City of Carroll

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MEMO TO: Mike Pogge-Weaver, City Manager

FROM: Laura A. Schaefer, Finance Director/City Clerk

DATE: January 23, 2019

SUBJECT: Local Planning and Administrative Assistance Contract with Region XII for an Environmental Review and Public Interest Survey for Housing Application – Amendment No. 3

At the January 14, 2019 meeting, Council approved, by motion, to work with Region XII to allocate $100 per applicant for income verification services needed to be completed to apply for the 2019 Community Development Block Grant (CDBG) for housing rehabilitation grant.

Attached is a resolution to amended the contract with Region XII adding to the specific activities to be completed by Region XII to include income verification of interested applicates and adding the City will reimburse Region XII $100 for income verification of each interested applicant.

RECOMMENDATION: Council discussion and approval of the attached resolution amending the Local Planning and Administrative Assistance Contract with Region XII for Environmental Review and Public Interest Survey for Housing Application.

1869 Carroll 2019 150 YEARS

RESOLUTION NO. _____

A RESOLUTION APPROVING AMENDMENT NO. 3 TO THE LOCAL PLANNING AND ADMINISTRATIVE ASSISTANCE CONTRACT WITH REGION XII FOR AN ENVIRONMENTAL & PUBLIC INTEREST SURVEY FOR HOUSING APPLICATION

WHEREAS, Chapter 17, of the Code of Ordinances of the City of Carroll, Iowa, provides that all contracts made by the City be reduced to writing and approved by the City Council by resolution; and

WHEREAS, an amendment No. 3 to the Local Planning and Administrative Assistance Contract with Region XII for an Environmental Review and Public Interest Survey for housing application is attached hereto as Exhibit A; and

WHEREAS, it is determined that the approval of the attached amendment No. 3 to the Local Planning and Administrative Assistance Contract with Region XII for an Environmental Review and Public Interest Survey for Housing Application is in the best interest of the City of Carroll, Iowa;

NOW, THEREFORE, BE IT RESOLVED that amendment No. 3 to the Local Planning and Administrative Assistance Contract with Region XII for an Environmental Review and Public Interest Survey for Housing Application, attached as Exhibit A, be authorized and approved, and that the Mayor is authorized to execute the contract on behalf of the City of Carroll.

PASSED AND APPROVED by the City Council of the City of Carroll, Iowa, this 28th day of January, 2019.

CITY COUNCIL OF THE
CITY OF CARROLL, IOWA

BY:_____
Eric P. Jensen, Mayor

ATTEST:

By:_____
Laura A. Schaefer, City Clerk

***Contract Number:* TA1717**
Amendment Number: 3

LOCAL PLANNING AND ADMINISTRATIVE ASSISTANCE CONTRACT

CITY OF CARROLL

ENVIRONMENTAL REVIEW & PUBLIC INTEREST SURVEY FOR HOUSING APPLICATION

The following bolded and underlined text amendments are made to Articles 4.0 and 6.0 of the agreement:

Article 4.0 **STATEMENT OF WORK AND SERVICES.** The COG shall perform in a satisfactory and proper manner as determined by the City, the following work and services:

Specific activities completed by the COG shall include:

- Distribution of a pre-application/interest survey to all households in the target area;
- Compilation of required information and data, including the interest survey;
- **Income verification of interested applicants;**
- Attendance at public hearings and other meetings as needed or desired; and
- Submission of the CDBG application by the deadline to be established by IEDA.

Responsibilities of the City or its designees shall include but are not limited to:

- Provision of mailing labels for the interest survey;
- Provision of information needed for completion of the application; and
- Convening of any required meetings, including public hearings.

Article 6.0 **CONDITION OF PAYMENTS.** The City will pay the COG $500.00 for **non-income verification-related** services outlined in Article 4.0 and actual costs of printing and mailing of the interest survey. **The City will reimburse the COG $100 for income verification of each interested applicant during the application process.** The City will also reimburse the COG for any publication costs related to the application not directly paid by the City.

IN WITNESS THEREFORE, both parties agree to the above amendment and hereto have executed this amendment on the day and year specified below.

REGION XII COUNCIL OF GOVERNMENTS

BY: 1-16-2019
Richard T. Hunsaker Date
Executive Director

CITY OF CARROLL

BY:_____
Eric Jensen Date
Mayor