

**COUNCIL ACTION FORM**

**SUBJECT: LETTER OF SUPPORT AND ASSURANCES FOR IOWA ECONOMIC DEVELOPMENT AUTHORITY COMMUNITY CATALYST BUILDING REMEDIATION PROGRAM GRANT**

**BACKGROUND:**

At the December 19, 2017 meeting, the City Council authorized the Main Street Cultural District (MSCD) to prepare a grant pre-application in the City's name for a Community Catalyst Building Remediation Program Grant. The proposed grant is for improvements to 131 Main Street (owned by Avec Holdings). The pre-application was accepted by the Iowa Economic Development Authority (IEDA) which, in January, invited MSCD to submit a full application. The formal grant application is due March 1, 2018. IEDA requires a letter of support to accompany the formal grant application. A draft letter of support is included as Attachment A. The project proposal is included for the Council's review as Attachment B.

In summary, the project creates interior office space on the ground floor and the basement level for Avec's use. Access to this space will be from the main entrance at the southwest corner of the building. The second floor is a separate office tenant space having access from the Douglas Avenue side of the building.

Exterior improvements will include replacing the second floor vinyl windows that have wood infills at the top. The replacement windows will be full size and will reflect the historic style of the building. The ground floor windows will be replaced at the same time and with windows reflecting the historic style of the building. The exterior doors were installed in the 1970s with inappropriate infills along the sides. Full width doors will replace them. A new metal canopy will be installed along much of the length of the two facades. It will mimic the style of the original canopy that was removed a decade ago. The property owner seeks approval of two Downtown Façade grants from the City for the described external improvements.

**The IEDA requires the City to submit a Letter of Intent to Participate and a separate document of Assurances with the grant application. City Council previously reviewed the draft letter at its February 13<sup>th</sup> meeting and directed staff to investigate alternative language for support of the historic work that is part of the project. Staff has proposed the following revised language, which has been accepted by IEDA, for the grant application Letter of Intent to Participate.**

*The proposed plan is consistent with the City of Ames Downtown Design Guidelines for historic facades. The City of Ames also supports compliance with the Secretary of the Interior's standards as reviewed and approved by the State Historic Preservation Office.*

**The Assurances state that certain federal and state regulations will be followed and that the project will be completed within two years unless an extension is granted. Assurances are intended to verify that the proposed project can be accomplished by the property owner in the stated timeframe, not that the City must complete the project. It is important to note that at this point in the process the City is submitting an application for a grant, if we are awarded the grant we will enter into a separate grant agreement for administration the award to the sub-grantee (Avec).**

In allowing MSCD to submit on behalf of the City, MSCD gave assurances that they will be doing the bulk of the work in preparing the grant application. To date, that has been proven true. City staff will review the grant application prior to submittal and note any changes that may need to be made. No significant staff time is requested to complete the grant application. **However, upon award of the grant, the grant will be to the City of Ames and require staff time to administer compliance with the IEDA requirements.**

In order to make the grant application more competitive, IEDA has asked for some component of local financial match by the City. In this instance, the requested Downtown Façade grants will count as a financial match if they are approved by the City Council. The review of the façade grant is a separate item on the agenda. Additionally, the proposed remodeling may also be eligible for a Downtown Urban Revitalization Area partial property tax exemption. The eligibility and amount of that exemption won't be known until the project is completed, but an estimated amount will be calculated and included in the application.

#### **ALTERNATIVES:**

1. The City Council can authorize the mayor to sign the Letter of Intent to Participate and Assurances for the Community Catalyst Building Remediation Program Grant.
2. The City Council can decline to authorize submitting the grant application.

#### **CITY MANAGER'S RECOMMENDATION:**

The City Council authorized the MSCD to submit the application on behalf of the City. IEDA is seeking a statement that the City intends to participate in the grant and, if it is awarded, to comply with all applicable regulations governing the project. The grant award would be to the City of Ames and administered through a grant agreement with IEDA for the benefit of the sub-grantee Avec. Ultimately, the property owner is subject to completing the project consistent with the terms of the grant award to receive the funding.

**Therefore, it is the recommendation of the City Manager that the City Council act in accordance with Alternative #1, which is to authorize the Mayor to sign the Letter of Intent to Participate and Assurances for the Community Catalyst Building Remediation Program Grant.**



February 13, 2018

The City of Ames supports this application to the Iowa Economic Development Authority for a Community Catalyst Building Remediation Program Grant. The City of Ames further states that representatives of the city council and local building and/or fire code officials who may be responsible for inspection of project properties have reviewed the project proposal.

The proposed plan is consistent with the City of Ames Downtown Design Guidelines for historic facades. The City of Ames also supports compliance with the Secretary of the Interior's standards as reviewed and approved by the State Historic Preservation Office.

\_\_\_\_\_  
Signature of Mayor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicable Sub-Recipient

\_\_\_\_\_  
Date

**Fiscal/Applicant Organization:**      City of Ames

The Fiscal/Applicant Organization, as eligible applicant under the rules governing this grant program shall:

- abide by the requirements of Titles VI and VII of the Civil Rights Act of 1964, as amended, and the Rehabilitation Act of 1973, as amended, which bar discrimination against any employee, applicant for employment, or any person participating in any sponsored program on the basis of race, creed, color, national origin, religion, sex, age, physical or mental disability;
- abide by the requirements of the American with Disabilities Act;
- require compensation for employment at not less than minimum wage;
- provide safe and sanitary working conditions;
- expend funds received as a result of this application on the described project within a 24-month time frame, unless written approval has been granted to exceed the aforementioned time period;
- submit all required written reports in a timely manner;
- agree to comply with all federal regulations as defined by HUD and previously outlined.

The Fiscal or Applicant Organization also assures that the representations made in this application, including all exhibits and attachments, are true and correct to the best of the entity's knowledge.

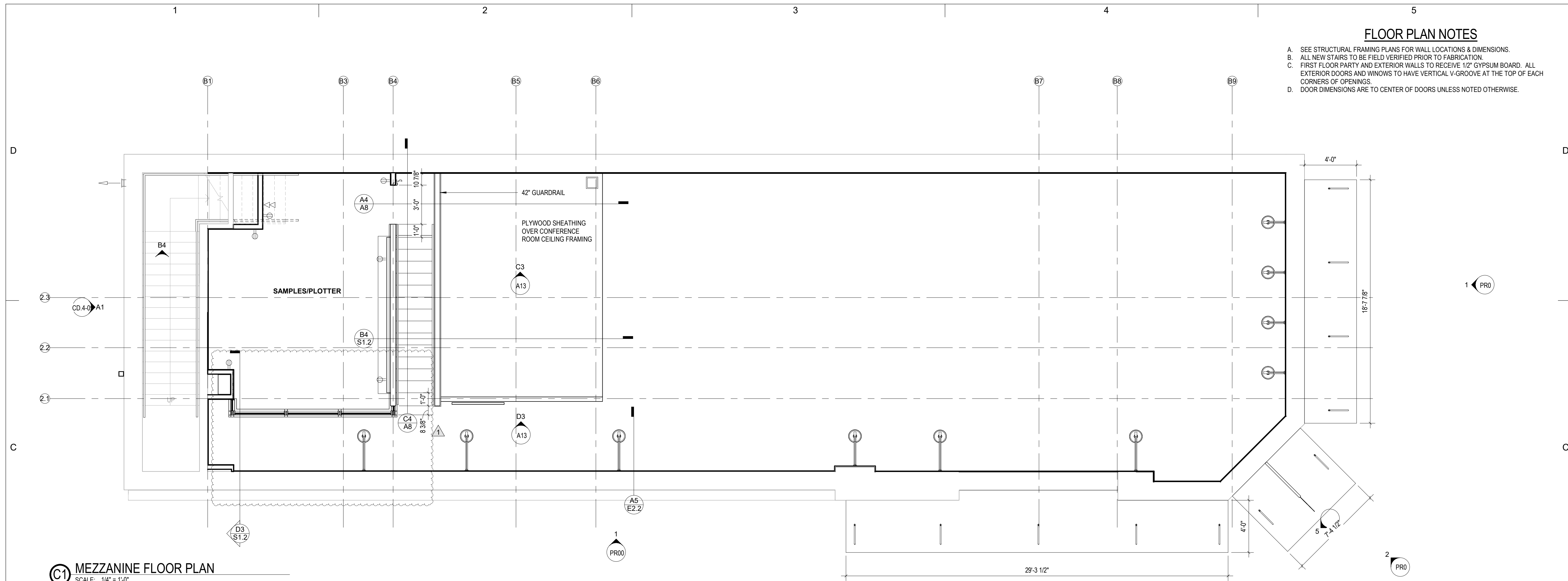
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Signature

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Date

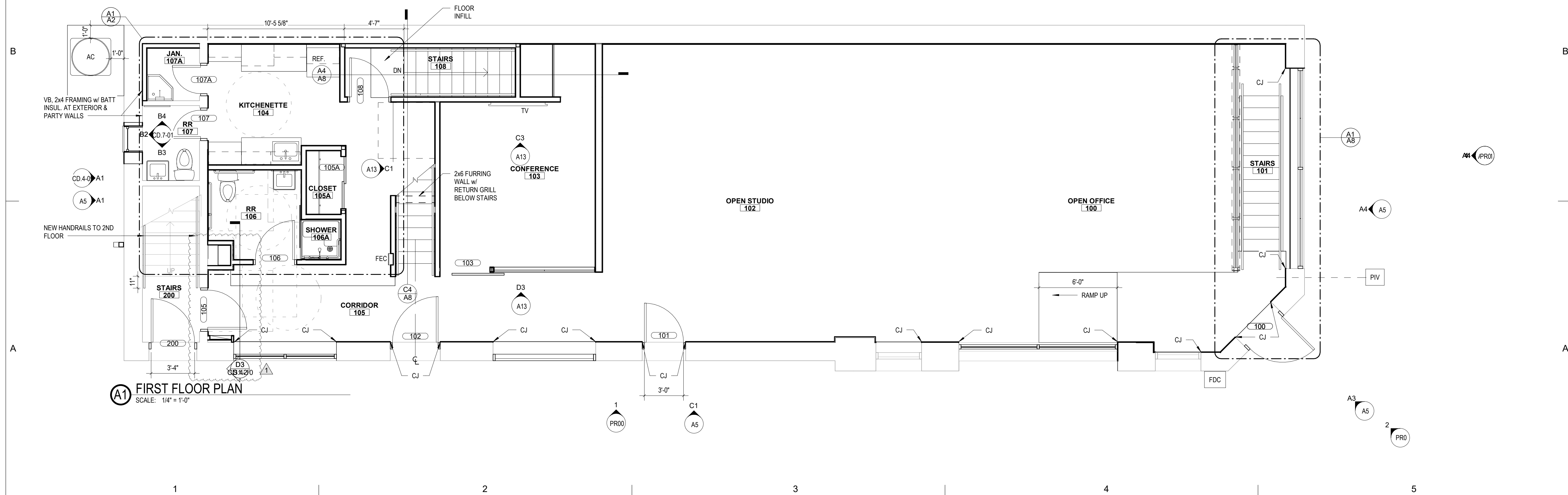
John A. Haila, Mayor  
Typed/printed name and title of above individual

**FLOOR PLAN NOTES**

- A. SEE STRUCTURAL FRAMING PLANS FOR WALL LOCATIONS & DIMENSIONS.
- B. ALL NEW STAIRS TO BE FIELD VERIFIED PRIOR TO FABRICATION.
- C. FIRST FLOOR PARTY AND EXTERIOR WALLS TO RECEIVE 1/2" GYPSUM BOARD. ALL EXTERIOR DOORS AND WINDOWS TO HAVE V-GROOVE AT THE TOP OF EACH CORNERS OF OPENINGS.
- D. DOOR DIMENSIONS ARE TO CENTER OF DOORS UNLESS NOTED OTHERWISE.



**(C1) MEZZANINE FLOOR PLAN**  
SCALE: 1/4" = 1'-0"



**(A1) FIRST FLOOR PLAN**  
SCALE: 1/4" = 1'-0"



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131 MAIN ST. AMES, IOWA 50010

KEY PLAN

REV	DATE	DESCRIPTION
1	1/18/18	Revision B

ISSUED: FEBRUARY 15, 2018  
PROJECT NO: 1720  
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FIRST & MEZZANINE FLOOR PLANS