Developer according to the plans, specifications, ordinances and standards of the City and in accordance with all applicable federal and state laws and regulations. All required inspections shall be performed by the City Engineer or designate. Said inspections shall consist of inspection of the work in progress but shall not relieve or release the Developer from its responsibility to construct said improvements and facilities pursuant to the agreed upon plans and specifications. These improvements and facilities include but are not limited to public water system; sanitary sewer system; storm sewer and drainageway system; site grading; underground utilities; setting for lot and block monuments; and surveying and staking.

2. The Developer acknowledges that it and its successors and assigns, including but not limited to builders and contractors, are responsible for meeting all requirements set out in approved plans, engineering specifications, City ordinances, City policies, other City standards, applicable state laws and regulations, and applicable federal laws and regulations. More specifically, the Developer and its successors and assigns waive as a defense to any claims of negligence that the City failed to discover or identify to the Developer any act or omission that does not meet the standards set out in approved plans, engineering specifications, City ordinances, City policies, other City standards, applicable state laws and regulations, and applicable federal laws and regulations.

C. Standard Requirements. Further, the Developer agrees that:

1. All streets shown on the plat will be constructed of concrete paving with concrete curb and gutter as shown on the approved construction plans and will be dedicated to the City.

2. The Developer shall provide for the installation of all electric lines, street lights, gas mains, telephone lines and other utility facilities that are necessary at the Developer's sole cost. Developer further agrees that all utilities shall be installed underground.

3. Any decorative street lighting must be approved by the City and installed at the Developer's sole cost.

4. At such time as building construction occurs on a lot, but in no event later than five (5) years from the date the subdivision plat is recorded, the Developer shall install sidewalks in said subdivision abutting said lots per the widths approved on the preliminary plat, in accordance with the plans and specifications of the City, and subject to inspections by the City Engineer or designate, unless otherwise shown on the plat or otherwise specified in this agreement. Notwithstanding this provision, any ADA-required ramps shall to be installed at the time other public improvements are installed.

5. The Developer shall submit a storm water management plan that will identify the drainage of this development and specify the manner in which storm water, drainage and runoff will be accommodated. The Developer agrees to dispose of all storm water through the approved storm water and drainageway system as set forth in the storm water management plan. The design and construction of a storm water detention basin, if required by the City for this development, shall comply with

the City's current storm water management ordinances and policies. The Developer shall have a duty to continue the drainage across the property, and, in no event shall the Developer create an undue hardship on the adjoining property owners in the manner in which storm water runoff and drainage is managed. The Developer may reserve a drainage easement across all or a portion of the outlots within the subdivision for management of storm water runoff and drainage from the subdivision and other areas whose storm water may be more efficiently detained and drained by the utilization of such easement.

6. The Developer shall provide water, sewer, utility and drainage easements as shown on the plat.

7. Any wells shall be abandoned in accordance with applicable local, state and federal laws and regulations.

8. A Stormwater Management Facility Maintenance Agreement (or BMP Agreement) shall be required to be approved before or at the time of final plat approval.

D. Additional Requirements. Further, the Developer agrees that:

1. Phasing. This Subdivision is a part of a multi-phased project, and shall be sequenced for the logical vehicular and pedestrian access to and within the subdivision and approved by the City prior to the initial set of construction plans being reviewed by the City Administrator.

2. Off-site easements will need to be provided prior to construction plan approval.

3. The Developer agrees to explore for existing tile lines, and to cap or connect any tile lines to the City's storm sewer system as directed by the engineer for the Solomon Landing subdivision, and as approved by the City. The location and depth of the digging and the required action upon completion of the digging shall be subject to review and approval of the City Engineer. For any capping or connecting activities required under this section, standard plastic tile and connectors are acceptable materials.

E. Homeowners Association. The Developer agrees that a homeowners association, hereinafter referred to as "HOA," shall be created prior to approval of any final plats and subject to the following requirements.



1. The City shall have the opportunity to review and approve all documentation related to the initial formation and organization of the HOA, which shall then be recorded at the Developer's expense. The City shall thereafter be provided notices concerning any reorganization of the HOA, dissolution of the HOA, changes in membership in the HOA, or proposed changes in any duties or responsibilities of the HOA that directly affect the City.

2. Said HOA shall include as members the owners of all buildable lots within the underlying preliminary plat.

3. After the final plat is approved and recorded, the Developer shall transfer all outlots to the HOA.

4. The HOA shall own in perpetuity and be responsible for the maintenance of all outlots within the boundaries of the preliminary plat, including but not limited to stormwater management facilities and landscape buffers, consistent with all terms and conditions set out in this Agreement.

5. No signs may be erected or maintained on any outlot within the boundaries of the preliminary plat. The HOA shall promptly remove any signs placed on any outlot. The City is empowered to remove and dispose of any such signs, without prior notice or reimbursement.

6. The Developer acknowledges and agrees that the all lots within the jurisdiction of the HOA will be specifically benefited by the maintenance of all outlots, and the cost of such maintenance need not meet the requirements of notice, benefit or value as provided by the law of the State of Iowa for assessing such improvements and facilities, if necessary, in the event the City incurs costs due to the failure of the HOA or its members to maintain the outlots.

F. Developer's Obligations. Nothing in this Agreement shall be construed to impose a requirement on the City to install the original public improvements at issue herein, nor shall the Developer be deemed to be acting as the City's agent during the original construction and installation of the above-described improvements. The parties agree that the obligation to install the above-described public improvements herein shall be in accordance with the plans and specifications drafted by the Developer and subject to the approval of the City. Furthermore, the obligations shall remain on the Developer until completion by the Developer and until acceptance by the City, as provided by law.

#### **SECTION 4. PUBLIC UTILITIES.**

Developer agrees that it will obtain any necessary concurrence of utility or other easements from appropriate utility companies. Developer agrees that it will provide for the continuation of all required water, sanitary sewer and storm drainage facilities. The Developer agrees that it will connect and use existing public water supplies in accordance with the North Liberty Municipal Code and that the Developer will provide a plan outlining the drainage of the land and indicating the manner in which the drainage will be accommodated and will connect to the existing storm water sewer systems when available in accordance with the plan approved by the City Engineer.

#### **SECTION 5. EROSION CONTROL AND GRADING.**

A. Erosion Control. Before any grading or utility construction is commenced or building permits are issued, the Developer shall design and implement an erosion control plan which shall be reviewed and approved by the City. All areas disturbed by the excavation and backfilling operations shall be reseeded forthwith after the completion of the work in that area. All seeded areas shall be fertilized, mulched and disc anchored as necessary for seed retention. The parties recognize that time is of the essence in controlling erosion. If the Developer does not comply with the erosion control plan or any supplementary instructions received from the City, the City may take such action as it deems appropriate to control erosion and assess the costs of such action to the Developer or to the property, or both. The City will endeavor to notify the Developer in advance of any proposed action, but failure of the City to do so will not affect the Developer's and City's rights or obligations hereunder. It is anticipated that all of such areas shall be seeded with prairie grasses and/or other natural plantings so as to minimize the need for frequent mowing and other maintenance.

B. Grading. No grading of any nature may occur on this property until a grading plan is implemented by the Developer and approved by the City. Within ninety (90) days after the completion of any grading, the Developer shall provide the City with an "as-constructed" grading plan and a certification by registered land surveyor or engineer that all ponds, swales and ditches, if any, have been constructed in accordance with the plans approved by the City.

#### **SECTION 6. PHASED DEVELOPMENT.**

If the plat is a phase of a multi-phased preliminary plat, the City may refuse to approve final plats of subsequent phases if the Developer has breached this Agreement and the breach has not been remedied. Development of subsequent phases will not be allowed to proceed until Developer's Agreements for such phases are approved by the City.

#### **SECTION 7. PUBLIC IMPROVEMENTS AND ASSESSMENT WAIVER.**

A. If all the public improvements and facilities as provided in this agreement are not installed and accepted by the City prior to approval of the final plat, the Developer is required to either deposit in escrow or file a surety bond with the City in the amount equal to the estimated costs of the public improvements and facilities plus ten percent prior to the approval of the final plat, as set forth in Section 180.11(8)(A)(2) of the Code of Ordinances. In any event, no building permits will be issued until all the public improvements and facilities are constructed and accepted by the City.

B. In the event the Developer, its assigns or successors in interest, should sell or convey lots in said subdivision without having constructed the public improvements and facilities as provided in this Agreement or without the City having accepted all public improvements and facilities; or the Developer, its assigns or successors in interest in said subdivision, shall fail to construct sidewalks as set forth in Section 3(C)(4), the City shall have the right to install and construct said improvements, facilities and sidewalks. Unless City is fully reimbursed for these costs from the escrowed money or surety bond held by the City, the costs of said public improvements, facilities and sidewalks shall be a lien and charge against all of the lots adjacent to or in front of the improvements, facilities and sidewalks that are constructed and any lots which may be assessed for public improvements, facilities and sidewalks under the provisions of Chapters 364 and 384 of the Iowa Code. It is further provided that this requirement to construct said public improvements, facilities and sidewalks is and shall remain a lien from the date of execution until properly released as hereinafter provided.

C. The Developer acknowledges and agrees that all lots of the subdivision are specifically benefited by the public improvements, facilities and sidewalks, and the cost of such public improvements, facilities and sidewalks need not meet the requirements of notice, benefit or value as provided by the law of the State of Iowa for assessing such improvements and facilities.

#### **SECTION 8. ENGINEERING ADMINISTRATION AND CONSTRUCTION OBSERVATION.**

A. The Developer shall submit to the City, for approval by the City Engineer, plans and specifications for the construction of improvements in the subdivision which have been prepared by a registered professional civil engineer. The Developer shall obtain approval of the construction plans and all necessary permits from the appropriate city, state and federal agencies before proceeding with construction. In addition, the Developer shall cause to have its engineer provide adequate field inspection personnel to ensure that an acceptable level of quality control is maintained.

B. The Developer shall pay all costs of engineering administration, which will include review of the Developer's final construction plans and specifications, monitoring of construction, and consultation with the Developer and its engineer on the status, progress or

other issues regarding the project. The Developer shall pay for the reasonable construction observation performed by the City staff or consulting City Engineer. Construction observation will consist of examination of proposed public utilities, street construction and other infrastructure improvements. The engineering administrative fee and construction observation fees to be paid by the Developer shall be determined by the City, in part based on the standard hourly fee schedule in effect between the City Engineer and the City on file at City Hall and in part based on standard fees for other staff members that perform the duties noted above. The City shall provide the appropriate supporting documentation for these fees upon request by the Developer.

#### **SECTION 9. RELEASE.**

The City agrees that when the public improvements, facilities and sidewalks required by Section 3 of this Agreement have been installed to the satisfaction of the City, it will promptly issue appropriate releases of various lots of the subdivision for recording in the Johnson County Recorder's Office so that this Agreement, or applicable portions thereof, will no longer constitute a cloud on the title of the lots in said subdivision.

#### **SECTION 10. DEVELOPER'S OBLIGATION AND DEFAULT.**

A. The Developer agrees and is fully obligated to perform as provided in this Agreement. The Developer is liable and responsible for each and every obligation agreed to be undertaken pursuant to this Agreement. Failure of the Developer, its employees, agents or assigns, to perform is not a defense for the Developer against any action to be taken by the City.

B. In the event of default by the Developer regarding any work to be performed by the Developer under this Agreement, the City may, at its option, perform the work and bill the Developer for said work. The Developer shall promptly reimburse the City for any expense incurred by the City, provided the Developer, except in an emergency as determined by the City, is first given written notice of the work in default, and has not cured such default within fourteen (14) days of such notice. This Agreement is an authorization for the City to act, and it shall not be necessary for the City to seek a court order for permission to enter upon the property. When the City does any such work, the City may, in addition to its other remedies, assess the cost in whole or in part against all of the property located in the subdivision.

#### **SECTION 11. AUTHORIZATION TO ENTER PREMISES.**

Developer grants the City, its agents, employees, officers and contractors, authorization to enter the subdivision area to perform all work and inspections deemed appropriate and necessary by the City in conjunction with this development.

**SECTION 12. FEES.**

The Developer agrees to record this Agreement and to pay all necessary recording and filing fees that accrue as a result of any work that is performed under this Agreement or made necessary as a result of this subdivision project. A copy of this recorded Agreement will be provided to the City.

**SECTION 13. TIME OF PERFORMANCE.**

Developer shall install all required public improvements, except for sidewalk construction deferred in accordance with Section 3(C)(4), within two (2) years from the date of City approval of this Agreement. In the event that the Developer fails to install the required public improvements within the above-referenced time, authorization to proceed with the development shall cease, and the Developer shall be required to seek reauthorization and approval of this development. Developer may, however, request an extension of time from the City. If an extension is granted, it may be conditioned upon updating any security posted by the Developer or requiring the Developer to provide security to reflect cost increases and extended completion date.

**SECTION 14. MISCELLANEOUS.**

A. The Developer represents and states that the plat complies with all city, state and federal laws and regulations, including but not limited to subdivision ordinances, zoning ordinances and environmental regulations. The City may, at its option, refuse to allow construction or development work in the subdivision until the Developer complies with the appropriate law or regulation. Upon the City's demand, the Developer shall cease work until there is compliance.

B. Third parties shall have no recourse against the City under this Agreement.

C. Breach of the terms of this Agreement by the Developer shall be grounds for denial of building permits, occupancy permits or other permits.

D. If any portion, section, subsection, sentence, clause, paragraph or phrase of this Agreement is for any reason held invalid, such decision shall not affect the validity of the remaining portion of this Agreement.

E. The action or inaction of the City shall not constitute a waiver or amendment to the provisions of this Agreement. To be binding, amendments or waivers must be in writing,

signed by both parties and approved by written resolution of the City Council. The City's failure to promptly take legal action to enforce this Agreement shall not be a waiver or a release.

F. Except as hereinafter provided, the Developer may not assign this Agreement or the obligations imposed by this Agreement without the written permission of the City Council or as otherwise provided in this Agreement. This restriction shall not apply to another entity solely owned and controlled by the members of the Developer, which assignment shall not serve to release Developer from the obligations undertaken hereunder.

G. The Developer's obligations under this Agreement shall continue in full force and effect even if the Developer sells a portion of the subdivision, the entire platted area, or any part thereof.

H. No building or occupancy permits will be issued until all public improvements have been constructed in accordance with applicable standards and formally accepted by the City. Notwithstanding the foregoing, the Developer may transfer the ownership of all outlots within the subdivision to a homeowners association, which shall assume the obligation to maintain and repair the stormwater detention facility and other infrastructure on said outlots located (*or other*) thereon, and Developer shall be released from any further liability or responsibility to repair or maintain the infrastructure on said outlots.

I. The Developer shall take out and maintain a public liability and property damage insurance policy covering personal injury, including death, and claims for property damage which may arise out of the Developer's work or the work of its subcontractors or by one directly or indirectly employed by any of them.

J. The Developer shall record any restrictive or protective covenants for the subdivision. A copy of the recorded restrictive or protective covenants will be provided to the City.

K. The Developer shall record the original copy of this agreement, with all requisite signatures, at the time the other final plat documents are recorded as required by law.

#### **SECTION 15. NOTICES.**

Required notices to the Developer shall be in writing and shall either be hand delivered to the Developer, its agents or employees, or mailed to the Developer by registered mail at the following address:

Pratt Real Estate Management, Inc.

c/o Brandon Pratt  
75 Commercial Drive, Unit 916  
North Liberty, IA 52317

Notices to the City shall be in writing and shall be either hand delivered to the City Administrator or mailed to the City by registered mail in care of the City Administrator at the following address:

North Liberty City Administrator  
P.O. Box 77  
North Liberty, IA 52317

Notices mailed in conformance with this section shall be deemed properly given.

**SECTION 16. SUCCESSORS AND ASSIGNS.**

This Agreement shall be a covenant running with the land and inure to the benefit of and be binding upon the parties, their successors and assigns.

DATED this \_\_\_ day of \_\_\_\_\_, 2024.

CITY OF NORTH LIBERTY, IOWA

PRATT REAL ESTATE MANAGEMENT, INC.

By: \_\_\_\_\_  
Chris Hoffman, Mayor

By: \_\_\_\_\_  
Brandon Pratt, President

ATTEST: \_\_\_\_\_  
Tracey Mulcahey, City Clerk

STATE OF IOWA, JOHNSON COUNTY: ss

On this \_\_\_ day of \_\_\_\_\_, 2024, before me, the undersigned, a Notary Public in and for the State of Iowa, personally appeared Chris Hoffman and Tracey Mulcahey, to me personally known, who, being by me duly sworn, did say that they are the Mayor and City Clerk, respectively, of the City of North Liberty, Iowa, a municipal corporation; that the seal affixed to the foregoing instrument is the corporate seal of the municipal corporation; and that the instrument was signed and sealed on behalf of the municipal corporation by the authority of its City Council, as contained in Resolution No. \_\_\_\_\_ of the City Council on the \_\_\_ day of \_\_\_\_\_, 2024; and that Chris Hoffman and Tracey Mulcahey acknowledged the

execution of the instrument to be their voluntary act and deed and the voluntary act and deed of the corporation, by it and by them voluntarily executed.

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Notary Public in and for the State of Iowa

STATE OF IOWA, JOHNSON COUNTY: ss

This instrument was acknowledged before me on this \_\_\_\_ day of \_\_\_\_\_, 2024, by Brandon Pratt as President of Pratt Real Estate Management, Inc., Developer.

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Notary Public in and for the State of Iowa



**[EXHIBIT "A" - MARK AND ATTACH FINAL PLAT]**



**Resolution No. 2024-85**

**A RESOLUTION APPROVING THE DEVELOPER'S AGREEMENT FOR SOLOMON'S LANDING, PART FIVE, NORTH LIBERTY, IOWA**

**BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NORTH LIBERTY, IOWA:**

**WHEREAS**, the terms and conditions for the development of Solomon's Landing, Part Five have been set forth in an Agreement between the City of North Liberty and Pratt Real Estate Management, Inc., and

**WHEREAS**, it is the parties' desire to agree and establish, in writing, their understanding regarding said agreement.

**NOW, THEREFORE, BE IT RESOLVED** that that the Development Agreement between the City of North Liberty and Pratt Real Estate Management, Inc. is approved for Solomon's Landing, Part Five, North Liberty, Iowa

**BE IT FURTHER RESOLVED** that the Mayor and City Clerk are hereby authorized to execute said agreement.

**APPROVED AND ADOPTED** this 13th day of August, 2024.

**CITY OF NORTH LIBERTY:**

\_\_\_\_\_  
CHRIS HOFFMAN, 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



# **Strategic Planning & Goal Setting Report**



**North Liberty**  
IOWA *Connected to What Matters*

**Strategic Planning & Goal  
Setting Report**

**2024-2026**







# The Team

## City Council

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Chris Hoffman, Mayor  
Erek Settig, Council Member  
Brian Wayson, Council Member  
Brent Smith, Council Member  
Brian Leibold, Council Member  
Paul Park, Council Member

## City Staff

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Ryan Heiar, City Administrator  
Tracey Mulcahey, Asst. City Administrator  
Deb Hilton, Human Resources  
Ryan Rusnak, Planning Department  
Grant Lientz, City Attorney  
Tom Palmer, Code Official  
Nick Bergus, Communications Director  
Jennie Garner, Library Director  
Shelly Simpson, Recreation Director  
Guy Goldsmith, Maintenance Director  
Michael Pentecost, Streets Superintendent  
Greg Metternich, Water Superintendent  
Brian Platz, Fire Chief  
Diane Venenga, Police Chief  
Drew Lammers, Waste Water Superintendent

*Facilitated By*



Executive Director Karen Kurt  
Consultant Adam Bentley

# Overview

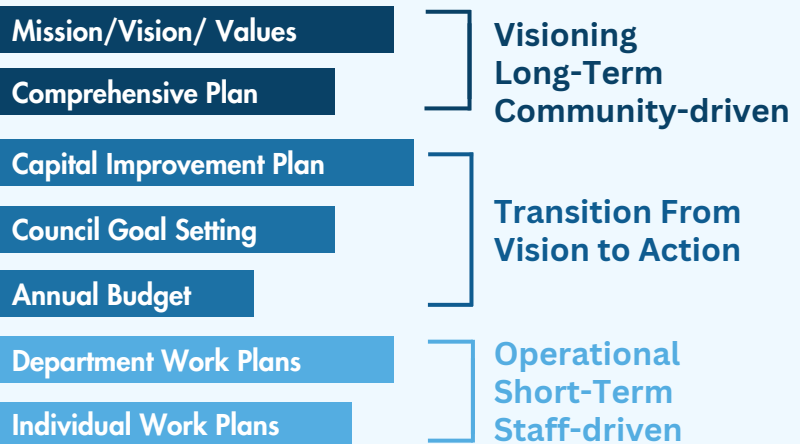
In February of 2024, the City of North Liberty engaged the East Central Iowa Council of Governments to facilitate goal-setting for calendar years 2024 through 2026. North Liberty has an established track record of planning for future opportunities and this project was intended to build on that success.

The vast bulk of the City's resources go to providing essential services to the community such as police and fire protection, street maintenance, water and sewer services, parks and recreation opportunities, and library services. The action steps in the strategic plan focus on how the City's resources can be leveraged to advance the City's vision through new, expanded, or reinvented services or policies.

## The goals highlighted generally:

- Require significant human and/or financial resources
- Have high visibility
- Have a significant impact on the community
- Require collaboration between many departments or organizations, and/or
- Require significant council or community involvement

Performance alignment is the key to high functioning local government. Alignment starts with a vision of the community as articulated in relevant mission, vision, and values statements as well as the city's comprehensive plan. Council goal setting should translate the vision into strategic goals and action steps. This step promotes alignment between elected officials, who are representing the interests of the community, and the staff leadership team. It is then incumbent on the staff leadership team to implement the Council's goal through department and individual work plans.



# The Vision

Through the goal-setting process, leadership used the vision outlined in the City's comprehensive plan *North Liberty: Connected to Tomorrow* to guide the goal-setting process. A summary of how each goal aligns with *North Liberty: Connected to Tomorrow* as well as other regional plans can be found on page 11.

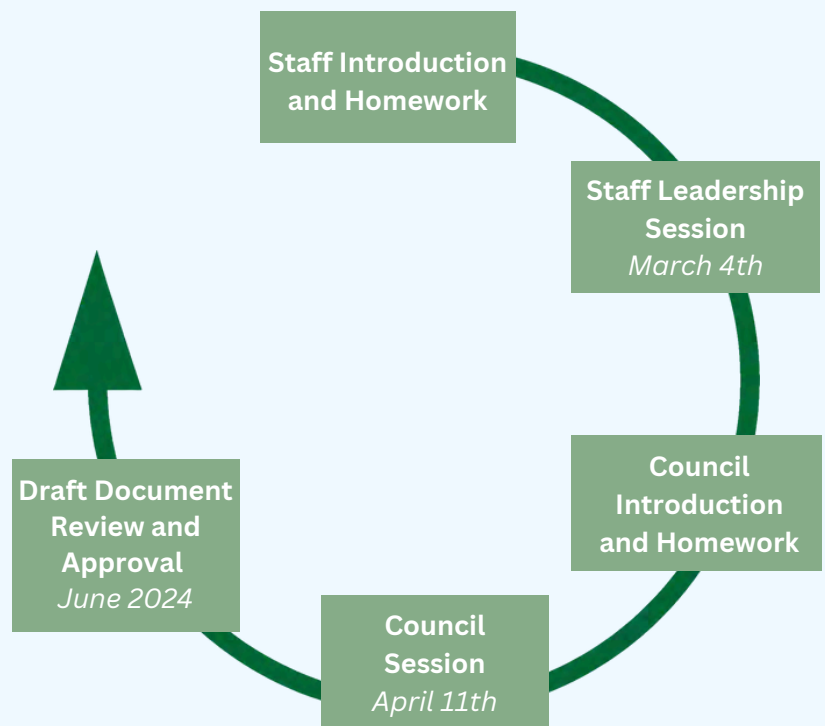


- **Land Use Tomorrow:** Development that is compatible with the components necessary for a strong and vibrant community, including mobility, environmental preservation, parks, public spaces, housing, inclusivity, and economic development.
- **Mobility Tomorrow:** How North Liberty will accommodate transportation for people walking, riding bikes, on mass transit, and in cars in an efficient manner.
- **Spaces and Places for Tomorrow:** How North Liberty grows with new parks, public spaces, and community nodes accessible to all neighborhoods and abilities to create a unique identity.
- **Our Environment Tomorrow:** What role North Liberty plays to protect the environment, mitigate climate change, and ensure environmental justice.
- **An Inclusive Tomorrow:** How North Liberty can ensure inclusive neighborhoods while meeting its demand for housing at different price points and styles to accommodate different economic and life stages.
- **Doing Business Tomorrow:** A direction for supporting new business ventures, leveraging economic strengths, and ensuring quality areas to support jobs and diversify the tax base.
- **Supporting Tomorrow:** The human and capital resources necessary to provide a high quality of life in a cost-effective manner as the City grows.



# The Process

The goal setting process involved two facilitated sessions: one with staff leadership and one with the elected officials as well as the City Administrator. All participants were given reflective questions prior to the workshops. The four-hour staff goal setting workshop was held on March 4. Staff leadership reviewed accomplishments from the past two years, participated in an environmental scan, brainstormed potential future goals, and prioritized those goals. A similar workshop was held with the City Council on April 11. Council members reflected on potential challenges and opportunities as part of the environmental scan. Council members reviewed the work completed by staff and added their accomplishments and goals. Council members finished their work by prioritizing the potential goals provided by both staff and council members.



# Highlights from 2022-2024

Provided below are some of the highlighted accomplishments from 2022-2024. The accomplishments are organized based on sections of the City's comprehensive plan, with the recognition that some accomplishments may support multiple sections of the plan. Some of these accomplishments were initiated during this timeframe while others were completed within it.

*Items with an asterisk (\*) were identified as a priority during the last goal-setting process.*



## Land Use Tomorrow

- Updated North Liberty's comprehensive plan\*
- Facilitated development of sites for University of Iowa Healthcare and Steindler Orthopedic Clinic
- Modernized and updated North Liberty's Zoning Code
- Revamped the Centennial Park master plan \*

## Mobility Tomorrow

- Completed trail improvements city wide
- Added on street bike routes in areas of the city
- Completed Ranshaw Way phase five which included pedestrian infrastructure and utility improvements\*
- Completed Dubuque Street improvements including widening of the road, pedestrian improvements and landscaping
- Initiated the Penn Street Bridge Pedestrian Crossing to improve safety and accessibility

## Spaces and Places Tomorrow

- Completed construction of new City Hall\*
- Acquired property for the construction of a second fire station\*
- Improvements made to numerous recreation based amenities including Centennial Park, the Northside Park, and Tennis/Pickleball court improvements

## **Environment Tomorrow**

- Exceeded water quality standards under increasingly stringent regulations
- Implemented Geographic Information Systems (GIS) mapping for stormwater management
- Began collecting salt usage data for snow removal
- Conducted city-wide lead and copper pipe review
- Installed large subsurface stormwater detention system at the new City Hall site

## **Inclusive Tomorrow**

- Launched the North Liberty Youth Council\*
- Added interns and made staff changes related to community mental health opportunities (mental health liaison, ABLE instructor)
- Successfully joined Kulture City and developed a partnership with the NAACP to promote civil rights, social justice, and community well-being
- Hosted events aimed at building inclusivity including welcome week and the summit on youth mental health
- Sustained the Neighborhood Ambassador program

## **Doing Business Tomorrow**

- Launched City Slate Platform with sponsorships totaling \$250,000 annually.
- Added multiple positions within the city including police positions, events coordinator position, and desktop technician position\*
- Reimplemented new business plaques
- Worked with regional partners on economic development programs

## **Supporting Tomorrow**

- Increased franchise fee rates for park improvements\*
- Finished a wastewater facility plan and began a water facility plan
- Implemented Library AIM cards for the Iowa City Community School District
- Decreased Fire Department average turnout time from 9 minutes to 3 minutes with staffing changes

# Environmental Scan

The Environmental Scan identified elements in the external environment that may impact the City moving forward. These forces, largely outside the City's control, represent future challenges, opportunities or both.

## Opportunities

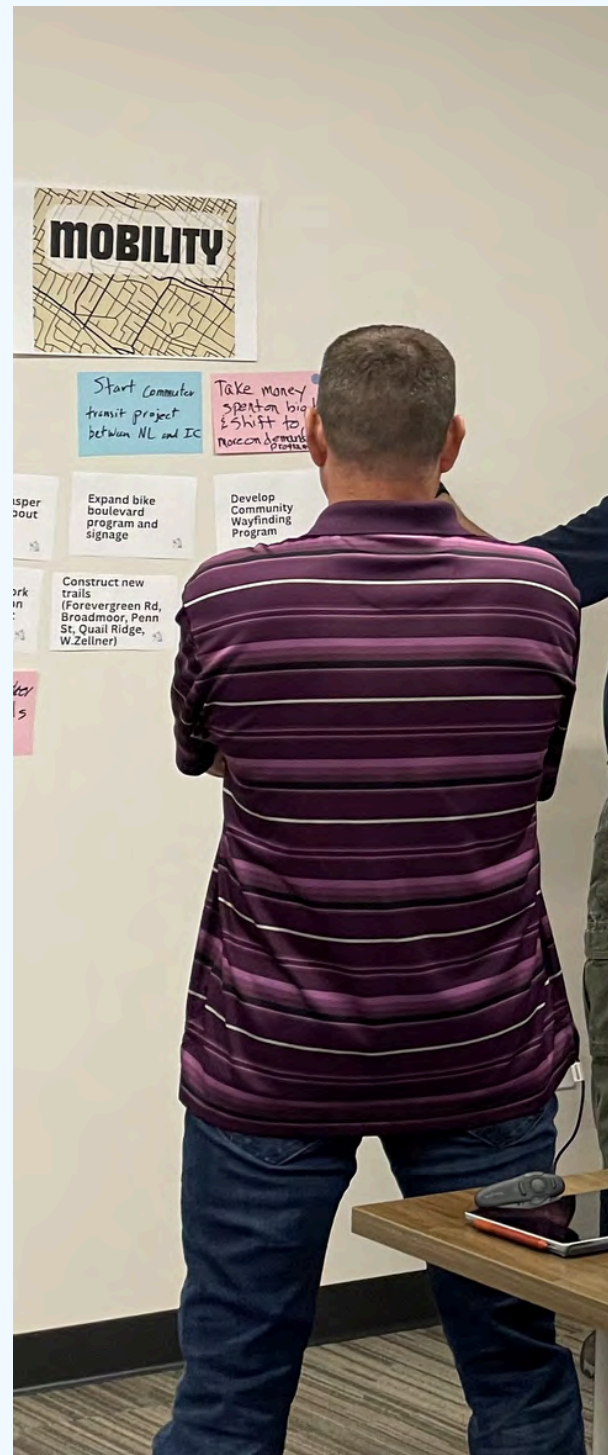
- Prime location
- Federal funding opportunities
- Greater regional cooperation
- UIHC campus expansion
- Westward growth/Soloman entertainment district
- Utility upgrades

## Challenges

- Loss of local control through state legislation
- Reduced funding due to caps on property tax growth
- Lack of public engagement/volunteers
- Inflation/increasing costs to provide services
- Workforce recruitment
- Housing affordability
- Distrust in government/misinformation

## Opportunities and Challenges

- Growth
- Demographic changes
- Interstate 380 expansion





# Significant Capital Projects

## 2024-2026

1

### **FY 24 Centennial Park Improvements**

Construct pavilion and outdoor performance venue in Centennial Park (\$11 million)

2

### **FY24 Parkland acquisition for new park**

Acquire Northside park land as identified in the park plan (\$2.5 million)

3

### **FY24 New Trail Segments**

Construct trail in front of Penn Meadows Park where segment is missing (\$157,000) and construct trail along North Liberty Road and Penn Street from Abraham Road to Molly Street (\$1.1 million)

4

### **FY 25 I-380 Penn Street Bridge Replacement**

Replace or widen Penn Street bridge that crosses I380. Repair concrete east and west of Penn Street Bridge (\$15 million)

5

### **FY25 North Liberty Fire Station Upgrades**

Evaluate options for remodel and expansion to existing fire station. FY 26 Construction improvements

6

### **FY25/FY26 New Trail Segments**

Construct trail in Freedom Park, along FGR and Dubuque Street (\$765K)

7

### **FY26 West Forevergreen Road/South Jasper Ave/North Park Roundabout**

Joint project with Tiffin and Coralville to construct a roundabout and related improvements at the intersection, including new trail segments from Covered Bridge Blvd to Tiffin (\$5 million)

8

### **FY26 North Stewart Street Reconstruction**

Reconstruct North Stewart Street from Penn to Cherry Street (\$1.5 million)

9

### **FY26 Ranshaw Way Improvements**

Widen Ranshaw Way with full build out between Hawkeye Drive and Forevergreen Road including trails, curb and gutter, and landscaping (\$10.7 million)

10

### **FY25-27 Community Center Parking Lot**

Rehabilitate Community Center parking lot in 3 phases (\$1.1 million)

# City Goals 2024-2026



1

## Consider future of Fire Station 1 and address fire staffing needs.

Explore options for renovation, expansion, or relocation to better serve the growing community's fire protection needs. Implement a plan to address current and future fire staffing shortages.

**Champion: Fire and Administration**



2

## Construct roundabout at Forevergreen Road and Jasper.

In partnership with the cities of Tiffin and Coralville, implement a safety improvement project at the intersection of Forevergreen Road and Jasper by constructing a roundabout to reduce traffic accidents and improve traffic flow.

**Champion: Administration, Streets, Planning**



3

## Establish and adopt citywide climate goals.

Set ambitious yet achievable goals for reducing greenhouse gas emissions and increasing renewable energy use in North Liberty. Develop a plan outlining strategies to achieve these goals.

**Champion: Administration & Planning**



4

## Increase teen engagement and programming

Continue to identify the interests and needs of North Liberty teens. Develop and implement engaging programs, after-school activities, leadership development workshops, or volunteer opportunities to increase teen participation in the community.

**Champion: Community Relations, Library & Recreation**

# City Goals 2024-2026



5

## **Create and implement a public art program.**

Establish a public art program that incorporates art installations, murals, or sculptures into public spaces throughout North Liberty. This can enhance the city's visual appeal, foster cultural identity, and encourage community pride.

**Champion: Library, Community Relations, Parks**



6

## **Explore Economic Development Marketing and Engagement Opportunities**

In collaboration with Greater IC, Think IC, Better Together 2030 and other potential economic development partners, evaluate marketing strategies and opportunities to better engage and support the North Liberty Business Community.

**Champion: Administration, Planning & Community Relations**



7

## **Add outdoor basketball courts and other recreation amenities.**

Identify potential locations and secure funding for the construction of new outdoor basketball courts and other desired recreational facilities, such as tennis courts, skate parks, or dog parks.

**Champion: Parks**



8

## **Shift transit funding from fixed route to on-demand service.**

Evaluate the effectiveness of the current fixed-route transit system. Explore a pilot program or phased transition towards a more flexible on-demand service model that caters to real-time rider needs and potentially improves efficiency.

**Champion: Administration & Planning**

Alignment Crosswalk	North Liberty Comprehensive Plan							Regional Plans	
	Land Use Tomorrow	Mobility Tomorrow	Spaces and Places Tomorrow	Environment Tomorrow	Inclusive Tomorrow	Doing Business Tomorrow	Supporting Tomorrow	Better Together-Johnson County	Envision East Central Iowa
1	Consider future of Fire Station 1 and address fire staffing needs.		X			X	X		
2	Construct roundabout at Forevergreen Road and Jasper.	X	X			X	X		
3	Establish and adopt citywide climate goals.	X	X					X	X
4	Increase teen engagement and programming.		X		X				
5	Create and implement a public art program.		X					X	X
6	Explore Economic Development Marketing and Engagement Opportunities					X		X	X
7	Add outdoor basketball courts and other recreation amenities.		X		X			X	X
8	Shift transit funding from fixed route to on-demand service.	X				X	X	X	





Prepared by: East Central Iowa Council of Governments  
Your Regional Planning Agency

**Resolution No. 2024-86**

**RESOLUTION APPROVING THE 2024 STRATEGIC  
PLANNING AND GOAL SETTING REPORT PREPARED BY  
EAST CENTRAL IOWA COUNCIL OF GOVERNMENTS  
FOR THE CITY OF NORTH LIBERTY**

**BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NORTH LIBERTY,  
IOWA:**

**WHEREAS**, East Central Iowa Council of Governments has completed the 2024 Strategic Planning and Goal Setting Report, and

**WHEREAS**, the Council has received and reviewed the report.

**NOW, THEREFORE, BE IT RESOLVED** that the 2024 Strategic Planning and Goal Setting Report as completed by East Central Iowa Council of Governments is adopted.

**APPROVED AND ADOPTED** this 13<sup>th</sup> day of August, 2024.

**CITY OF NORTH LIBERTY:**

---

CHRIS HOFFMAN, 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



# **Centennial Center Alcohol Policy**

# CENTENNIAL CENTER PRIVATE RENTAL ALCOHOL POLICY

## Definitions:

- "Agreement" means the Centennial Center Rental Agreement between the City and the Renter, allowing the Renter the temporary and exclusive use of the Facility for a set period of time, subject to certain terms and conditions.
- "Caterer" means the person or business vendor who will be serving alcoholic beverages in the Facility.
- "City" means the City of North Liberty, Iowa.
- "Facility" refers to one or more buildings and their immediate surrounding areas situated in Centennial Park in North Liberty and rented for temporary private use as described in the Agreement. Such buildings may include the Amphitheatre, Event Hall, or both.
- "Renter" means the person or legal entity named on the Agreement.

## General Requirements:

- The consumption and sale of alcohol within the Facility is prohibited, except as provided in the Agreement and this policy.
- Alcohol service must end by 10:45 p.m. with the event ending by 11 p.m. All guests and catering equipment must be removed from the Facility by midnight.
- Any alcohol left in the Facility will be disposed of by the City.
- Events will be open to all ages unless otherwise specified in the Agreement.
- Renter and Caterer must adhere to all applicable State of Iowa alcohol regulations, including minimum age requirements for serving and consuming alcohol.
- The sale, distribution, and/or consumption of cannabis-infused drinks in the Facility is prohibited.
- The consumption and sale of alcohol in the Amphitheatre requires a special event permit, and is otherwise prohibited.

## OPTION 1: CATERER PROVIDES AND SERVES ALCOHOL

### License Requirements:

To comply with state law and City code, the Caterer must either carry Catering Privilege on their existing annual license from Iowa Alcoholic Beverages Division (IABD) or secure a [5-day temporary license](#) for the Facility during the event. The IABD has put certain restrictions in place for both Catering Privilege and 5-day temporary licenses, and the Renter is responsible for ensuring that the Caterer has obtained the appropriate kind of

license from the IABD for the event being hosted. Proof of either Catering Privilege or a 5-day temporary license must be provided to the City 30 days prior to the event date.

The park's outdoor stage doubles as a patio and is connected to the Event Hall. To have alcohol served or carried onto this outdoor space, outdoor service should be added to the liquor license acquired from the State. This may be done by including "outside concrete patio adjacent to event space" in the description of the licensed premises with the IABD.

### **Insurance & Security Requirements:**

- When hiring a Caterer to serve alcoholic beverages, the Renter is:
  - Required to sign an Event Rental Agreement for the space with the City of North Liberty.
  - Required to pay a \$250 deposit at time of contracting. Depending on damage to the facility or excessive cleaning needed, the full, partial, or none of the deposit will be returned to renter following event. The renter is also responsible for any damage or excessive cleaning costs beyond \$250, if necessary, per the rental agreement.
  - Required to hire a Caterer that is licensed by the IABD and provide documentation of the following conditions to the City at least 30 days out from event:
    - A copy of the Caterer's Liquor Liability Insurance (minimum of \$1,000,000) listing the City of North Liberty as additional insured for date of event.
    - A copy of the Caterer's General Liability & Casualty Insurance (minimum of \$1,000,000) listing the City of North Liberty as additional insured for date of event.
  - Required to hire one (1) private, professional security guard to be on-site 30 minutes before alcohol service begins until at least an hour after the event concludes and City staff closes the building. Private security personnel will assist with event security and crowd management as it relates to alcohol.
  - Required to designate an unimpaired representative in their party who City staff can direct to mediate any inappropriate guest behavior (intoxication, fights, smoking, damage to building, etc.).

## **OPTION 2: RENTER PROVIDES AND SERVES ALCOHOL**

### **License Requirements:**

A Renter may provide and serve alcohol inside the Centennial Center without a Caterer if:

- Renter has leased the space for a 3-hour or 6-hour block between 9 a.m. and 4 p.m.
- The event is private and is free for invited guests to attend.
- Renter does not expect more than 200 attendees.
- Alcohol may not leave the building (not permitted on the outdoor stage/patio)
- Alcohol is served to guests at no charge (events with cash bar must hire a Caterer)
  - Only beer and/or wine permitted (no liquor)
  - No kegs or cannabis-infused beverages
  - Only the Renter may provide alcohol (guests cannot bring in alcohol)

Exception: Renter can sell tickets to an event or offer a cash bar with approval from the City if Renter otherwise satisfies the License Requirements for Caterers set forth above.

**Insurance & Security Requirements:**

When providing alcoholic beverages to guests the Renter is:

- Required to sign an Event Rental Agreement for the space with the City of North Liberty.
- Required to pay a \$250 deposit at time of contracting. Dependent on damage to the facility or excessive cleaning needed, the full, partial, or none of the deposit will be returned to renter following event. The renter is also responsible for any damage or excessive cleaning costs beyond \$250, if necessary, per the rental agreement.
- Required to designate an unimpaired representative in their party who City staff can direct to mediate any inappropriate guest behavior (intoxication, fights, smoking, damage to building, etc.).
- Encouraged to discuss with their insurance provider if additional coverage is appropriate.

**Resolution No. 2024-87**

**RESOLUTION APPROVING THE CENTENNIAL CENTER  
ALCOHOL POLICY**

**BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NORTH LIBERTY,  
IOWA:**

**WHEREAS**, the Centennial Center has begun accepting reservations for private use starting in November 2025; and

**WHEREAS**, staff recommends that a policy related to alcohol service, outlining the expectations and requirements of the user, be implemented;

**NOW, THEREFORE, BE IT RESOLVED** that the following Centennial Center Alcohol Policy is approved and will go into effect upon opening of the facility.

**APPROVED AND ADOPTED** this 13th day of August, 2024.

CITY OF NORTH LIBERTY:

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CHRIS HOFFMAN, 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



# **Alcohol and Public Places Ordinances**



ORDINANCE NO. \_\_\_\_\_

AN ORDINANCE AMENDING CHAPTERS 45 AND 47 OF THE  
NORTH LIBERTY CODE OF ORDINANCES REGARDING THE CONSUMPTION  
AND SALE OF ALCOHOL IN AUTHORIZED PUBLIC AREAS

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF NORTH LIBERTY, IOWA:

**SECTION 1. AMENDMENT OF PUBLIC CONSUMPTION ORDINANCE.** Chapter 45.02 of the North Liberty Code of Ordinances is amended to read as follows:

45.02 PUBLIC CONSUMPTION OR INTOXICATION.

1. As used in this section unless the context otherwise requires:

A. "Alcoholic beverage" means any alcoholic liquor, wine or beer.

B. "Agreement" means the official agreement between the city and an authorized entity to sell, ~~serve, consume and~~ possess, ~~and/or consume~~ alcoholic beverages on an authorized site. ~~An agreement which allows the sale or service of alcoholic beverages, which shall~~ includes, at a minimum, the following provisions:

(1) Authorized Site Description: Both a written description and a physical illustration of the authorized site.

(2) Dramshop Insurance: The authorized entity shall provide proof that it is in compliance with ~~the all applicable~~ liability insurance requirements of Iowa Code section 123.92, as amended.

(3) Indemnification: The authorized entity shall pay on behalf of the city all sums which the city shall be obligated to pay by reason of any liability imposed upon the city for damages of any kind resulting from the sale ~~or service~~ of alcoholic beverages on the authorized site, whether sustained by any person or persons, caused by accident or otherwise and shall defend at its own expense and on behalf of the city any claim against the city arising out of the use of the authorized site or consumption of alcoholic beverages on the authorized site.

(4) Inspection: City staff, including the police department, may periodically inspect the authorized site without any prior notice to the authorized entity for the purpose of enforcing the terms of the agreement.

(5) License: The authorized entity has a state ~~license licensing necessary to sell beer and/or wine~~ provide the alcoholic beverages being served or sold for the term of the agreement.

(6) Premises Insurance: The authorized entity, ~~when required by law to obtain state licensure pursuant to subparagraph 5 above,~~ shall provide a

certificate of insurance for reasonable general liability and casualty insurance coverage, naming the city of North Liberty as an additional insured. The authorized entity shall provide thirty (30) days' notice to the city before cancellation of said insurance.

C. "Arrest" means the same as defined in Section 804.5 of the Code of Iowa and includes taking into custody pursuant to Section 232.19 of the Code of Iowa.

D. "Authorized entity" means an entity granted permission to sell, serve, possess and/or consume alcoholic beverages pursuant to an agreement with the City under this section, or the holder of a special event permit issued pursuant to Section 171.03(2) of the North Liberty Code of Ordinances, which permit specifically allows the sale, service, consumption and/or possession of alcohol on public property and/or within public ~~right-right-~~of-way.

E. "Authorized site" means a precisely described area in a park, ~~on~~ within a public ~~right-right-~~of-way, on city grounds or within a city building over which the authorized entity has control for specified hours on specified days pursuant to a special event permit or written agreement with the city.

F. "Chemical test" means a test of a person's blood, breath, or urine to determine the percentage of alcohol present by a qualified person using devices and methods approved by the Commissioner of Public Safety.

G. "Peace officer" means the same as defined in Section 801.4 of the Code of Iowa.

H. "School" means a public or private school or that portion of a public or private school which provides teaching for any grade from kindergarten through grade twelve.

2. Restrictions on public use or consumption of alcohol:

A. A person shall not use or consume any alcoholic beverage upon any public street, ground, park, building, highway, sidewalk, alley, or public right of way in the city, except if said person has obtained said alcoholic beverage from an "authorized entity", and is on an "authorized site", as those terms are defined in this section. A person shall not use or consume any alcoholic beverage in any public place, except premises covered by a license or permit, and when applicable, a public right of way easement agreement.

B. The city may enter into a written agreement with an authorized entity that allows for the sale, service, or distribution of alcoholic beverages in a city park, on public right of way, or on city grounds. The term of said agreement shall not exceed thirty (30) days.

C. A person shall not possess or consume any alcoholic beverage on public school property or while attending any public or private school-related function.

3. A person shall not be intoxicated or simulate intoxication in a public place.
4. When a peace officer arrests a person on a charge of public intoxication under this section, the peace officer shall inform the person that the person may have a chemical test administered at the person's own expense. If a device approved by the Commissioner of Public Safety for testing a sample of a person's breath to determine the person's blood alcohol concentration is available, that is the only test that need be offered the person arrested. In a prosecution for public intoxication, evidence of the results of a chemical test performed under this subsection is admissible upon proof of a proper foundation. The percentage of alcohol present in a person's blood, breath, or urine established by the results of a chemical test performed within two hours after the person's arrest on a charge of public intoxication is presumed to be the percentage of alcohol present at the time of arrest.

**SECTION 2. AMENDMENT OF ORDINANCE.** Chapter 47.05 of the North Liberty Code of Ordinances is amended to read as follows:

47.05 PARKS CLOSED.

No person, except those camping in designated areas, or otherwise authorized by special event permit or written agreement with the City, shall enter or remain within any park between the hours of 10:00 p.m. and sunrise. No person shall enter or remain within any dog park facility or off-leash area between dusk (defined for these purposes as 60 minutes after sunset) and dawn (defined for these purposes as 60 minutes prior to sunrise).

**SECTION 3. REPEALER.** All Ordinances and parts of ordinances in conflict with the provisions of this Ordinance are hereby repealed.

**SECTION 4. SCRIVENER'S ERROR.** The correction of typographical errors which do not affect the intent of the ordinance may be authorized by the City Clerk or the Clerk's designee without further public hearing.

**SECTION 5. SEVERABILITY.** If any section, provision or part of this Ordinance shall be adjudged invalid or unconstitutional, such adjudication shall not affect the validity of the Ordinance as a whole or any section, provision or part thereof not adjudged invalid or unconstitutional.

**SECTION 6. WHEN EFFECTIVE.** This ordinance shall be in effect from and after its final passage, approval and publication as provided by law.

First consideration on \_\_\_\_\_, 2024.

Second consideration on \_\_\_\_\_, 2024.

Third and final consideration on \_\_\_\_\_, 2024.

CITY OF NORTH LIBERTY:

\_\_\_\_\_  
CHRIS HOFFMAN, 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

I certify that the forgoing was published as Ordinance No. \_\_\_\_\_ in the Cedar Rapids Gazette on the \_\_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
TRACEY MULCAHEY, CITY CLERK

**Ordinance No. 2024-06**

**AN ORDINANCE AMENDING CHAPTERS 45 AND 47 OF THE  
NORTH LIBERTY CODE OF ORDINANCES REGARDING THE  
CONSUMPTION AND SALE OF ALCOHOL IN AUTHORIZED  
PUBLIC AREAS**

**BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF NORTH LIBERTY, IOWA:**

**SECTION 1. AMENDMENT OF PUBLIC CONSUMPTION ORDINANCE.** Chapter 45.02 of the North Liberty Code of Ordinances is amended to read as follows:

45.02 PUBLIC CONSUMPTION OR INTOXICATION.

1. As used in this section unless the context otherwise requires:

A. "Alcoholic beverage" means any alcoholic liquor, wine or beer.

B. "Agreement" means the official agreement between the city and an authorized entity to sell, serve, possess, and/or consume alcoholic beverages on an authorized site. An agreement which allows the sale or service of alcoholic beverages shall include, at a minimum, the following provisions:

(1) Authorized Site Description: Both a written description and a physical illustration of the authorized site.

(2) Dramshop Insurance: The authorized entity shall provide proof that it is in compliance with all applicable liability insurance requirements of Iowa Code section 123.92, as amended.

(3) Indemnification: The authorized entity shall pay on behalf of the city all sums which the city shall be obligated to pay by reason of any liability imposed upon the city for damages of any kind resulting from the sale or service of alcoholic beverages on the authorized site, whether sustained by any person or persons, caused by accident or otherwise and shall defend at its own expense and on behalf of the city any claim against the city arising out of the use of the authorized site or consumption of alcoholic beverages on the authorized site.

(4) Inspection: City staff, including the police department, may periodically inspect the authorized site without any prior notice to the authorized entity for the purpose of enforcing the terms of the agreement.

(5) License: The authorized entity has a state licensing necessary to provide the alcoholic beverages being served or sold for the term of the agreement.

(6) Premises Insurance: The authorized entity, when required by law to obtain state licensure pursuant to subparagraph 5 above, shall provide a

certificate of insurance for reasonable general liability and casualty insurance coverage, naming the city of North Liberty as an additional insured. The authorized entity shall provide thirty (30) days' notice to the city before cancellation of said insurance.

C. "Arrest" means the same as defined in Section 804.5 of the Code of Iowa and includes taking into custody pursuant to Section 232.19 of the Code of Iowa.

D. "Authorized entity" means an entity granted permission to sell, serve, possess and/or consume alcoholic beverages pursuant to an agreement with the City under this section, or the holder of a special event permit issued pursuant to Section 171.03(2) of the North Liberty Code of Ordinances, which permit specifically allows the sale, service, consumption and/or possession of alcohol on public property and/or within public right-of-way.

E. "Authorized site" means a precisely described area in a park, within a public right-of-way, on city grounds or within a city building over which the authorized entity has control for specified hours on specified days pursuant to a special event permit or written agreement with the city.

F. "Chemical test" means a test of a person's blood, breath, or urine to determine the percentage of alcohol present by a qualified person using devices and methods approved by the Commissioner of Public Safety.

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B. The city may enter into a written agreement with an authorized entity that allows for the sale, service, or distribution of alcoholic beverages in a city park, on public right of way, or on city grounds. The term of said agreement shall not exceed thirty (30) days.

C. A person shall not possess or consume any alcoholic beverage on public school property or while attending any public or private school-related function.

3. A person shall not be intoxicated or simulate intoxication in a public place.
4. When a peace officer arrests a person on a charge of public intoxication under this section, the peace officer shall inform the person that the person may have a chemical test administered at the person's own expense. If a device approved by the Commissioner of Public Safety for testing a sample of a person's breath to determine the person's blood alcohol concentration is available, that is the only test that need be offered the person arrested. In a prosecution for public intoxication, evidence of the results of a chemical test performed under this subsection is admissible upon proof of a proper foundation. The percentage of alcohol present in a person's blood, breath, or urine established by the results of a chemical test performed within two hours after the person's arrest on a charge of public intoxication is presumed to be the percentage of alcohol present at the time of arrest.

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**47.05 PARKS CLOSED.**

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**SECTION 3. REPEALER.** All Ordinances and parts of ordinances in conflict with the provisions of this Ordinance are hereby repealed.

**SECTION 4. SCRIVENER'S ERROR.** The correction of typographical errors which do not affect the intent of the ordinance may be authorized by the City Clerk or the Clerk's designee without further public hearing.

**SECTION 5. SEVERABILITY.** If any section, provision or part of this Ordinance shall be adjudged invalid or unconstitutional, such adjudication shall not affect the validity of the Ordinance as a whole or any section, provision or part thereof not adjudged invalid or unconstitutional.

**SECTION 6. WHEN EFFECTIVE.** This ordinance shall be in effect from and after its final passage, approval and publication as provided by law.

First consideration on July 9, 2024.

Second consideration on July 23, 2024.

Third and final consideration on \_\_\_\_\_, 2024.

CITY OF NORTH LIBERTY:

\_\_\_\_\_  
CHRIS HOFFMAN, 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

I certify that the forgoing was published as Ordinance No. 2024-06 in the Cedar Rapids *Gazette* on the \_\_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
TRACEY MULCAHEY, CITY CLERK





# **Additional Information**



To **City Council, Mayor, and City Administrator**  
From **Drew Lammers**  
Date **Aug 1, 2024**  
Re **July 2024 Water Pollution Control Plant (WPCP) Report**

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1. All scheduled preventative maintenance at the plant and lift stations was completed. **129 work orders** were completed throughout July. Staff drained and inspected both digester tanks. Large piles of sediment were pumped from the bottom of the tanks to the influent dump station. Sediment accumulates throughout different treatment tanks and can cause issues throughout screening and treatment processes. 3 dump truck loads of heavy sediment were removed from the treatment system and hauled to the landfill.
2. This month's staff safety meeting topic was Hazard Communication. Staff completed target solutions training online and reviewed the training topic as a group.
3. Operations and Lab completed all monthly sample results and reports. Monthly Influent Flow Avg. was **2.43 MGD**. **1.05 MG** of solids were wasted from the biological tanks to digesters during July. Quarterly quality control and DMR-QA testing was completed during July. Testing results were all submitted to EPA for review. Ongoing testing for our NPDES permit renewal was also performed.
4. Staff washed all emergency generators at the plant and lift stations. They also tested the portable generator control panel we rebuilt for emergency pump operations. A pump was wired to the panel and cycled during testing.
5. WPCP staff inspected all submersible pumps throughout the tanks at the treatment facility. Some pumps required replacement parts on wear items. Staff replaced impellers on all 3 of the 100 hp equalization pumps. The previous impellers showed visible holes in some areas. We are working with a local vendor to repair the damage so we can keep the parts for emergency spares. Each impeller costs \$20,000 new for these pumps. All pumps remain 100% operational.

Maintenance staff also rebuilt part of a spare submersible lift station pump. This project gave us a good opportunity to explain all the pump parts to our Summer Intern (Brady) with the Kirkwood WET program. Brady has 2 weeks left with NL WPCP. We covered a lot of material and provided hands on training opportunity during the internship, and he has been a great help to us throughout the summer as well.

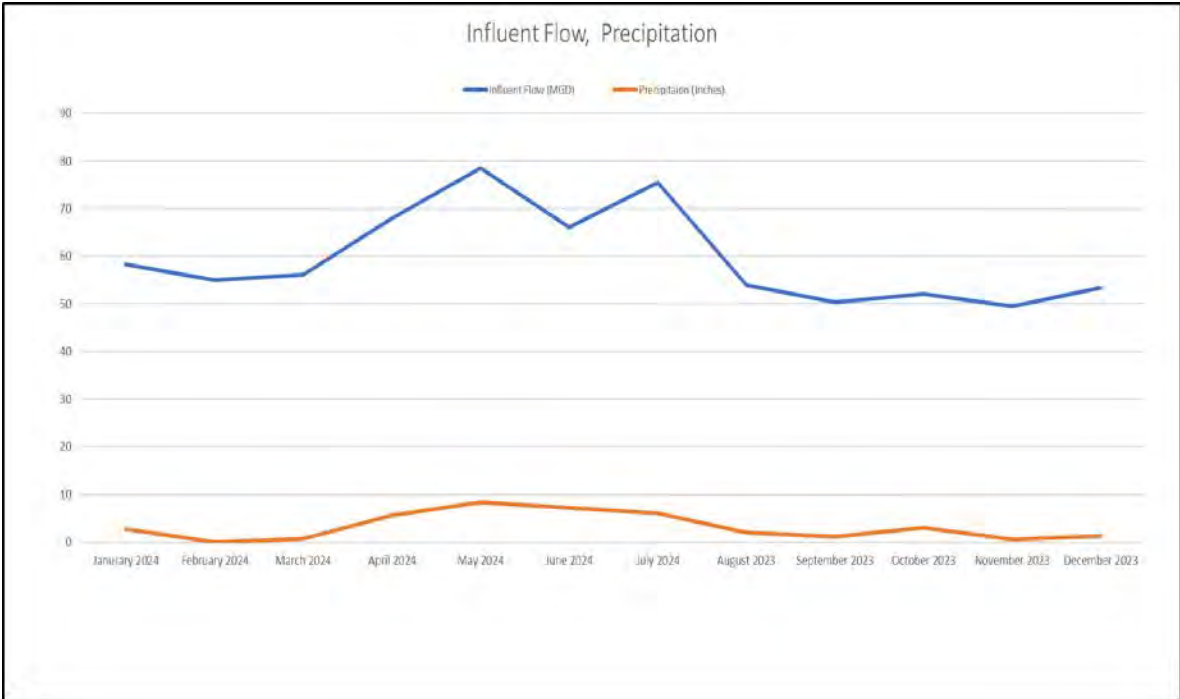
One new submersible pump was installed at 230<sup>th</sup> St. Lift Station. This replaced an old pump with ongoing seal issues.

6. Staff extended the large equipment parts storage area on top of the hill. Unused concrete footings were dug out before re-grading, installing weed barrier and spreading

rock over the area. The access road was also widened to allow vehicles and heavy equipment to get to necessary parts. WPCP borrowed equipment from other city departments for digging and hauling done on this project.

- 7. NL WPCP worked out a deal with the City of Clinton to purchase some of their used biosolids dewatering equipment. We went to Clinton to inspect this equipment and see it operate before purchasing. Clinton’s facility is undergoing major capacity increases, and they need larger equipment to meet the new demand. The dewatering equipment WPCP purchased is nearly the exact same as our current dewatering setup. This used equipment was a significant cost savings over new equipment. Major logistics and details went into moving everything to North Liberty in early July. Streets, Water, and Wastewater department staff helped haul the equipment to North Liberty. We are now working on installation setup details and hoping to get the equipment operational before winter.

Drew Lammers - WPCP Superintendent





Digester cleaning and sediment pumped prior to tank inspection.



Sediment pumped from bottom of treatment tanks – Removed from system and hauled to landfill.





Loading used dewatering equipment purchased from City of Clinton



Ready for transport



Unloading equipment at North Liberty WPCP





TO: Ryan Heiar, City Administrator, and City Council  
FROM: Jennie Garner, Library Director  
DATE: Aug. 7, 2024  
SUBJECT: Monthly Library Report

### **Library News**

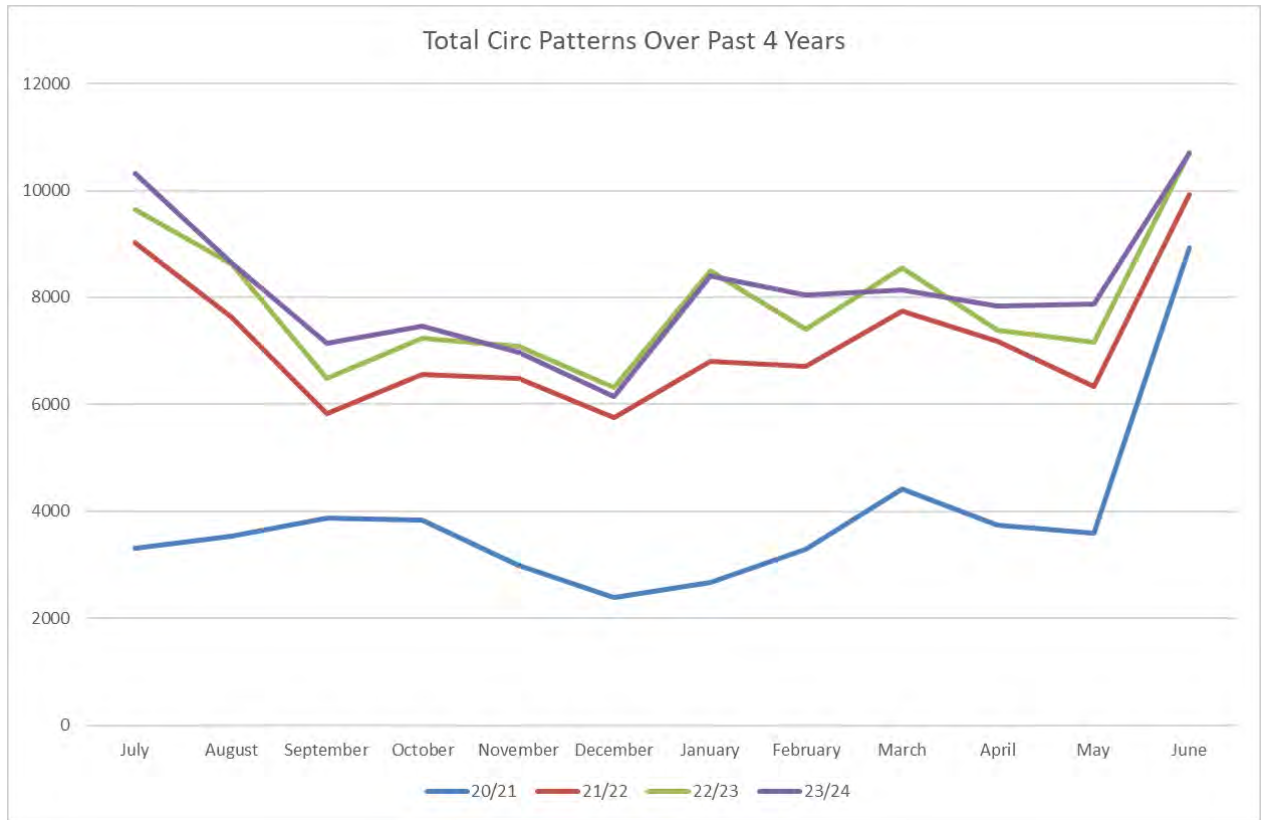
**"The Culture of a workplace - an organization's values, norms and practices - has a huge impact on our happiness and success." ~ Adam Grant, organizational psychologist and best-selling author**

Libraries are hubs for lifelong learning, advocating and providing opportunities for all ages to explore interests and expand their worlds. We are incredibly fortunate to have a dedicated staff who are truly invested in their roles. We strive to offer flexible schedules to ensure they feel empowered to carry out their work and in their educational pursuits. It's significant that this fall, 42 percent of our staff (eight staff members) are enrolled in school, from our two high school student staff members to the undergraduate and graduate-level pursuits of both full and part-time staff. Additionally, members of our team take part in online learning. Many also serve on a variety of local and national boards/committees and are invited to give presentations at professional events both locally and nationally. The benefits of a positive workplace where staff feel supported in their professional and personal growth is reflected in the exceptional service they offer to our community and in the high level of output we see each day in their work.

The summer reading program was a huge success. The programming staff is shifting into recovery mode, while still providing another week of the Summer Lunch & Fun (offered through Aug 16) and all the while, prepping for the fall program line up. Data gathering from the program will happen this month so you'll see those statistics and highlights in September. The theme was Read.Return.Repeat. and all ages enjoyed the refillable water bottles and collecting stickers (to put on the bottles) earned by completing activities throughout the summer.

The accessibility projects related to our award for the \$20,000 from the American Library Association Libraries Transforming Communities grant are all completed. Along with the new handicap accessible restroom doors, we were able to add walk off carpet for those who may have mobility issues to all three building entrances (library and recreation) and several aids for vision. We added various strengths of reading glasses, large print keyboards, and magnifying lamps and sheets for reading small print for patrons as well. These items are available for patrons to use in our magazine area anytime without checkout requirements.

The graph on the next page shows NLL circulation patterns – total circulation for physical items in the collection – over the past four years. In 2020-2021 we had the pandemic closure and then recovery from the pandemic. As you can see, we have recovered nicely. Many libraries are seeing downward trends in physical checkouts but North Liberty Library has seen a fairly steady circulation growth and consistent patterns the last couple of years. This might be attributed to the interests of our community combined with our collection development practices including patron driven requests and carrying multiple copies of the most popular books.

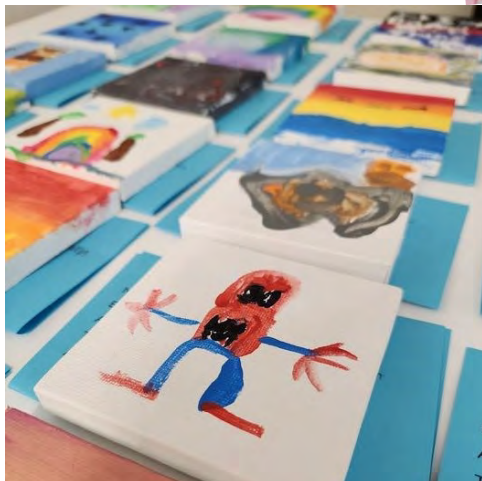


Teen STEAM program making coasters with fire – art and science

Scroll for more program highlights

"The Culture of a workplace - an organization's values, norms and practices - has a huge impact on our happiness and success."  
 Adam Grant, organizational psychologist and best-selling author





**Top:** Doodlebugs partner program this summer

**Middle row:** Summerween—carving melons and scavenger hunts

**Bottom:** North Liberty Library Tiny Art Show participants had their art displayed this month at the Cedar Rapids Museum of Art

"The Culture of a workplace - an organization's values, norms and practices - has a huge impact on our happiness and success."  
Adam Grant, organizational psychologist and best-selling author



To **North Liberty Mayor and City Council Members**  
CC **City Administrator Ryan Heiar**  
From **Water Superintendent Greg Metternich**  
Date **August 1, 2024**  
Re **Monthly Report – July 2024**

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In the month of July, we treated a total of 42,862,000 gallons of water, our average daily flow was 1,383,000 gallons, and our maximum daily flow was 1,777,000 gallons. The total amount of water used in the distribution system was 7.29% lower than in July 2023.

We have had a busy month with 9,369 accounts read, 82 re-reads, 279 service orders, 282 shut-off notices delivered, 90 shut-offs, 90 re-connects for water service, 36 new meter set inspections, 8-meter change outs, 24 MIU change outs, assisted 10 customers with data logging information, 86 calls for service, and 5 after hour or emergency calls. Our monthly total service work averaged 47 service orders per day.

Maintenance staff finished required maintenance at the treatment plant and the booster station, they changed oil and greased all the pumping equipment, replaced cartridge filters, changed chemical feed tubing on all 11 of our peristaltic chemical feed pumps, re-calibrated pressure switches, chemical feed pressure valves, and online electronic instrumentation equipment. Generator checks were completed.

The certification form for the 2023 Consumer Confidence Report has been completed and filed with the state.

We replaced a fire hydrant and added an isolation valve at the corner of West Chestnut and North Main Street. This work required us to remove several sections of sidewalk and drainage tile, the concrete has been replaced except for one panel that will need to be repaired with a small section of the roadway.

It was a busy month assisting contractors with water main work. The University relocated a hydrant on Forevergreen road, that work required a section of water main to be shut down, then flushed and bacteria tested, North Central Middle School installed a new main line that had to be tested as well.

Staff have continued to work on our Lead and Copper inventory list for the EPA. The inventory is due by October 16<sup>th</sup>, 2024. Currently we have collected data on 9,259 properties and have 143 unknowns. We were able to identify 32 services in the month of July. As of the date of this report, I am not aware of any Lead service lines, and we have not found any connected to our distribution system.

Water Superintendent  
Greg Metternich





To **Mayor and City Council**  
CC **City Administrator**  
From **Tom Palmer, Building Official**  
Date **8/7/2024**  
Re **Monthly Report**

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**July Permits:**

One hundred twenty-one permits were issued in the month of July with an estimated construction value of 4.4 million dollars. Three building permits issued for new single family dwelling units with construction valve of one million dollars. Staff completed 335 inspections in the month of July.

**Rental/Code Compliance Cases:**

Thirteen rental permit applications were received in July. One code compliance case was processed in July.

**Pizza Ranch/Fun Zone Project:**



The owners are anticipating the opening date of August 14<sup>th</sup> for the new Pizza Ranch and Fun Zone located at 1355 Hayes Lane.

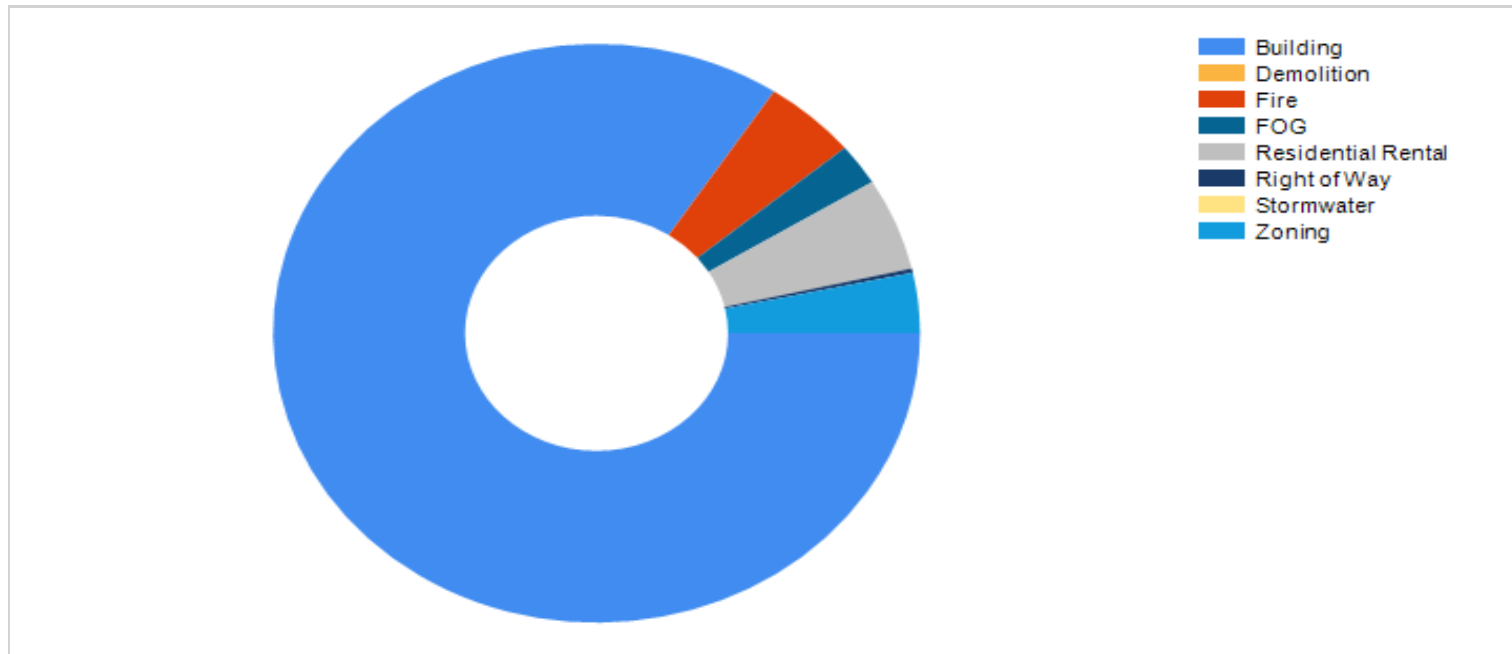
# Permit Type Report

## Permit Date

07/01/2024 to 07/31/2024

Description	Fees	Construction Value	Permits
Building	\$16,335.18	\$1,661,187.75	46
Demolition	\$0.00	\$0.00	3
Fire	\$907.00	\$2,542,676.00	5
FOG	\$450.00	\$1,152.00	16
Residential Rental	\$1,000.00	\$0.00	13
Right of Way	\$47.00	\$63,500.00	3
Stormwater	\$0.00	\$23,000.00	6
Zoning	\$650.00	\$125,761.05	28
Total	\$19,389.18	\$4,417,276.80	120

## Fees Breakdown





# Permit Summary Report Inspection Type

Schedule Date 01/01/2024 TO 07/31/2024

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Row	Total
Inspection request	19	42	46	39	27	47	37	0	0	0	0	0		257
Re-inspection	33	20	35	46	66	43	47	0	0	0	0	0		290
1st SWPPP	0	4	6	7	3	6	9	0	0	0	0	0		35
Above Suspended Ceiling	1	0	0	2	1	3	2	0	0	0	0	0		9
Backflow Preventer	0	0	0	1	0	0	0	0	0	0	0	0		1
Building Sewer	1	0	0	0	1	1	0	0	0	0	0	0		3
Commercial Final	2	0	1	4	1	3	2	0	0	0	0	0		13
Commercial Rough-In	0	1	4	2	1	1	1	0	0	0	0	0		10
Commercial Water Service	0	2	0	0	0	1	0	0	0	0	0	0		3
Deck, Porch, Sunroom Footings	4	4	7	6	7	16	14	0	0	0	0	0		58
Final	11	14	12	11	10	12	17	0	0	0	0	0		87
Fire - Automatic Sprinkler System	1	5	5	2	10	4	3	0	0	0	0	0		30
Fire - Automatic Sprinkler System - Preconcealment	2	0	1	4	1	0	1	0	0	0	0	0		9
Fire - Compressed Gas Detection	0	0	0	0	0	0	2	0	0	0	0	0		2
Fire - Final Inspection	1	1	0	8	8	3	5	0	0	0	0	0		26
Fire - Fire Alarm Installation	1	0	0	3	5	4	4	0	0	0	0	0		17
Fire - Fire Alarm Installation (Rough-In)	3	0	1	3	1	0	1	0	0	0	0	0		9
Fire - Kitchen Hood Suppression System Installation	0	0	1	0	3	1	2	0	0	0	0	0		7
Fire - Mobile Food Unit	1	0	1	0	0	1	0	0	0	0	0	0		3
Fire - Operational - Temporary Membrane Structures/Tents	0	0	0	0	0	0	1	0	0	0	0	0		1
Fire - Vehicle Exhaust Ventilation Equipment	0	0	0	0	0	0	1	0	0	0	0	0		1
Footings/Slabs	0	8	11	9	9	9	8	0	0	0	0	0		54
Foundation Dampproofing	0	3	9	3	3	6	6	0	0	0	0	0		30
Foundation Wall	1	6	10	8	10	5	9	0	0	0	0	0		49
Framing	0	1	0	1	0	0	1	0	0	0	0	0		3
Furnace/AC Replacement	0	0	0	5	4	12	15	0	0	0	0	0		36
Gas service release	16	3	6	9	3	5	12	0	0	0	0	0		54
Grading	1	13	2	9	4	3	8	0	0	0	0	0		40
Meeting	1	0	2	3	2	3	2	0	0	0	0	0		13
Notice of Termination CSR	1	3	10	8	1	3	5	0	0	0	0	0		31
Other	0	1	2	5	2	3	2	0	0	0	0	0		15
Permanent Electric Service Release	9	7	1	22	17	15	18	0	0	0	0	0		89
Plumbing below slab	1	6	15	6	6	11	7	0	0	0	0	0		52
Rental	31	41	12	6	8	0	4	0	0	0	0	0		102
Residential final (New Construction)	8	8	25	13	17	15	12	0	0	0	0	0		98
Residential Photovoltaic (PV) Solar System	2	2	3	0	2	0	0	0	0	0	0	0		9
Residential Rough-in (New Construction)	12	7	0	17	18	9	13	0	0	0	0	0		76
Residential Sewer Service	0	7	20	10	5	6	8	0	0	0	0	0		56
Residential Water Service	0	8	16	10	5	10	8	0	0	0	0	0		57
Rough-in	3	1	1	5	2	5	4	0	0	0	0	0		21
Sanitary Sewers	1	4	0	0	0	0	0	0	0	0	0	0		5
Sidewalk Release	2	3	12	7	2	2	5	0	0	0	0	0		33
Sump Pump Discharge Line	0	5	8	0	10	3	8	0	0	0	0	0		34
Temporary Electric Service	0	3	8	8	8	6	8	0	0	0	0	0		41
Water Heater	0	1	0	0	1	2	5	0	0	0	0	0		9
Water Main and Appurtenance	1	0	0	0	0	0	0	0	0	0	0	0		1
Witness air pressure test and piping inspection	12	14	2	20	15	13	17	0	0	0	0	0		93
Zoning Department Acceptance	0	0	0	0	0	0	1	0	0	0	0	0		1
<b>Totals:</b>	<b>182</b>	<b>248</b>	<b>295</b>	<b>322</b>	<b>299</b>	<b>292</b>	<b>335</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		<b>1973</b>

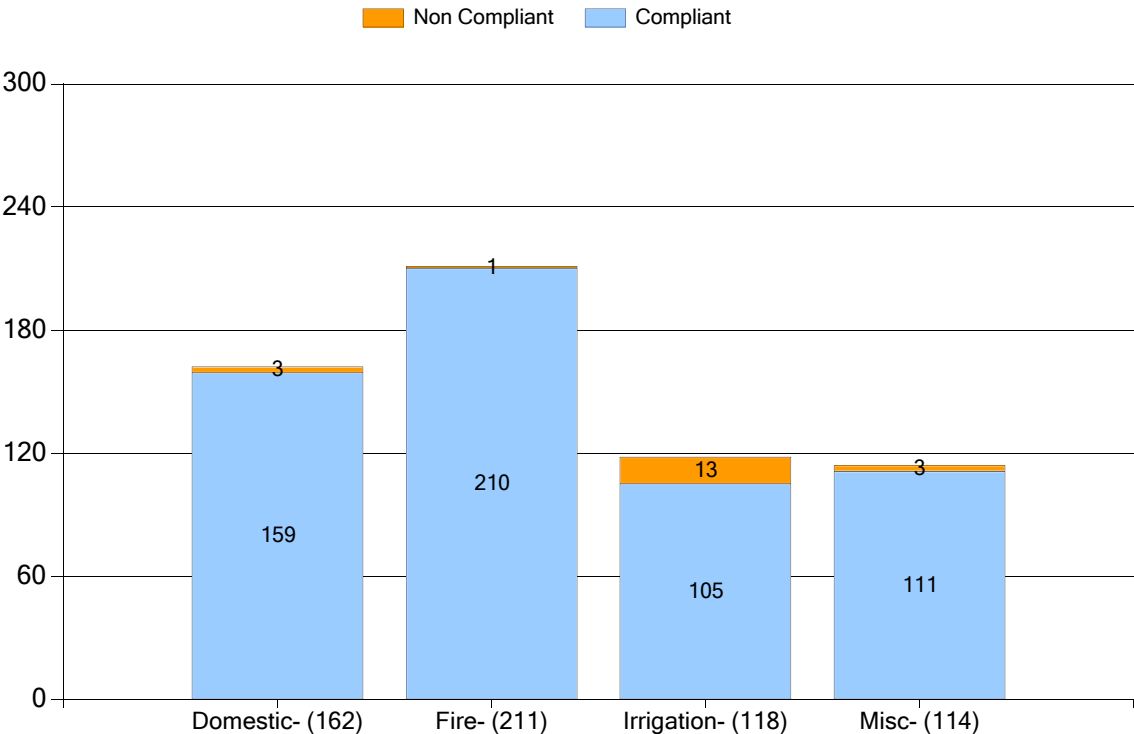
# Code Compliance Report

07/01/2024 - 07/31/2024

Case Date	Case #	Complaint	Reporting Code
7/17/2024	20240060	Past due backflow test	City Code



### Breakdown of Backflow Preventer Compliance



Fire = Fire Protection / Fire Detector Bypass  
Domestic = Domestic / Domestic Bypass  
Irrigation = Lawn Irrigation  
Isolation = All Others



To **Mayor and City Council**  
CC **City Administrator Ryan Heiar**  
From **Community Relations Director Nick Bergus**  
Date **Aug. 2, 2024**  
Re **July 2024 Community Relations Staff Report**

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### Blues & BBQ

On July 13 we held the 16<sup>th</sup> Blues & BBQ and the last before the completion of the Centennial Center. The event was well attended, though the heat kept some folks at home. Operations were smooth and there were no significant issues. While we'll take 2025 off and don't plan to use the Blues & BBQ branding for a smaller scale event, we will host other events throughout the summer and prepare for the amphitheater's first season.

### Neighborhood Ambassadors

We closed applications at the end of the month for the refreshed program. We received 24 applicants in addition to the eight current Neighborhood Ambassadors who have expressed interest in going through this new version of the program. In September, the new program will start its nine-month cycle of five meetings to build a larger network of ambassadors and North Liberty advocates.

### City Slate

July had eight events: Ranshaw House concerts (July 5, 12, 19 and 26), Blues & BBQ (July 13), Swimming Storytime (July 12) and Swim with Mermaids (July 21). The team prepared for August events including National Night Out (Aug. 6), the inaugural Street Dance (Aug. 17) and other fall events. Details about events on the Slate can be found at [northlibertyiowa.org/cityslate](http://northlibertyiowa.org/cityslate).

### Building North Liberty's Next Stage

We broke ground on July 9 with good weather, great turnout and nice media coverage. For the groundbreaking and Blues & BBQ, the Parks team built a pair of photo ops that proved popular. The contractor has mobilized, fenced off the construction area and begun work, with the foundation expected to be poured in August. Angela and Jillian finalized the webpages this month and we've begun to receive inquiries about rentals. Meanwhile, Angela is building out the reservation system and finalizing policies for operations.

## Welcoming Week

Micah is working with county and local stakeholders to build programming for Welcoming Week in September that speaks to both immigrant and non-immigrant communities. She's identified a pivot from Neighbors and Flavors, which has failed to engage immigrant partners as much as we'd like, to a program that focuses on community health and wellness and includes food.

## Summer Lunch & Fun

Micah's second summer overseeing the program has been smooth despite some both expected and unexpected hiccups. This summer, the team further operationalized the program as they learned the ins and the outs and ebb and flow.

## Other Items

Staff volunteered with the Englert Theatre, Bike Iowa City, North Liberty Community Pantry, 100+ Women Who Care, Johnson County Successful Aging Policy Board and worked with other local initiatives and non-profits.

Staff represented North Liberty at the Community Development Innovation Council, Greater Iowa City, Inc., City Connections Lunch and at a meeting of local event planners.

We produced the City Council and Joint Entities meeting and submitted them to local entities, and produced several podcasts for the library in addition to 52317 episodes.

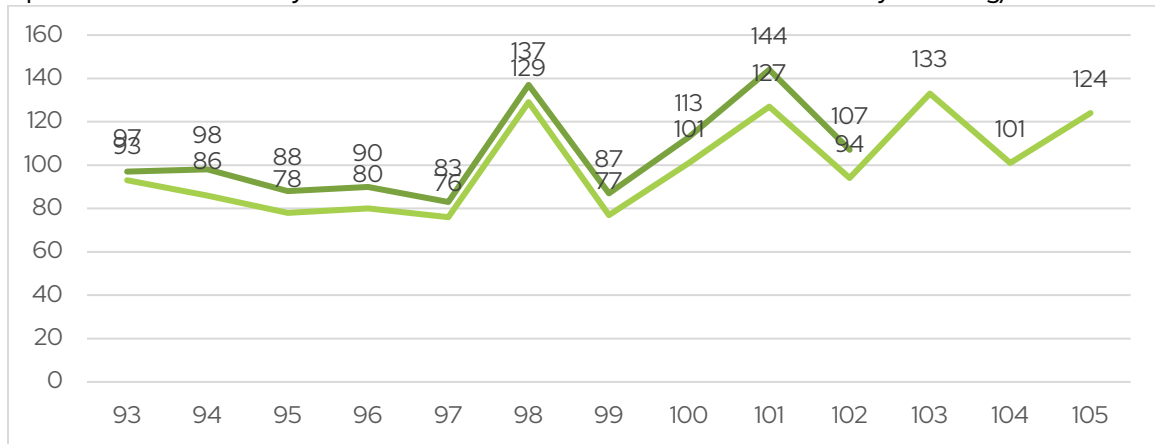
We posted news releases about City Slate events, activity highlights, road projects, emergency services and responses, and more.

## Completed Videos

Title	Requested By	Completed	Duration
<b>Eye on: Library Book Restoration</b>	Community Relations	July 1	0:06
<b>Planning &amp; Zoning Commission</b>	Administration	July 2	0:17
<b>City Council</b>	Administration	July 9	0:25
<b>Tree &amp; Stormwater Board</b>	Administration	July 10	0:20
<b>Joint Entities</b>	Administration	July 15	0:37
<b>Social: Blues &amp; BBQ</b>	Community Relations	July 23	0:01
<b>City Council</b>	Administration	July 23	0:16
<b>Eye on: Pool Maintenance</b>	Community Relations	July 29	0:04
<b>Total completed productions: 8</b>	<b>Duration of new video: 3.1 hours</b>		

## 52317 Podcast

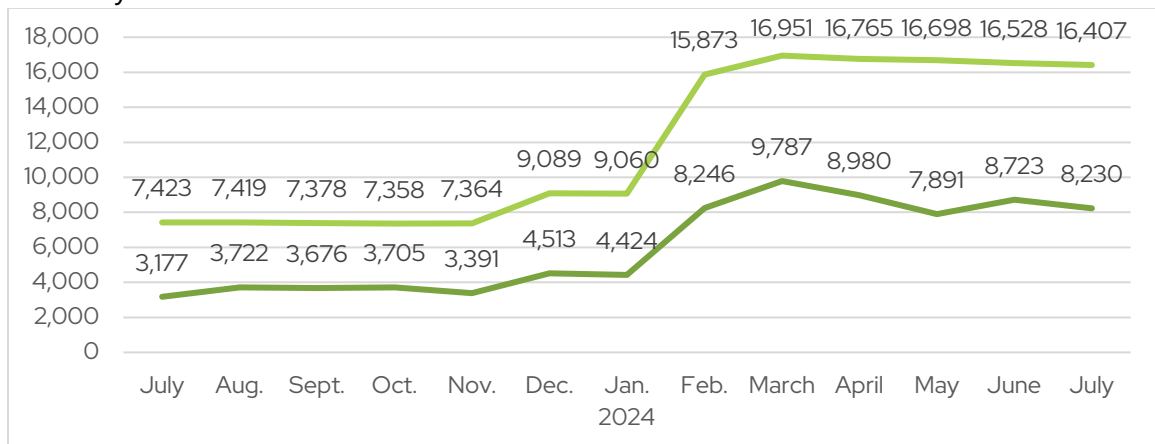
Episodes release every three weeks and can be found at [northlibertyiowa.org/52317](http://northlibertyiowa.org/52317).



**Downloads** is the number times the podcast file was downloaded to a player, including a podcast client, webpage-embedded player or other device in its first 30 days and 90 days of publication. Numbers are as reported by service provider LibSyn as of the date of this report.

## North Liberty Bulletin Email Newsletters

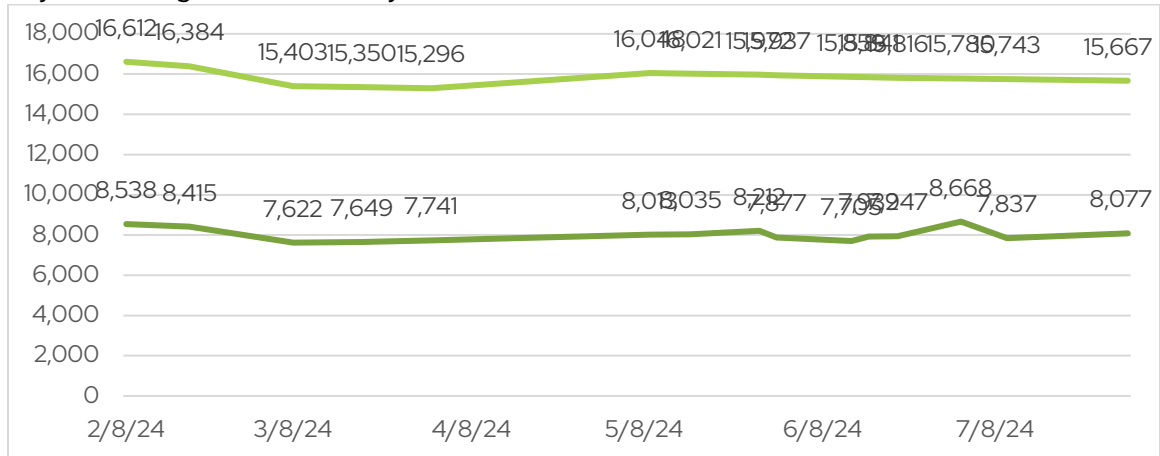
These emails offer news and updates in a friendly, approachable way on the first Thursday of each month.



**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.

## Know Before You Go Emails

These emails focus on free, large-scale community and leverage the city’s email list. It is a key marketing channel for City Slate events.



**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.

## Social Media

Month	Facebook		Instagram	Nextdoor
	New follows	Reach	Followers	Members
<b>July</b>	108	75,615	3,462	6,851
<b>June</b>	128	69,922	3,425	6,762
<b>May</b>	125	74,483	3,394	6,708
<b>April</b>	89	84,900	3,368	6,665
<b>March</b>	130	56,333	3,341	6,579
<b>Feb</b>	102	72,100	3,313	6,498
<b>Jan 2024</b>	107	46,047	3,273	6,413
<b>Dec</b>	69	43,961	3,235	6,339
<b>Nov</b>	122	59,918	3,209	6,289
<b>Oct</b>	105	63,718	3,182	6,206
<b>Sept</b>	112	82,206	3,145	6,151
<b>Aug</b>	78	94,400	3,129	6,087
<b>July</b>	113	88,157	3,097	6,058

**Facebook new likes** is the net number of new users following 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. **Instagram followers** is the number of users following 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.



To **Mayor and City Council**  
CC **City Administrator Ryan Heiar**  
From **Street Superintendent Michael Pentecost**  
Date **August 1, 2024**  
Re **Street Department Staff Monthly Report for July**

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The following items took place in the month of **July** that involved the Street Department.

- Locating of City Utilities (278 job tickets) ongoing
  - a. This is an increase of 13% from July 2023
- Continued animal control services (15 responses to animal issues)
- Cemetery plot locates (1 in total)
- Projects/Meetings
  - a. Street Department Building Project
    - i. Bi-monthly progress meetings continue
    - ii. Painting and HVAC systems are still getting completed
    - iii. Anticipated substantial completion early August
  - b. W Penn St Road Project
    - i. Weekly progress meetings held
    - ii. 93% of project complete
    - iii. Wet conditions have delayed final completion
      - 1. Final grading and seeding are only remaining items
      - 2. These items will be completed as weather allows
    - iv. Road has been reopened to traffic
  - c. W Forevergreen Rd Traffic Signal Project (traffic signals to be added at S Kansas Ave and S Jones Blvd at W Forevergreen Rd in both locations)
    - i. Contractor has been exposing utilizes and installing signal bases
    - ii. Work will continue in summer into fall
  - d. Sugar Creek Ln Project
    - i. Still coordination with affected property owners and residents
    - ii. Contractor has pushed project to August timeframe because of wet conditions affecting their schedule
  - e. Street Dance Event
    - i. Working with committee to plan, prepare, and organize event for needed resources and equipment
- Training
  - a. IAMU training
    - i. HazComm, dropped objects, silica/concrete dust, and loader equipment safety
    - ii. Bucket truck rescue training

- Sanitary Sewer
  - a. Inspection of various manhole locations
  - b. Jet/vac and video of sanitary system in the W Cherry St area
  - c. Prioritized and identified next set of manholes to be repaired
- Construction plan review of proposed subdivisions and site plans
- Service work performed on equipment
- Storm Sewer
  - a. Mowing of City ROW locations
  - b. Excavation of drainage ditch located at Scales Bend Rd and Ranshaw Way
  - c. Tree and vegetation removal around Rachael St bridge area
    - i. Identified sidewalk replacement locations as well as storm drainage repair location that will be fixed in near future
- Street Repairs
  - a. Pothole patch repairs in various locations
  - b. Completion of painting of street lane lines, stop bars, symbols, and crosswalks
    - i. All paint equipment cleaned, service, and placed in storage for next season
- Blues and BBQ
  - a. Transported needed equipment to and from this event
  - b. Assisted other departments with set up and tear down for this event
  - c. Removed all 57 banners from various locations throughout town and placed in storage
- Staff conducted monthly safety inspections for all street equipment and buildings
- Monthly warning siren testing in all 8 locations
- Traffic Signals
  - a. Service and repair work on signal and detection equipment in various locations



# North Liberty Police Monthly Report July 2024

## Training:

- One officer attended training on unmanned aerial vehicles (UAV)
- The two SERT members attended monthly training (24 hours)

## Public Relations:

- Members of the department worked Blues and BBQ. A squad car was set up for kids to decorate using stamps. We also had QR codes out for various organizations the PD works with so attendees could learn more about local resources.
- Department received a Gold Lexipol Award for 2023 Policy approval, dissemination, and members completing acknowledgement and daily training bulletins in a timely manner. This is the 4<sup>th</sup> year we have received the Gold award.
- The Patrol and Administration Lt attended meeting for safety protocols at Southslope.



Traffic Contacts	151
Parking Contacts	61
Vehicle Inspections	4
Vehicle Unlocks	20
Crash Investigations	24
Public Assists	226
Assist other Agency	133
Crimes Against Persons Report	9
Crimes Against Property Report	19
Other Reports	24
Arrests	31
Warrants	3
Alcohol/Narcotics Charges	8
Crimes Against Persons Charges	10
Crimes Against Property Charges	1
Other Charges	20
Animal Calls	56
Total Calls for Service	1681
*Total Calls for Service for the year	<b>12229</b>

## Equipment:

- Software was purchased for the animal control position specifically for handling and follow-up for animal control reports and complaints.
- Two dehumidifiers were purchased for areas of the station where humidity levels were causing issues.
- A new interior camera was installed over the shelves in the records room.
- Flock cameras are starting to be installed around town. There will be a total of 12 when they are completed. These are positioned at the entrance and exits around NL. These cameras are not online yet and will not be used by the Department until staff has been trained on operation.

## Enforcement/Crime:

- To review any criminal complaints for the month [List of Criminal Complaints | Johnson County Iowa](#) or see North Liberty Calls for service go to [Joint Emergency Communications Center \(jecc-ema.org\)](#) or you can visit the crime map at [LexisNexis® Community Crime Map](#) and type in North Liberty.
- The department deployed the speed trailer at St. Andrews/Brook Ridge Ave, Silver Maple Trail, Dubuque St.



## North Liberty Police Department July 2024 Monthly Report

- The department would like to remind everyone to make sure to lock their vehicles and garages since there is usually an uptick in thefts and burglaries of unlocked vehicles during the late summer.

### **Department Admin:**

- After turning in his notice Officer Spence Madole's last day was this month. We wish him all the best in his new position.
- Several POST and PT testing, as well as interviews, were conducted for new hires.
- Two new recruits, Jacob Boevers and Noah Conard, were hired. One will attend the Hawkeye Regional academy (August 12<sup>th</sup>- October 26<sup>th</sup>) and the other will attend ILEA (starting August 26<sup>th</sup> until December 13<sup>th</sup>).
- A College Intern completed her summer internship.
- Certified Officer, Tiffany DeBoer is completing her Field training phases.
- Chief Venenga returned from admin leave and held a department meeting with the City Administrator and Mayor. She continued to get caught up on reporting, audits, contracts and emails.
- Several required and recommended policy changes were put out to all officers this month.
- Patrol Lieutenant attended numerous meetings for the active shooter training for CCA, upcoming training or ICCSD, planning for the street dance, and flock installation.

*Submitted on 8/7/2024*



To **Mayor and City Council**  
**Parks and Recreation Commission**  
**City Administrator**

From **Guy Goldsmith, Director of Parks, Building and Grounds**

Date **Aug 3, 2024**

Re **Monthly Report**

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We performed various building maintenance tasks as needed this month. The new standing seam roof has been installed on the Community Gardens pump shed. We are also installing new siding and stone veneer on the building as time permits. We completed roof repairs at the Fire station. We repaired a faulty power lead on the irrigation system at the outdoor pool.

We maintained equipment as needed this month, performing preventative maintenance and repairing ball field maintenance, mowing, trimming, and landscaping equipment.

We continue to pick up park/trail trash receptacles and pet waste stations as needed this month. Usage remains high due to residents getting out and utilizing our parks system.

Parks staff picked up fireworks debris on OS field after the fireworks display on July 3<sup>rd</sup>.

Our sports field maintenance team continues to provide weekly field maintenance. The team has cut infield to outfield grass lips as well as removed all the weeds in the infield of all fields.

Parks staff removed weeds in the sandbox area at the dog park and added new sand.

The Penn Meadows Park splash pad continues to be very popular. We clean and tidy the area daily.

We repaired many of our playground safety surface areas after heavy rain events washed out the surface. We completed all playground inspections and currently have a few parts ordered to complete repairs.

We continue to mow and trim our city parks and grounds. In addition, we trimmed the entire length of Ranshaw Way on both sides. Mowing and trimming has been a challenge due to all the moisture we have received this month.

Our two landscaping crews have been very busy weeding and watering this past month. We continue to monitor all new plants and trees daily for moisture content and plant health.

Our forestry crew continues to remove dead and declining trees as well as removing wind damaged tree limbs and branches.

Parks Staff spent a great deal of time preparing for the July 12<sup>th</sup> & 13<sup>th</sup> North Liberty Pig & Pint & Blues & BBQ annual celebration. All Parks Department staff worked at the event and most of our time was spent setting up, parking cars, cleanup afterwards and Sunday tear down. I would like

to thank everyone who volunteered their time. It was a very successful Blues & BBQ celebration this year.

We aerated much of the Centennial Park grass parking area to alleviate compaction after the Blues & BBQ event.

We added and incorporated 15 truckloads of compost material, performed fine grading and finished preparing the city hall plaza turf area for new sod. The installation of the sod has been completed and will continue to monitor and water the sod as needed. We also transplanted two trees and enhanced the drainage swale to finish up the project.

Staff removed the old playground near the middle shelter at Penn Meadows Park. This playground was 27 years old and has served the community well. However, its service life has passed. We are planning to make future improvements to the area.

The Fox Run Improvements Project is progressing. Much of the concrete trail system and playground area has been completed. The playground installation is still on track and scheduled to begin August 20<sup>th</sup>.

I attended multiple meetings with Shive Hattery this past month. The Fox Run Park Improvement Project and the kickoff of the Centennial Park events Center project.

The Tree & Storm Water Advisory Board met on July 10<sup>th</sup>.



Community Gardens pump shed. New roof and siding project.



Roof repairs at the Fire Station.



Fireworks debris pickup after the July 3<sup>rd</sup> fireworks display.



Ball field grass lip maintenance.





Dog Park sandbox area maintenance.



Playground safety surface repair and maintenance.



Example of storm damaged tree limb removals by Parks Staff.





Park staff installing security fence and parking cars at the Blues and BBQ event.



Blues & BBQ groundbreaking photo op area. Truck stuck in the playground area during event. Parks staff helped pull it out.



Photo with T&T BBQ at Pig & Pint.



Centennial Park turf aerating after Blues & BBQ.





City Hall with staff adding compost and grading prior to sod installation.



Tree transplanting and drainage swale enhancements at City Hall. Watering the new sod.



Penn Meadows Park old playground removal.



Fox Run Park Improvement Project. New concrete trail and playground area.





**Parks & Recreation Commission**  
**August 8, 2024, 7:00pm**  
**City Council Chambers, 360 N Main Street, North Liberty, Iowa**

This meeting may be accessed live by the public in person or on the internet at [northlibertyiowa.org/live](https://northlibertyiowa.org/live), on Facebook at [facebook.com/northliberty](https://facebook.com/northliberty) or on YouTube at [youtube.com/c/northliberty](https://youtube.com/c/northliberty). Meetings are rebroadcast on cable and available on-demand on [northlibertyiowa.org](https://northlibertyiowa.org).

1. Call to Order
2. Approval of Minutes
  - a. Minutes from June 6, 2024 meeting.
  - b. No July meeting.
3. Board Terms
  - a. Welcome, new board member - Kevin Smith
  - b. Board Listing - update
4. Reports
  - a. Parks Report
  - b. Recreation/Pool Report
  - c. Questions, Concerns, Updates
5. Pool Operations Update
  - a. Indoor Pool - rough month included motor & pump casing replacement, Innovent crankcase heaters & disconnect switch replacement.
  - b. Outdoor Pool – capacity limits process to deter water clarity issues  
Aug 23 through Sept 1 – limited hours
6. Fall Activity Guide
  - a. Out to public in July
  - b. Registration began August 5
7. Community Input / New Ideas to Share
8. Old Business
9. Next Meeting
  - a. Thursday, September 5, 2024
10. Adjourn



**Parks & Recreation Commission Meeting Minutes**  
**June 6, 2024, 7:00pm**

Present: Shelly Simpson, Tim Hamer, Guy Goldsmith, Richard Grugin, Nicholas Arnold, Gwen Johnson, Donglin Chai

1. Call to Order

2. Approval of Minutes: Motion to approve April 4, 2024 minutes: Johnson; Second: Chen. Approved via unanimous consent.

3. Board Openings: Three positions are opening on the Board: Chen, Johnson, Chai terms expire. Nine applications have been received for the three openings. Appointment will be made at a June Council meeting.

3. Reports

Parks Report – Guy Goldsmith

- All seasonal help has been hired and have started work.
- Building maintenance – touch up work at City Hall, information kiosk placed at tennis/pickleball courts, filtration box built at indoor pool.
- Equipment maintenance conducted on summer landscaping machines.
- Mowing and trimming work has been non-stop during the growing season. Staff mows approximately 275 acres.
- Landscaping work and plant replacement for damaged plants underway.
- Vehicle accident at roundabout at Front St and Penn St caused damage to the landscaping which will have to be replaced and repaired.
- Planter boxes across town have all been planted with annuals which require daily watering.
- Red Fern Dog Park has been opened after re-seeding.
- Johnson reminded the community to pick up waste after their pets and to utilize the pet waste disposal bags that are available.
- Thanks to Heritage Christian School students who assisted with mulching of trees and cleaning of brush at Cornerstone Park.
- Liberty Centre Pond fountain has been started.
- Splash pad is open.
- Remarkable Rigs event showcased City equipment.
- Playground inspection is complete for all parks.
- Liberty High students completed build of the pump shed at the Community Gardens.
- Continued preparation for Blues & BBQ on July 13.
- Grugin asked whether there was a designated City flower. There is currently not an official flower for the City.
- Commission members expressed thanks for all the beautification work staff takes care of throughout the year.
- Fox Run Park project will begin in August and Penn Meadows Park will also receive rubberized play area to replace the current mulch.

Recreation/Pool Report—Shelly Simpson

- May is the start of the Recreation summer activities.
- Free Fishing Weekend is just around the corner.
- Outdoor pool was prepared for the Summer season. Pool opened Memorial Day weekend this year.

- Indoor Pool closed on May 11 due to mechanical failures. Replacement parts are being prepared so they can be installed.
- Chen asked how long it takes to fill the indoor pool once repairs are complete. Simpson stated it takes about 48 hours to fill and then a while longer to heat and chemically balance the pool.
- Chai inquired how the pool closure impacts swim lessons and pool memberships. Simpson stated they are looking at options of closing parts of the outdoor pool to accommodate evening lessons. Members will have their subscriptions extended and equal length of the closure.
- Recreation staff has been moving office space after the Communications team moved to City Hall.
- Let Love Fly and Messy Play Date events are coming up in June.
- Ranshaw House concerts begin on Friday evenings.
- Grugin asked how the increased fees at the pool have impacted memberships and what community response has been. Simpson stated there have not been big complaints from pool users. Community members have been inquiring about memberships now that regular pool hours have begun.
- Simpson stated that pool hours are 12:00 – 1:00 p.m. for those with memberships and 1:00 – 9:00 p.m. for all community members.
- Pool staff is working on clarity issues that occasionally forces the pool to close early. When the pool is closed the rain-out hotline for the City will have that information. Arnold asked whether the cloudiness is from sun screen wash off or other factors. Simpson stated it is part of the cause but there are other factors as well.

#### 5. Questions, Concerns, Updates

- Grugin asked whether Community Gardens users would be able to reserve the same spot year over year. There is interest in keeping the same plot and taking care of it. Goldsmith said staff is looking into placing some raised garden plots next year.
- Johnson inquired about the plan for the extra landfill being deposited behind the dog park. Goldsmith stated currently just expanding the footprint of the park for possible expansion. The City puts word out to contractors who can move dirt to the park at no charge.
- With the next Commission meeting falling on July 4, the commission determined to cancel the July meeting and reconvene at the regular August meeting.

#### 5. Community Input / Ideas to Share

#### 6. Upcoming Events

#### 7. New Business

#### 8. Old Business

#### 9. Next Meeting

- a. Thursday, August 1, at 7:00 p.m.

#### 10. Adjourn Motion: Johson; Second: Chai None opposed.



To **Park & Recreation Commission Board Members**  
 CC **Mayor, City Council, City Administrator**  
 From **Shelly Simpson**  
 Date **July 30, 2024**  
 Re **Monthly Report – July 2024**

Wow we are at the end of July – summer is flying by! Pool operations have finally been resolved and we will continue to do our best to stay on top of our unexpected issues.

**Recdesk Database:**

Reviewing our Recdesk database; we have 14,841 residents (59%) and 10,228 non-residents (41%) totaling 25,069 individuals. Increase of 317 from last month.

**Aqua Programs:**

Aqua classes resumed. Aqua Zumba (11), Arthritis MWF (15), Arthritis T TH (15), totaling 41, plus drop-ins.

Swim Team had (18) participants.

Swim with Mermaid Event had over (150+) participants.

Aqua Program/Class revenue totaled \$ -645.50.

**Swim Lessons:**

Summer Swim lessons continued; Level 1 - (126) participants, Level 2 – (130) participants, Level 3 – (68) participants, Level 4 – (57) participants, Level 5 – (46) participants, Level 6 – (37) participants, Parent Tot – (82) participants, Private Lessons – (55) participants and Tadpoles – (48) participants; totaling 649 participants.

Revenues totaled \$6,311.68.

**Leagues/Sports:**

Tennis Lessons – 2<sup>nd</sup> session: Munchkins (5-6 yrs) = 10; Aces (7-8 yrs) = 12; Volleyers (9-10 yrs) = 11; Slammers (11-12 yrs) = 7; totaling 40 participants.

Pee Wee Basketball had (36) participants.

Pee Wee Baseball Camp had (11) participants.

Pee Wee Football Camp had (13) participants.

Pee Wee Soccer Camp had (10) participants.

Sport/Leagues revenues totaled \$3,030.

**Recsters BASP Program:**

Summer Camp & Rec Ramblers continued this month.

Week	Summer Camp	SCJ	Rec Ramblers
4	45	8	-0-, totaling 53 participants
5	55	8	12, totaling 75 participants
6	52	7	13, totaling 72 participants
7	55	7	13, totaling 75 participants

BASP/Summer Camp revenues this month totaled \$ - 2,015.00

**Classes/Programs:**

Binspire Messy Play Date had (9) participants.

Aerobics Classes: Body Blast (7), Total Body Sculpt (6), Zumba (7), Hatha Yoga (2) totaling 22 registered, plus drop-ins.

Tippi Toes Dance Classes:

Baby Ballet – (10); Ballet/Tap/Jazz – (11); Toddler & Me – (13); Princess Camp – (6);  
Story Book Camp (5); totaling (45) dancers.

Connection Luncheons served (145) meals this month; averaging 36 per date.

Euchre Tournament had (9) teams of 2.

Classes/Programs revenue totaled \$6,305.50.

**Pools:** This month (July 1-29), Season Pool Pass revenues totaled \$9,520.50; Daily Pool Fees totaled \$44,210; Pool Rentals totaled \$2,250, and Concessions revenues totaled \$16,163.25.

**Weight & Exercise Area / Track:**

Weight fee revenues totaled \$11,740; Split membership revenues totaled \$6,059.75

We had 3,983 active memberships for the month.

We had 8,906 point of sale transactions for the month.

**Rentals:**

Gymnasium Rental revenues totaled \$1,360; Community Center Rental revenues totaled \$1,876.25; Shelter rental revenues totaled \$192.50; Field Rental/Tennis Courts revenues totaled \$5,378.

**Revenues:**

Revenues for (June 1-29) totaled \$115,213.67.

**Upcoming Events:** August 7 – National Night Out - PD  
August 9 – Swimming Storytime  
August 17 – Street Dance  
August 23 – School back in session

**Additional Reports:** Recdesk Monthly Revenue, Dashboard Summary, Membership Summary and Organizational Activity.

# Revenue By Period - GL Account Summary

Start Date: **7/1/2024 12:00 AM**      End Date: **7/29/2024 11:59 PM**

Payment Methods: **CA, CK, CC, IC, EC, CR**

User(s)/Cashier(s): **- All -**

## Regular Revenue

		DEBITS									CREDITS	
<u>**Gross</u>	<u>**Net</u>	<u>Cash</u>	<u>Check</u>	<u>CC (Gross)</u>	<u>CC (Net)</u>	<u>ACH (Gross)</u>	<u>ACH (Net)</u>	<u>Internal CC</u>	<u>Acct Credit</u>	<u>Other</u>	<u>Refunds</u>	<u>Other</u>
<b>000 - Household Credit Account</b>												
<b>1,062.50</b>	<b>1,062.50</b>	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,110.00	0.00	-1,047.50
<b>001-0000-4310-01 - Pool Rentals</b>												
<b>2,250.00</b>	<b>2,182.50</b>	0.00	0.00	2,250.00	2,182.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>001-0000-4310-02 - Community Center Rentals (Room Rental)</b>												
<b>1,876.25</b>	<b>1,827.31</b>	245.00	0.00	1,631.25	1,582.31	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>001-0000-4310-03 - Gymnasium Rentals</b>												
<b>1,360.00</b>	<b>1,319.20</b>	0.00	0.00	1,360.00	1,319.20	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>001-0000-4310-04 - Park/Special Event Fees</b>												
<b>1,035.00</b>	<b>1,003.95</b>	0.00	0.00	1,035.00	1,003.95	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>001-0000-4310-04 - Shleter Rental</b>												
<b>192.50</b>	<b>186.27</b>	35.00	0.00	207.50	201.27	0.00	0.00	0.00	0.00	0.00	-50.00	0.00
<b>001-0000-4310-05 - Field Rentals/Tennis Courts</b>												
<b>5,378.00</b>	<b>5,231.05</b>	0.00	570.00	4,898.00	4,751.05	0.00	0.00	0.00	10.00	0.00	-100.00	0.00
<b>001-0000-4500-10 - Weight Fees</b>												
<b>11,834.99</b>	<b>11,550.17</b>	2,311.00	0.00	9,493.99	9,209.17	0.00	0.00	0.00	30.00	0.00	0.00	0.00
<b>001-0000-4500-11 - Class/Programs</b>												
<b>6,305.50</b>	<b>6,113.58</b>	826.00	0.00	6,397.00	6,205.08	0.00	0.00	0.00	292.50	0.00	-1,210.00	0.00
<b>001-0000-4500-12 - League Fees</b>												
<b>3,030.00</b>	<b>2,931.00</b>	0.00	0.00	3,300.00	3,201.00	0.00	0.00	0.00	0.00	0.00	-270.00	0.00

# Revenue By Period - GL Account Summary

Start Date: **7/1/2024 12:00 AM** End Date: **7/29/2024 11:59 PM**

Payment Methods: **CA, CK, CC, IC, EC, CR**

User(s)/Cashier(s): **- All -**

<b>001-0000-4500-13 - Before/After School</b>												
-2,015.00	-2,091.35	0.00	0.00	2,545.00	2,468.65	0.00	0.00	0.00	70.00	0.00	-4,630.00	0.00
<b>001-0000-4500-19 - Season Pool Pass</b>												
9,520.50	9,251.47	330.50	150.00	8,967.50	8,698.47	0.00	0.00	0.00	72.50	0.00	0.00	0.00
<b>001-0000-4500-20 - Daily Pool Fees</b>												
44,210.00	43,403.87	17,285.00	42.00	26,871.00	26,064.87	0.00	0.00	0.00	12.00	0.00	0.00	0.00
<b>001-0000-4500-21 - Swim Lessons</b>												
6,311.68	6,062.89	30.00	0.00	8,293.00	8,044.21	0.00	0.00	0.00	442.00	0.00	-2,453.32	0.00
<b>001-0000-4500-22 - Aquatic Program/Classes</b>												
-645.50	-656.75	166.00	0.00	374.50	363.25	0.00	0.00	0.00	118.50	0.00	-1,304.50	0.00
<b>001-0000-4760 - Pool Concessions</b>												
16,163.25	15,992.98	10,540.75	0.00	5,622.50	5,452.23	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>NONE - Unassigned</b>												
241.00	235.57	60.00	0.00	181.00	175.57	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Split - Membership - Black &amp; Gold</b>												
7,103.00	6,889.91	0.00	0.00	7,103.00	6,889.91	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>115,213.67</b>	<b>112,496.12</b>	<b>31,829.25</b>	<b>762.00</b>	<b>90,530.24</b>	<b>87,812.69</b>	<b>0.00</b>	<b>0.00</b>	<b>\$0.00</b>	<b>1,047.50</b>	<b>2,110.00</b>	<b>-10,017.82</b>	<b>-1,047.50</b>

\*\* Difference between GROSS and NET calculation is that NET uses CC (Net) value instead of CC (Gross) value

## Sales Tax

# Dashboard Summary: July 2024

Today is Tuesday, July 30, 2024

Home | [Recent Registrations](#) | [Recent Reservations](#) | [Recent Memberships](#) | [Recent Members](#) | [CRM+](#)

Time Period: Last 30 Days

### Top 5 Programs - Registrations

Program	Registrations
Swim with Island and Mermaid P...	~140
Connections Lunch 2024 07/12	~40
Connections Lunch 2024 07/26	~35
Connections Lunch 2024 07/26	~30
Connections Lunch 2024 07/26	~25

### Total Program Registrations

Online	338
In-house (In Person)	289

### Top 5 Programs - Revenue

Program	Revenue
Supreme Flag Football - N...	~\$1,400
Fall Outdoor Soccer-	~\$1,100
Hybrid 1st-...	~\$1,000
Fall Outdoor Soccer-	~\$900
Hybrid 1st-...	~\$800

### Total Receipts

RecDesk Credit Card	\$93,241.24
Cash	\$32,635.50
Household Credit	\$1,084.50
Check	\$762.00
Refunds	\$10,561.32

### Invoices - Balance Due

Open:	\$81,427.47
Overdue:	\$9,708.50

### Alerts & Notices

## Membership Counts; July 2024:

### Membership Counts (By Period)

Time Range	From Date	To Date
This Month <span style="float: right;">▼</span>	7/1/2024	7/31/2024

### ☰ Summary By Month

	Jul, 2024
New Primaries	358
All New	581
Primary Renewals	86
All Renewals	156
Active Primaries	2836
All Active	4459



Organization Activity; July 2024:

## Organization Activity

From 6/30/2024 to 7/30/2024

	Registrations	Reservations	Memberships	Check-Ins	Profiles Created	POS Transactions
All	627	86	735	9299	308	8981
Resident	386	53	550	6743	128	
Non-Resident	241	33	185	2556	180	
No Residency Set	0	0	0	0	0	
Demographics						
< 18	415	0	311	2987	127	
18 - 65	58	84	361	4324	169	
65+	154	2	63	1988	12	
Male	261	52	422	5690	133	
Female	366	34	313	3602	174	
Other Genders	0	0	0	7	1	
Online vs In-House						
Online	338	3	37	N/A	176	
In-Person	289	83	698	N/A	132	

### Database Breakdown:

Residents: 14,841  
Non-residents: 10,228  
Total Database: 25,069

North Liberty (Residents) 14,843 (Outside city limits – 932)  
Iowa City 2,412  
Coralville 2,230  
Tiffin 1,177  
Solon 942  
Oxford 210  
Other 2,325

## Minutes from North Liberty Tree and Storm Water Advisory Board Meeting

April 10, 2024, 7:00 pm

Call to Order by Kevin McGrane-Secretary. Board members present: Darice Baxter, Doris Vaske, Abdouramane Bila (via phone), Guy Goldsmith-Parks Director, Mike Wolfe-Stormwater Coordinator, Brian Hamer-City Arborist

Approval of Minutes for October 2023 meeting. Motion by Doris Vaske, second by Darice Baxter. Motion carried.

Kevin McGrane opened the floor for Public Comment. No public comment.

Guy Goldsmith provided an update that the Tree City USA 2023 application was submitted and approved by the DNR. This is the 28<sup>th</sup> consecutive year that North Liberty has been an Arbor Day Tree City.

Guy Goldsmith provided an update that the MidAmerican 2024 *Trees Please Grant* was granted and will be used to replace ash trees at Penn Meadows Park.

Brian Hamer provided an update on ash tree removal that there are currently no trees slated for removal.

Brian Hamer discussed the Iowa State Shade Tree Short Course he and his staff attended in February. Education was provided on mulching, pruning, and pest control. One course was called Be on Tree Time which discussed how to care for a tree after planting since it is a traumatic event for the tree.

Guy Goldsmith provided an update that the city will celebrate Arbor Day on April 26<sup>th</sup>. The mayor will make an Arbor Day proclamation at the city council meeting. This is a requirement of the Tree City USA process.

Kevin McGrane asks Brian Hamer if there has been any issues recently with the Japanese beetle that had been prevalent before. Brian states that there has not been many issues in the last few years.

Darice Baxter asks Brian Hamer if there are any diseases impacting blue spruce trees as she has noticed her trees thinning out. Brian mentions that many trees suffered from the drought last year and may now just be showing issues. Doris Vaske asks if watering trees could prevent these issues to which Brian replies that it is helpful but for big trees can be cost prohibitive.

Abdouramane Bila asks if the ash trees are doing better because of treatments or due to fewer pests. Brian Hamer replies that it is likely due to the treatments as he continues to see sign if ash borers in the healthy trees.

Kevin McGrane discussed the Muddy Creek and Trail clean-up along with Abdouramane Bila who discussed the success of young citizens helping including local Boy Scouts, Cub Scouts, and 4-H groups.

Kevin McGrane asks how much litter was collected to which Guy Goldsmith responded that it was more than normal but he is uncertain of the exact amount.

Mike Wolfe provided an update on the Middle Iowa Watershed Management Authority that has a committee working to hire a consultant. The consultant will work on marketing and outreach efforts.

Mike Wolfe provided an update on Goose Lake that there was a prescribed burn of 12-15 acres to help knock down invasive species. He states that Centennial Park also had a prescribed burn. Guy Goldsmith mentions that he would like a prescribed burn at Mar-Lee Park but it will be logistically trickier.

Guy Goldsmith provided an update on the trout release at Liberty Centre Pond which brought fisherman from all over the state.

Kevin McGrane asks Mike Wolfe how recent legislative changes will impact the city stormwater efforts. Mike Wolfe responds that until anything is finalized, it is too early to tell. It likely has the potential to lead to more localized flooding as it may restrict the size of retention ponds which the city uses a lot of.

Abdouramane Bila reminds people to not blow grass clippings into the street as it not only creates a hazard but also has a negative impact on water quality.

Kevin McGrane opens the floor to old business with none to address.

Kevin McGrane opened the floor for new business. Doris Vaske discussed a luncheon she attended about urban forestry. Doris discussed how the speaker utilized grants to develop a robust program and she presented the information to the board to ensure we are utilizing all available resources.

Dori Vaske also discussed the Dubuque Arboretum and Botanical gardens and her desire to have something like that in North Liberty.

Next Meeting date: July 10, 2024, at 7:00pm

Motion to adjourn by Darice Baxter, second by Abdouramane Bila. Motion carried. Meeting adjourned.