

Whereupon, Council member Vandewater moved that the following resolution be adopted:

RESOLUTION –2024-57

A RESOLUTION APPROVING GRANT WRITING AND ADMINISTRATION SERVICES FOR THE CDBG UPPER-STORY HOUSING CONVERSION GRANT

WHEREAS, the City Council of the City of Eagle Grove recently approved publishing a Request for Proposal from qualified firms for Grant Writing and Grant Administration Services following the requirements under the Community Development Block Grant (CDBG) Upper-Story Housing Conversion 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 a CDBG Upper-Story Housing Application for the continued renovation of Eagle Grove’s Downtown, and

WHEREAS, the City Council of the City of Eagle Grove wish to procure Grant Writing and Administration Services under the parameters of the CDBG Upper-Story Housing Conversion Grant Program at the expense of the local developer, and

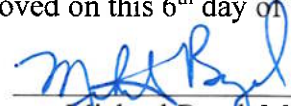
NOW THEREFORE BE IT RESOLVED that the City Council of Eagle Grove, Iowa hereby approve and authorize the Mayor to execute an agreement with Simmering-Cory on this 6th day of May, 2024.

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


AYES: Vandewater, Pamperin, Axtell, Lorenzen, Limerick, Weland

NAYS:

Whereupon, the Mayor declared said Resolution duly passed and approved on this 6th day of May, 2024.



Michael Boyd, Mayor

ATTEST: 

Bryce Davis, City Clerk



April 12, 2024

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 Project 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 project outlined in your RFP has the potential to be funded under the State's special and final upper story application cycle which has a due date of June 30, 2024. Based on our previous work with the City we believe this would be an excellent project for this round of funding.

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, Covid, housing rehabilitation, upper story conversion, neighborhood revitalization, 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.

The bolded projects in the following list are projects that are similar to the proposed project in your request for proposal.

Eagle Grove CDBG Upper Story Grant Writing & Administration Proposal

Alta – Sanitary Sewer Collection System Improvements	Farmersburg – Wastewater Treatment Plant
Alta – Park and Open Space	Gowrie – Well Development
Anthon – Water Treatment Plant Improvements	Guthrie Center – Clear Well
Armstrong – Wastewater Treatment Plant	Guthrie Center – Water Main Improvements
Bedford – Water Main Improvements	Hartford – Wastewater Treatment Plant
Bedford – Upper Story Rehabilitation	Hartley – Lift Station & Sewer Collection System
Bedford – Façade Improvements	Lanesboro – Water Main Improvements
Boone – Wastewater Disinfection System	Madrid – Wastewater Treatment Plant
Cherokee – Sanitary Sewer Collection System	Maxwell – Wastewater Treatment Plant
Cherokee – Wastewater Treatment Plant	Mitchellville – Water Main Improvements – Phase 2
Clarion – Well Development	Mitchellville – Water Main Improvement – Phase 3
Clarion – Water Main Improvements	Parkersburg – Sanitary Sewer Collection System
Clarion – Water Treatment Plant	Parkersburg – Water Main Improvements
Colfax – Water Main Improvements	Pierson – Sanitary Sewer Collection System
Correctionville – Sanitary Sewer Force Main	Pleasantville – Water Main Improvements
Cushing – Lift Station	Pocahontas – Water Treatment Plant
Cushing – Water Main Improvements	Quimby – Sanitary Sewer Collection / Lift Station
Cushing – Water Storage	Renwick – Water Main Improvements
Danbury – Wastewater Treatment Facility	Rockwell City – Wastewater Treatment Plant
De Soto – Water Treatment Plant, Well, Raw Water Main	Storm Lake – Lift Station
Eagle Grove – Neighborhood Water & Sewer Collection	Storm Lake – HVAC System Replacement
Eagle Grove – Downtown Façade Project	Titonka – Well & Water Treatment System Improvements
Eagle Grove – Upper Story Rehabilitation	Washington – Water Main Improvements
Eagle Grove – Upper Story Rehabilitation	West Bend – Downtown Façade Improvements
Eagle Grove – Upper Story Rehabilitation	West Bend – Downtown Façade Improvements

Our experience with the upper story program includes five projects in total (one project was awarded then later withdrawn by the developer after not finding a contractor and is not listed above). These projects range from one unit efficiency unit rehabilitations to five-unit rehabs.

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.

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 the developer and City staff to complete a program budget and compile all required attachments for submittal of the grant application, if applicable.

Eagle Grove CDBG Upper Story Grant Writing & Administration Proposal

- Work with private developer 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 a comprehensive set of administration services including comprehensive program management as required from grant award through project completion and close-out.

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. 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.

All of our grant administrators are Certified Grant Administrators through Iowa Economic Development Authority's Certified Grant Administrator Program.

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 include 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.

Eagle Grove CDBG Upper Story Grant Writing & Administration Proposal

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.

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 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 special June 30 CDBG application round each Upper Story Housing project will be \$1,000.00 per application.

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:

Eagle Grove CDBG Upper Story Grant Writing & Administration Proposal

Grant Administration services for an Upper Story grant application would be \$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.

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.

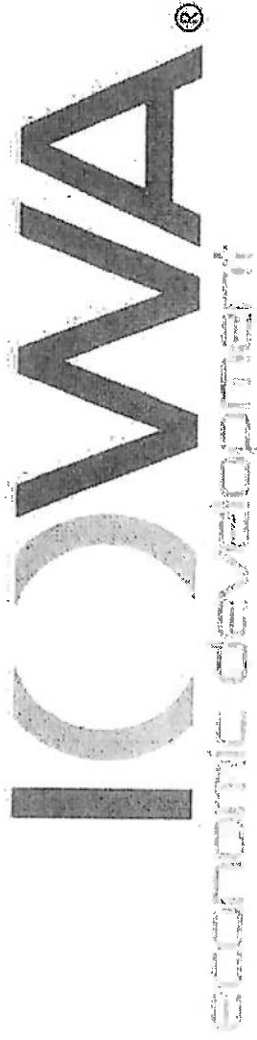
SC appreciates your consideration of our proposal for grant writing and administrative services. Should you have any questions please do not hesitate to contact me.

We appreciate your consideration of our proposal for administrative services.

Sincerely,

A handwritten signature in green ink, appearing to read "Justin Yarosewich", is written over the typed name below.

Justin Yarosewich



Certificate of Achievement

Presented to:

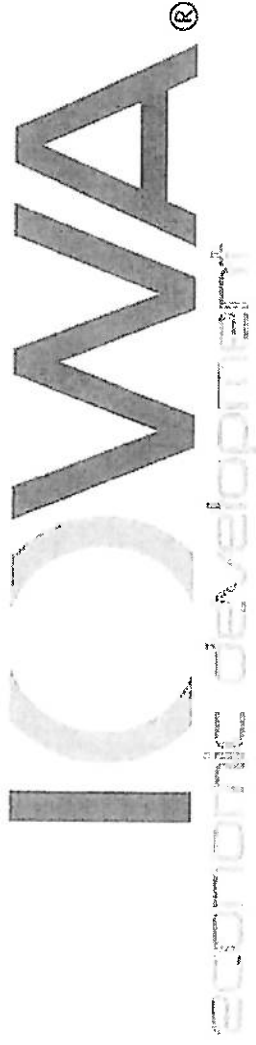
Melanie Mitchell

*For successfully passing the 2022 CDBG Certified Administrator's test
with a score greater than 85%.*

Score: 100%

Iowa Economic Development Authority
Community Development
1963 Bell Ave., Suite 200
Des Moines, Iowa 50315

FLSLTWTBJS-QGGKHSQG-WNDBDHKHWD
Mon 28th Feb 2022



Certificate of Achievement

Presented to:

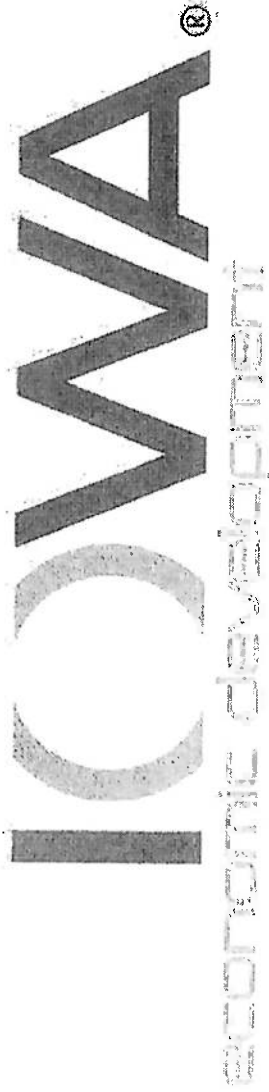
Jennifer Movall

*For successfully passing the 2022 CDBG Certified Administrator's test
with a score greater than 85%.*

Score: 100%

Iowa Economic Development Authority
Community Development
1963 Bell Ave., Suite 200
Des Moines, Iowa 50315

CLQPVSVPSS-HVJHLSHZ-XSPSTWXHTW
Thu 24th Feb 2022



Certificate of Achievement

Presented to:

Justin Yarosevich

*For successfully passing the 2022 CDBG Certified Administrator's test
with a score greater than 85%.*

Score: 100%

Iowa Economic Development Authority
Community Development
1963 Bell Ave., Suite 200
Des Moines, Iowa 50315

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Mon 28th Feb 2022