

Whereupon, Council member Weland moved the following Resolution be adopted:

Resolution 2022-02

A RESOLUTION TO APPROVE A PROPOSAL FOR GRANT WRITING AND ADMINISTRATION SERVICES FOR THE CDBG Covid-19 Downtown HOUSING conversion grant

WHEREAS, the City Council of the City of Eagle Grove recently published a Request for Proposal from qualified firms for Grant Writing and Grant Administration services following the requirements under the Community Development Block Grant (CDBG) Covid-19 Downtown Housing Conversion Grant (“the Program”), and

WHEREAS, the City Council of the City of Eagle Grove feel that it is in the best interest of the City and its residents to pursue the program for the improvement of downtown housing located in the City of Eagle Grove, and

WHEREAS, the City Council of the City of Eagle Grove established a local Selection Review Committee to review the received proposals and has heard their recommendation prior to acting on this Resolution, and

WHEREAS, the City Council of the City of Eagle Grove wish to procure Grant Writing and Administration Services from Simmering-Cory under the parameters of the CDBG Covid-19 Downtown Housing Conversion Program, and

NOW THEREFORE BE IT RESOLVED that the City Council of Eagle Grove, Iowa hereby approve and authorize the Mayor and City Clerk to execute an agreement with Simmering-Cory for CDBG Covid-19 Downtown Housing Conversion Applications

The motion was seconded by Council member Pamperin and after due consideration thereof, the roll was called, and the following Council members voted:

AYES: Weland, Pamperin, Quintas, Limerick, Lorenzen, _____,

NAYES: _____, _____, _____, _____, _____, _____,

Whereupon, the Mayor declared said Resolution duly passed and adopted on this 3rd day of January, 2022.

Sandra McGrath
Sandra McGrath
Mayor

ATTEST:

Bryce Davis
Bryce Davis
City Administrator/Clerk

PUBLIC NOTICE
Community Development Block Grant (CDBG)

The City of Eagle Grove is requesting proposals for grant writing and administration services to assist with projects funded with Community Development Block Grant (CDBG) funds through the Iowa Economic Development Authority (IEDA).

The City of Eagle Grove is looking to receive funds to complete upper-story housing conversion through the CDBG-CV program which was established with federal funding (CARES Act) that is provided for disbursement through the Iowa Economic Development Authority. The City of Eagle Grove is looking to improve through the submission and administration of a grant to help rehabilitate up to six (6) downtown properties through a variety of different applications and property owners.

The selected contractor will work with the City of Eagle Grove and the project teams to ensure compliance with CDBG program requirements. Activities will include but are not limited to project reporting, preparation of disbursement requests, and other activities required under the state of Iowa's CDBG program. A full description of the work specifications shall be available at City Hall at 210 E. Broadway, Eagle Grove, IA 50533

Proposals to the City of Eagle Grove should include the minimum information:

Experience with IEDA's CDBG program

Description of past grant administrative services provided

Description of organizational capacity to complete all necessary grant administration activities

References from previous clients of related work within the past five years

Cost of services

Proposals must be submitted no later than Monday, January 03, 2021 at 4:30 p.m. Proposals should be submitted to City of Eagle Grove, ATTN: City Clerk, 210 E. Broadway, PO Box 165, Eagle Grove, Iowa 50533

Questions regarding this request for proposals should be directed to Bryce Davis, City Clerk, (515) 448-4343 or by emailing b.davis@eaglegroveia.org. All proposals will be reviewed and one proposal shall be awarded on Monday, January 03, 2022 at 6:30 p.m. at the Eagle Grove City Council meeting held at City Hall, 210 E. Broadway, Eagle Grove, Iowa 50533.

Section 3 clause

A. 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.

B. The parties to this contract agree to comply with HUD's regulations in 24 CFR part 135, which

implement section 3. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the part 135 regulations.

C. The contractor agrees to send to each labor organization or representative of workers with which the contractor has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers' representative of the contractor's commitments under this section 3 clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each; and the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.

D. The contractor agrees to include this section 3 clause in every subcontract subject to compliance with regulations in 24 CFR part 135, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 CFR part 135. The contractor will not subcontract with any subcontractor where the contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR part 135.

E. The contractor will certify that any vacant employment positions, including training positions, that are filled (1) after the contractor is selected but before the contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR part 135 require employment opportunities to be directed, were not filled to circumvent the contractor's obligations under 24 CFR part 135.

F. Noncompliance with HUD's regulations in 24 CFR part 135 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.

G. With respect to work performed in connection with section 3 covered Indian housing assistance, section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450e) also applies to the work to be performed under this contract. Section 7(b) requires that to the greatest extent feasible (i) preference and opportunities for training and employment shall be given to Indians, and (ii) preference in the award of contracts and subcontracts shall be given to Indian organizations and Indian-owned Economic Enterprises. Parties to this contract that are subject to the provisions of section 3 and section 7(b) agree to comply with section 3 to the maximum extent feasible, but not in derogation of compliance with section 7(b).

PROOF OF PUBLICATION

STATE OF IOWA }
Wright County } **SS.**

I, the undersigned, being duly sworn, depose and say, that I am Matthew Grohe, CEO of the Eagle Grove Eagle, a weekly newspaper printed in the English language, published at Eagle Grove in Wright County, State of Iowa, and that the annexed _____

City of Eagle Grove proposals for Grant Writing

notice was published in said paper once each week for

1 consecutive weeks, the first publication thereof was on the 30th day of Dec., 2021.

the second on the _____ day of _____, 20____,


the third on the _____ day of _____, 20____,

the fourth on the _____ day of _____, 20____.

Matthew Grohe
 Matthew Grohe, CEO

Subscribed and sworn to before me and in my presence

the 6 day of January, 2022
Journey Jones Craighton
 Notary Public; In and for the State of Iowa

 **JOURNEY JONES-CRAIGHTON**
 Commission Number 833468
 My Commission Exp. July 30, 2024

Printer's Fees, \$ 80.62

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- Description of past grant administrative services provided
- Description of organizational capacity to complete all necessary grant administration activities
- References from previous clients of related work within the past five years
- Cost of services

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December 29, 2021

Bryce Davis, City Administrator
City of Eagle Grove
PO Box 165
Eagle Grove, IA 50533

RE: Request for Grant Writing and General Administration Proposals

Dear Mr. Davis:

Thank you for the opportunity to submit our proposal for CDBG grant writing and administrative services.

Simmering-Cory (SC) is pleased to provide you with the following proposal in response to your RFP for Grant Writing and Administration services related to your proposed CDBG Projects as outlined in your request for proposals. SC has been working with the Community Development Block Grant (CDBG) program for over 30 years and has the experience and qualifications to assist Eagle Grove in the preparation of their application, and administration of their grant. If you have any questions, after reviewing our proposal, please don't hesitate to contact us.

The projects outlined in your RFP have potential to be funded under the State's normal CDBG program for Upper Story Housing or through the limited opportunity program utilizing Covid funding. If under the Covid funding program the program will have to be justified as a need to either provide healthier environments or to overcome the effects of the recent or future pandemics. As you know, the COVID funding is new, limited, and available until all the funds have been distributed.

Experience with IEDA's CDBG Program

Over the past 30 years, SC has written and administered over 500 CDBG projects in the water/sewer infrastructure, community facilities, housing, and downtown façade revitalization programs.

This experience has led to extensive knowledge of the program as well as a proven track record. As requested, this proposal includes a brief resume outlining our background and CDBG program experience. The following is a summary of project references (cities) that we have worked with over recent years with on CDBG applications activity.

Eagle Grove CDBG-CV (Upper Story) Grant Writing & Administration Proposal

Alta	Gilmore City	Parkersburg
Bedford	Gowrie	Pierson
Cherokee	Hartley	Rockwell City
Clarion	Madrid	Storm Lake
Colfax	Maxwell	Washington
Eagle Grove	Mitchellville	West Bend

We encourage you to check references with these cities that we have worked with as well as the Iowa Economic Development Authority (IEDA) CDBG Program Staff, regarding our reputation and experience.

We can work with the City and private building owners to determine the best direction and program in which to apply based on the unique elements and circumstances of your individual project(s).

Description of Past Grant Related Services Provided

SC has a strong history of success in the CDBG Program in all of their individual programs.

Our proposal includes two phases. Phase one is for grant writing services related to your proposed project(s), while phase two is for grant administration services.

Our grant writing and application preparation services include developing and compiling documentation necessary for you to compete for grant funds, including assistance in determining which of the main objectives would be the best option for the City. This will include us making recommendations regarding the scope and components of your project in order to strengthen the application and give you the best possible chance of receiving grant funds.

The following services are included in this phase of the work proposal:

- Work with City staff to complete a program budget and compile all required attachments for submittal of the grant application, if applicable.
- Work with private developers and owners to ensure compliance with the grant program guidelines.
- Write and submit the grant application to the Iowa Economic Development Authority (IEDA) through Iowa Grants Online.

Phase two of the proposal is for grant administration services related to the proposed project. SC proposes to perform the scope of work, as itemized in your Request for Proposals, for CDBG administration/writing including correspondence between the City and IEDA, handling draws for the City from the CDBG portion of the project, environmental work, and coordinating applicant eligibility.

We offer our clients comprehensive set of administration services include comprehensive program management as required from grant award through project completion and close-out.

Eagle Grove CDBG-CV (Upper Story) Grant Writing & Administration Proposal**Description of Organizational Capacity to Complete All Necessary Grant Administration Activities.**

SC is well prepared to assist the City of Eagle Grove with their proposed project(s). For 30 years, Simmering-Cory has provided a variety of community development, planning, technical assistance, and grant writing/administration services to cities and counties in Iowa. SC, and its sister company Iowa Codification, are committed to the success of their clients.

The following Simmering-Cory staff will be involved in Eagle Grove's project(s):

Melanie Mitchell

Melanie has over 30 years of experience in the CDBG program including work in all of the individual categories including the Owner-Occupied Housing Rehabilitation Program. Melanie's principal responsibilities including grant writing and administration services. Melanie handles the majority of the firm's housing applications including assisting the City in getting applications, verifying income, development of plans and specifications, and all other key components of the housing rehabilitation program. Melanie has completed various training programs provided by IEDA and is a grant administrator in good standing. Melanie is also a member of the IEDA Housing Rehabilitation Feedback Committee, a group developed by IEDA to provide feedback and help determine new guidance for the CDBG Housing Rehabilitation Grant Program.

Jennifer Movall

Jennifer has over eight years of government finance experience where, in addition to daily administration of the city's finances, she was also responsible for administration of grants including CDBG, FEMA, and Federal Aviation Administration programs. With SC, Jennifer has been involved in the writing and administration of grants in the CDBG program. Jennifer has completed training provided by IEDA and HUD and is a grant administrator in good standing.

Justin Yarosevich

Justin has over 17 years of experience in local government administration where he did grant writing and administration as well as project management on various infrastructure and community projects. With SC, Justin has been involved in the writing and administration of grants including CDBG and RISE (Revitalize Iowa's Sound Economy). Justin has completed training provided by IEDA and HUD and is a grant administrator in good standing.

Al Hinrickson

Al has been working for Simmering-Cory for over 15 years as an inspector and project manager, handling a vast majority of our housing rehabilitation projects. Mr. Hinrickson holds a State of Iowa certification by the Iowa Department of Public Health in Lead Risk Assessor Inspections/Testing and has also been certified as a Lead-Safe Work Practices Trainer allowing him to set up and provide training on lead-safe work practices for local contractors, a requirement to work on these housing projects (training services can be provided at an additional cost). In addition, Al has been through a number of state training courses related to the technical services component of CDBG Housing Rehabilitation Grants. He also has been trained on radon testing and conflict management and negotiation skills. Please see the attached a copy of Mr. Hinrickson's Lead Assessor/Risk Inspector Certification form as requested in your RFP.

Eagle Grove CDBG-CV (Upper Story) Grant Writing & Administration Proposal**References**

The following provided references are current and past clients for whom we have done similar work. Please feel free to contact them directly for a better understanding of our capacity to assist your community.

City of Storm Lake
Keri Navratil, City Manager
712-732-8000
Navratil@stormlake.org

City of Hartley
Erica Haack, City Administrator
712-928-2240
hartley@tcaexpress.net

City of Bedford
Tammy Thompson, City Clerk
712-523-2210
city@mchsi.com

Cost of Services

As noted above, our proposal is broken out into two phases. The fees for each phase are provided below.

Phase 1 – SC's grant preparation services, as outlined above in the Description of Services section, are charged as a lump sum fee at the time of grant submittal. The fee to write a CDBG application for a CDBG-Covid application each Upper Story Housing project will be \$900.00 per application.

The cost to write a CDBG application under the regular Housing Sustainability application program for Upper Story Housing would be \$900.00 each.

Phase 2 – SC's grant administration services, as outlined above in the Description of Services section, are charged based on completion of milestones during the project(s). Our fee for the administration of Eagle Grove's project(s) would be as follows:

Grant Administration services for a CDBG-Covid grant for an Upper Story grant application would be 10% of the grant amount up to a maximum of \$20,000.00.

The costs for grant administration are eligible grant costs and will be reimbursed by grant funds. SC will contract with the City separately for grant administration services following award of a grant from the CDBG Program.

Eagle Grove CDBG-CV (Upper Story) Grant Writing & Administration Proposal

SC offers a comprehensive package of services related to grant writing and administration to ensure that your project has the best opportunity for funding in a very competitive CDBG program and to ensure that administration of your grant runs smoothly from grant award through project close-out.

SC appreciates your consideration of our proposal for grant writing and administrative services. Should you have any questions please do not hesitate to contact me.

We appreciate your consideration of our proposal for administrative services.

Sincerely,

A handwritten signature in green ink, appearing to read 'Justin Yarosevich', is written over the word 'Sincerely,'.

Justin Yarosevich