City of Carroll

627 N. Adams Street Carroll, Iowa 51401 (712) 792-1000 FAX: (712) 792-0139

MEMO TO: Mike Pogge-Weaver, City Manager MSPW

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

DATE: July 8, 2021

SUBJECT: Community Development Block Grant (CDBG) Owner Occupied Housing Rehabilitation Grant –
1. Public Hearing on the Status of Funded Activities
2. Administrative Services Contract Amendment No. 1
3. Subrecipient Agreement Amendment No. 2

In Fall 2016, the City began working with Region XII to gather information to apply for a CDBG owner occupied housing rehabilitation grant. On July 17, 2019, the official announcement was made that Carroll was 1 of 29 communities to receive this grant in the amount of $210,500 to assist five homeowners. Program success resulted in amendments approved by IEDA for additional funds and a sixth project raising the amount of CDBG funds to $220,500.

The City is working with Region XII to administer the grant. One of the grant requirements is to hold a public hearing near 50% completion of the grant.

During the public hearing, Karla Janning, Region XII Housing Programs Coordinator, will present a general description of accomplishments to date, a summary of expenditures to date, a general description of remaining work and a general description of changes made to the project.

As a result of the sixth project being awarded for grant funding, two contracts with Region XII require amendments: Administrative Services Contract and Subrecipient Agreement. The amendment for the administrative services contract adds $500 for Region XII's services to administer the sixth project. The amendment for the subrecipient agreement adds $4,000 to be spent on housing rehabilitation assistance. The remaining $5,500 of the additional $10,000 grant funds awarded will be used for technical fees and does not require a contract amendment. Two separate resolutions have been prepared to approve the contract amendments.

RECOMMENDATION: Conduct a public hearing and receive comments from the public. After the public hearing, Council consideration and approval of the following:

1. Resolution Approving the Administrative Services Agreement Amendment No. 1 with Region XII for The Iowa Economic Development Authority Housing Grant Contract #19-HSG-002
2. Resolution Approving the Subrecipient Agreement Amendment No. 2 with Region XII for the Iowa Economic Development Authority Housing Grant Contract #19-HSG-002

RESOLUTION NO. _____

A RESOLUTION APPROVING THE ADMINISTRATIVE SERVICES AGREEMENT AMENDMENT NO. 1 WITH REGION XII FOR THE IOWA ECONOMIC DEVELOPMENT AUTHORITY HOUSING GRANT CONTRACT #19-HSG-002

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, the Administrative Services Agreement Amendment No. 1 with Region XII for administration of the Iowa Economic Development Authority Housing Grant Contract #19-HSG-002 is attached hereto as Exhibit "A"; and

WHEREAS, it is determined that the approval of the attached amendment is in the best interest of the City of Carroll, Iowa; and

NOW, THEREFORE, BE IT RESOLVED that the Administrative Services Agreement Amendment No. 1 with Region XII for the administration of the Iowa Economic Development Authority Housing Grant #19-HSG-002 attached as Exhibit "A", be authorized and accepted.

PASSED AND APPROVED by the City Council of the City of Carroll, Iowa, this 12th day of July, 2021.

CITY COUNCIL OF THE
CITY OF CARROLL, IOWA

BY:_____
Eric P. Jensen, Mayor

ATTEST:

By:_____
Laura A. Schaefer, City Clerk

Contract Number: **HF1910A**
Amendment Number: 1

LOCAL PLANNING AND ADMINISTRATIVE ASSISTANCE CONTRACT

CITY OF CARROLL

HOUSING SET-ASIDE GRANT PROGRAM
ADMINISTRATIVE SERVICES FOR IEDA CONTRACT # 19-HSG-002

The following bolded text amendment is made to Article 6 of the agreement:

Article 6.0 CONDITION OF PAYMENTS. The City will reimburse COG for services performed following the submission of invoices that are sufficient to support payment under the City's established accounting procedures. During the contract period, in no event will the COG receive payment exceeding $18,**500** for administrative fees.

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

CITY OF CARROLL	**REGION XII COG, INC.**
_____	_____
Eric Jensen Mayor	Richard T. Hunsaker Executive Director
Date:_____	Date: 7-6-2021

RESOLUTION NO. _____

A RESOLUTION APPROVING THE SUBRECIPIENT AGREEMENT AMENDMENT NO. 2
WITH REGION XII FOR THE IOWA ECONOMIC DEVELOPMENT AUTHORITY
HOUSING GRANT CONTRACT #19-HSG-002

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, the Subrecipient Agreement Amendment No. 2 with Region XII for administration of the Iowa Economic Development Authority Housing Grant Contract #19-HSG-002 is attached hereto as Exhibit "A"; and

WHEREAS, it is determined that the approval of the attached agreement is in the best interest of the City of Carroll, Iowa; and

NOW, THEREFORE, BE IT RESOLVED that the Subrecipient Agreement Amendment No. 2 with Region XII for the administration of the Iowa Economic Development Authority Housing Grant #19-HSG-002 attached as Exhibit "A", be authorized and accepted.

PASSED AND APPROVED by the City Council of the City of Carroll, Iowa, this 12th day of July, 2021.

CITY COUNCIL OF THE
CITY OF CARROLL, IOWA

By:_____
Eric P. Jensen, Mayor

ATTEST:

By:_____
Laura A. Schaefer, City Clerk

CITY OF CARROLL - REGION XII COG
SUBRECIPIENT AGREEMENT
AMENDMENT #2

for

IOWA ECONOMIC DEVELOPMENT AUTHORITY
CONTRACT #19-HSG-002

The following bolded text amendments are made to the Preamble and Section 1 of the agreement:

WHEREAS, the City has been awarded a grant from IEDA as aforesaid in the amount of $2**2**0,500 subject to the condition that the City provide a local matching contribution in the amount of $10,500 in the form of cash; and,

WHEREAS, the parties hereto have agreed to the terms and conditions as hereafter stated:

> Section 1. Funds. The City shall provide the sum of $1**7**9,500 to the Subrecipient. All of these funds will be spent for housing rehabilitation assistance and other eligible expenses in accordance with IEDA contract #19-HSG-002. Non-cash local match incentives required per the IEDA contract will be provided or assured by the City. The Subrecipient will provide documentation of expenditures for each billing.

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

CITY OF CARROLL	**REGION XII COG, INC.**
_____	_____
Eric Jensen	Richard T. Hunsaker
Mayor	Executive Director
Date:_____	Date: 7-6-2021