

## Staff Report

**HUMAN SERVICES CAPITAL GRANT FUNDING**

January 8, 2019

**BACKGROUND:**

On December 11, 2019, the City Council requested a discussion of the Human Services Agency Capital Improvements Grant program to be placed on an upcoming Council agenda.

In February 2017, the City Council approved the creation of a program in the FY 2017-2022 Capital Improvements Plan, which allocated \$500,000 in funding for a Human Services Agency Capital Improvement grant initiative. This funding was comprised of \$300,000 from the General Fund and \$200,000 from the Local Option Sales Tax Fund.

After studying the needs of agencies in summer 2017, a staff report was presented to the City Council on September 12, 2017. The City Council set the criteria for the use of the funds, and additionally authorized the initial program to utilize \$250,000 of the \$500,000 in available funding. The Council directed staff to work with United Way of Story County (UWSC) to administer the grant program, and an agreement with UWSC was entered into on November 14, 2017. The \$250,000 authorized was taken from the General Fund, leaving \$50,000 of General Fund allocation and all \$200,000 of the Local Option Fund allocation unused.

Funding was transferred to UWSC to administer. UWSC accepted letters of intent from interested agencies, then invited detailed submissions from applicants. Five agencies submitted letters of intent and all were invited to submit formal applications. The requests totaled \$309,020. UWSC made awards totaling \$250,000, spread among all five applicant agencies. A letter from UWSC outlining the uses for the funds was delivered to the City Council in its June 1 non-agenda packets, (letter attached to this report). UWSC indicated in this letter a willingness to administer additional capital grant funds should the Council make them available.

The \$250,000 in unspent funds was not carried forward in the FY 2017/18 to FY 2018/19 Budget Carryover authorization. Therefore, \$200,000 was returned to the Local Option Sales Tax Fund balance, and \$50,000 was returned to the General Fund balance.

During the FY 2019/20 Budget Guidelines Session on December 11, 2019, the Council received a report comparing the impacts to the Local Option Sales Tax Fund made by different funding increases for ASSET, COTA, and Outside Funding Requests. The Council directed staff to proceed with a 3% increase to ASSET, 3% increase to COTA, and 5% increase to Outside Funding Request agencies. A revised report is attached

showing the impacts to the Local Option Sales Tax fund with those increases programmed.

You will note if the Council decides to move ahead with a second round of this grant program the available balance in the Local Option Sales Tax Fund would be reduced to \$250,388.

Previously, some Council members have inquired as to what alternative monies could be utilized to fund the capital reserve to reconstruct our parking lots if the meter rates are reduced to \$.50 per hour. Should the City Council decide to reduce the parking meter rates in Downtown, the remaining \$200,000 previously earmarked for the second round of human service agencies capital funding could be transferred to the Parking Fund to help build up capital improvement reserve to reconstruct our deteriorating parking lots.

**NEXT STEPS:**

The City Council has the option to initiate a new round of capital improvement grant funding for human services agencies. If it is desired to proceed with another round of funding, the City Council will have to decide how much to make available for the grant program, either as originally planned (\$50,000 from the General Fund and \$200,000 for the Local Option Sales Tax Fund) or some lesser amounts. Once funding is allocated, the Council could then provide direction regarding whether to again partner with UWSC, changes to the program criteria, or any other direction to achieve the Council's goals. Should the Council decide not to pursue a second round of this grant program, no further action is required.

To: Mayor John Haila and City of Ames Council Members

From: Jean Kresse, President and CEO and Board of Directors  
United Way of Story County



Re: Update – Contract for Human Services Agency Capital Funding Program

Date: May 31, 2018

On November 14, 2017 United Way of Story County entered into a formal agreement with the City of Ames, Iowa to accept \$250,000 to develop and implement a grant process to distribute funds to human services agencies for capital improvement needs. Copy of the agreement is *Attachment A*.

Once the agreement was signed and the funds were received United Way of Story County determined the process to be used and the timeline. There was a 2-step process for interested ASSET funded agencies; (1) submission of a Letter of Intent and (2) submission of a full-proposal. Timeline and Application Forms are included in *Attachment B*.

United Way of Story County's Allocations Committee reviewed five submissions, requesting \$335,300 through the Letter of Intent. Submissions included:

1. ACPC, HVAC Retrofit Project: Replacement of the system; increase comfort for children and staff; and reduce heating and cooling costs.
2. Child Serve, Playground Renovation Project: Refurbish the playground at the Center in Ames. To meet the growing number of children being served and better accommodate those with special healthcare needs. Project components include site demolition, paving and sub-drainage, surfacing, new playground equipment, electrical, construction costs and project administration.
3. Emergency Residence Project, Cool Air: Purchase and install four central air condition units; one unit for back office and transitional living units. To the living environment for the transitional housing families, especially those struggling with asthma and other breathing issues, along with a more comfortable office area.
4. Mainstream Living, Home and Community Based Services Accessibility and Expansion: Renovate two group homes in Ames. First home: expand from 3- to a 5-bedroom, kitchen remodel for accessibility and adding a kitchen to the basement. Second home: 4- to 5-bedroom, renovating existing bedrooms for accessibility, adding new ramp, expand walkways around the home, widening hallways, raising height of garage doors for larger accessible van. Renovations will expand the number of residents (limit of five per facility) and to accommodate residents accessibility.
5. Rosedale Emergency Youth Shelter, Renovation: Renovate the first floor to improve line-of-sight vision for supervision of youth, reduce or eliminate kitchen break-ins, improve the safety and security of clients and staff, and improve client confidentiality.

## OUR VISION.

TO IMPROVE THE QUALITY OF  
LIFE IN OUR COMMUNITY  
FOR INDIVIDUALS AND FAMILIES.

## OUR MISSION.

UNITED WAY OF STORY COUNTY  
IS A STRATEGIC LEADER IN BUILDING  
COUNTYWIDE PARTNERSHIPS  
TO IDENTIFY NEEDS AND TO DEVELOP,  
SUPPORT AND EVALUATE EFFECTIVE  
HUMAN SERVICES, ESPECIALLY  
IN THE AREAS OF EDUCATION,  
INCOME AND HEALTH, FOR OUR  
DIVERSE COMMUNITY.

LIVE UNITED



United Way of Story County

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unitedway@uwstory.org  
[www.uwstory.org](http://www.uwstory.org)

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Memo to Mayor Haila and Ames City Council

All five agencies were invited to submit full proposals, which were received April 20 and reviewed at the May 3, 2018 Allocations Committee meeting. The United Way of Story County's board of directors approved the projects at the May 31, 2018 meeting. The spreadsheet of final grant awards is included as *Attachment C*. Agencies were notified of the outcome by email following the board meeting. Grant agreements along with 6-month evaluation report forms were mailed to all 5 agencies on May 31. Upon receipt of the grant agreement, payment will be issued. Copies of the signed grant agreements will be on file at United Way of Story County.

The process went well and members of the Allocations Committee agreed with the criteria the City Council included in the formal agreement (*Attachment A*), including the 50% cash match requirement. They were pleased to see applications from both smaller and larger agencies. There was one suggestion for the City Council to consider, if funding is available in the future; that is to establish a way for agencies to apply without matching funds in the case of an emergency situation or natural disaster.

The need for funding for capital improvements exists. This round of requests exceeded the available funds (\$250,000) by \$59,020.

United Way of Story County's board of directors would be open to entering into a new agreement if funding from the City of Ames was available.

# ATTACHMENT A

CONTRACT WITH UNITED WAY OF STORY COUNTY, INC.  
FOR ADMINISTRATION OF  
HUMAN SERVICES AGENCY CAPITAL FUNDING PROGRAM

**CONTRACT WITH UNITED WAY OF STORY COUNTY, INC.  
FOR ADMINISTRATION OF  
HUMAN SERVICES AGENCY CAPITAL FUNDING PROGRAM**

**THIS AGREEMENT**, made and entered into the 14 day of November, 2017, by and between the **CITY OF AMES, IOWA**, a municipal corporation organized and existing pursuant to the laws of the State of Iowa (hereinafter sometimes called "City" or "City of Ames") and **United Way of Story County, Inc.** (an entity organized and existing pursuant to the laws of the State of Iowa and hereinafter sometimes called "UWSC");

**WITNESSETH THAT:**

**WHEREAS**, the City of Ames has determined that capital funds should be distributed to human services agencies that participate in the Analysis of Social Services Evaluation Team (ASSET) process; and

**WHEREAS**, United Way of Story County, Inc. has an established process to solicit proposals and determine award amounts for worthy capital improvement projects undertaken by ASSET agencies;

**NOW, THEREFORE**, the parties hereto have agreed and do agree as follows:

**I  
SCOPE OF SERVICES**

- A. The City of Ames agrees to remit to UWSC the sum of \$250,000.
- B. UWSC agrees to distribute these funds to human services agencies through a capital improvement grant program in accordance with the following conditions:
  1. Funds may only be used for new construction or renovation work on primary or secondary buildings.
  2. Fund recipients must provide matching funds of at least 50% of the total project cost. Matching funds must be in cash; in-kind contributions will not be acceptable as a match.
  3. Grant awards will be a minimum of \$7,500 and a maximum of \$100,000 for each individual project.
  4. Only agencies that have been accepted into the ASSET funding process as of the time of the award will be eligible to receive funding.
  5. Requests will be prioritized on the basis of the current City of Ames ASSET priorities.

6. UWSC may determine the application process, required submittals, and grant agreements. UWSC shall make awards to agencies that it determines best meet the requirements of this program, using whatever process UWSC deems appropriate.

Notwithstanding the previous paragraph, UWSC shall ensure that grantees retain their ownership or rental of any properties improved through this program for a period of five years, or those grantees would be obligated to repay UWSC some or all of the grant funds. UWSC agrees that any funds repaid to UWSC shall be returned to the City of Ames. To effectuate this provision, UWSC agrees to incorporate the following statement into its grant agreement with fund recipients:

“The grant recipient shall occupy the premises improved with these funds for a period of at least five years from the date the improvements are completed. The recipient shall repay any grant funds received in the event of any of the following during that five-year period:

- a. Any portion of the improved property is sold, transferred, leased, or sub-leased to another party.
- b. Occupancy of the property by the grant recipient ceases for any reason, except for instances in which the property is destroyed or otherwise rendered uninhabitable due to fire, flood, wind, or other disaster.
- c. Any default under or breach of the promises, terms, and conditions stated in the program policies and procedures or this agreement.

Any grant funds required to be repaid under this paragraph shall be repaid in accordance with the following schedule:

100% shall be repaid during the 1<sup>st</sup> year after completion of the improvements  
80% shall be repaid during the 2<sup>nd</sup> year after completion of the improvements  
60% shall be repaid during the 3<sup>rd</sup> year after completion of the improvements  
40% shall be repaid during the 4<sup>th</sup> year after completion of the improvements  
20% shall be repaid during the 5<sup>th</sup> year after completion of the improvements.”

7. UWSC agrees to disburse funds to grant recipients no later than June 30, 2018. Any funds not disbursed after that date shall be returned to the City.

## II FINANCIAL ACCOUNTING AND ADMINISTRATION

A. All monies disbursed under this Agreement shall be accounted for by the accrual method of accounting.

B. UWSC shall submit to the City of Ames documentation evidencing in proper detail the disbursement of funds to recipient agencies. All checks or other accounting documents pertaining in whole or in part to this Agreement shall be clearly identified as such and readily accessible for examination and audit by the City or its authorized representative for a period of five years from the creation of such documents.

C. At such time and in such form as the City may require, there shall be furnished to the City such statements, records, reports, data, and information as the City may require with respect to the use made of monies disbursed hereunder. UWSC may dispose of such documents only after a period of five years from their creation.

**III  
DURATION**

This Agreement shall be in full force and effect from and after November 14, 2017, until June 30, 2018. Either Party may terminate this Agreement by giving written notice to the other Party at least sixty (60) days before the effective date of such termination. From and after the effective date of termination, no further disbursement of funds to recipient agencies shall be made by UWSC. Any money disbursed to UWSC and unencumbered or unspent as of the effective date of termination shall be repaid to the City.

**IV  
DISCRIMINATION PROHIBITED**

In accordance with Chapter 14 of the Municipal Code, no person shall, on the grounds of age, race, color, creed, religion, national origin, disability, sexual orientation, gender identity, or sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with funds made available under this Agreement.

**IN WITNESS WHEREOF** the parties hereto have, by their authorized representatives, set their hand and seal as of the date first above written.

**CITY OF AMES, IOWA**

BY *Ann A. Campbell*  
Authorized Representative

ATTEST:

*Diane R. Voss*  
Diane Voss, City Clerk

**UNITED WAY OF STORY COUNTY, INC.**

BY *Jean Kivisse*  
Authorized Representative



# ATTACHMENT B

## TIMELINE AND APPLICATION FORMS

# APPLICATION FOR CAPITAL IMPROVEMENT GRANT

**FULL PROPOSAL DUE APRIL 20, 2018**

United Way of Story County (UWSC) invites you to submit a full proposal requesting funds through the Capital Improvement Grant. The program/service outlined in this proposal must match the information submitted in the Letter of Intent Form. Capital Improvement Grants are meant to support projects in a bigger scale than the monthly grant application. The grant application is a competitive proposal and **only ASSET funded agencies are eligible to submit proposals**. Please submit this form and attachments electronically to [unitedway@uwstory.org](mailto:unitedway@uwstory.org).

The City of Ames has made \$250,000 available for these grants and eligible projects must address one or more of the City of Ames Priorities listed on page 4 of this Grant Form.

Project narratives should demonstrate how they impact the community and people served in the areas of Education, Income, and Health.

Capital Improvement Grants shall not fund purchase of land or building (real property).

## SECTION I – GENERAL INFORMATION

**Organization Name:** Click here to enter text.

**Date:** Click here to enter text.

**Submitted By:**

**Name:** Click here to enter text.

**Title:** Click here to enter text.

**Email Address:** Click here to enter text.

**Phone:** Click here to enter text.

**Mailing Address (Street, City, State, Zip):** Click here to enter text.

**Name of Program:** Click here to enter text.

**Total Cost of Proposed Project:** Click here to enter text.

**Amount Requested:** Click here to enter text.

**Amount of Match Secured:** (Must be at least 50% of the **total project amount**): Click here to enter text.

**Decision on Request Needed By:** Click here to enter text.

## SECTION II – PROGRAM INFORMATION

**Describe program, to be funded, including description and need being addressed (describe how the capital improvements will impact the program):** Click here to enter text.

**Will the capital improvements expand the size or scope of the program?** Click here to enter text.

**Will the program budget be impacted? If yes, what resources have been secured to cover ongoing operating expenses?** Click here to enter text.

State the goals and outcomes for the program that will benefit from the Capital Improvements:

- A. State the desired outcome(s): Click here to enter text.
- B. What tool(s) will be used to measure the outcome(s)? Click here to enter text.
- C. When will the outcome(s) be measured? Click here to enter text.

List any collaborating partners: Click here to enter text.

Please describe the need; and how the program addresses the need: Click here to enter text.

Check which UWSC grant category (ies) apply:

Education

Income

Health

Population to be served, include:

- A. Number of constitutes: Click here to enter text.
- B. Geographical location of constitutes: Click here to enter text.
- C. Ages of constituents: Click here to enter text.
- D. Income level of constituents: Click here to enter text.
- E. Do any constituents have disabilities? Click here to enter text.
- F. Other pertinent details regarding population to be served: Click here to enter text.

Eligibility requirements for participants in the program: Click here to enter text.

### SECTION III – CAPITAL IMPROVEMENT PROJECT

Project Timeline (please attach timeline): Click here to enter text.

- A. Is this a one- time or long-term capital project (phases)? Click here to enter text.
- B. If long-term, what is the plan to financially cover future capital phases? Click here to enter text.

Overall budget for program: Attach a detailed Capital Improvement budget that includes all revenue and expenses. *(If a budget is not attached it may disqualify your application.)*

What is the source of the match required for this project? (Include documentation to verify the match has been secured) Click here to enter text.

Specific use of UWSC grant funds: Click here to enter text.

What is the physical address of the project: [Click here to enter text.](#)

If the Capital Improvement Project benefits more than just Story County residents, please share plans to secure funding from sources outside of Story County. [Click here to enter text.](#)

How will you publicly acknowledge the UWSC grant throughout the program? [Click here to enter text.](#)

If not a United Way of Story County partner agency the following information must be attached:

- List of current Board of Directors (Attached)
- Brief Description of the Organization (Attached)
- Vision and Mission of the Organization (Attached)

## Timeline

Allocations Approves Timeline	December 7, 2017
Announcement of Capital Improvement Grant	December 8, 2017
Letter of Intent Due	February 19, 2018
Review Letters of Intent at Allocations Meeting	March 1, 2018
Send invitations to submit full proposals	March 2, 2018
<b>Full Proposals Due</b>	<b>April 20, 2018</b>
Review Full Proposals at Allocations Meeting	May 3, 2018
Present Recommendations to Executive Committee	May 24, 2018
Approve Final Proposals at Board Meeting	May 31, 2018
Agencies Notified	May 31, 2018
Agencies document 50% match	On or before June 15, 2018
Funds released	On or before June, 29, 2018

## City of Ames Priorities

Capital Improvement projects must fall within the City of Ames Priorities (in order as presented):

### **#1 Meet basic needs, with emphasis on low to moderate income:**

- Housing cost offset programs, including utility assistance
- Sheltering
- Quality childcare cost offset programs, including daycare and State of Iowa licensed in home facilities
- Food cost offset programs, to assist in providing nutritious perishables and staples
- Transportation cost offset programs for the elderly and families
- Legal assistance
- Disaster response
- Medical and dental services

### **#2 Meet mental health and chemical dependency needs**

- Provide outpatient emergency access to services
- Provide crisis intervention services
- Provide access to non-emergency services
- Ensure substance abuse prevention and treatment is available in the community

### **#3 Youth development services and activities**

- Provide services for social development

## Project Criteria/Guidelines

Please limit your application to no more than 10 written pages and two supporting attachments. Documents that are specifically requested do not count in the two attachments. Please submit this form **electronically** to [unitedway@uwstory.org](mailto:unitedway@uwstory.org).

*(Review the criteria/guidelines below.)*

1. Funds may only be used for new construction or renovation work on primary or secondary buildings.
2. Grant awards will be a minimum of \$7,500 and a maximum of \$100,000 for each individual project.
3. Support programs that support the mission of UWSC.
4. Support programs that fall within the City of Ames Priorities (in order as presented):
  - Meet basic needs, with emphasis on low to moderate income;
  - Meet mental health and chemical dependency needs;
  - Youth development services and activities.
5. Be able to demonstrate how long-term funding for the program (if appropriate) will be secured.
6. Demonstrate how the need has been identified. Quantify the need – give examples of how the program impacts the needs.
7. Provide **matching funds of at least 50%** of the total project cost. **Matching funds must be in cash;** in-kind contributions will not be acceptable as match.
8. The grant recipient shall occupy the premises improved with these funds for a period of at least five years from the date the improvements are completed. The recipient shall repay any grant funds received in the event of any of the following during that five-year period:
  - Any portion of the improved property is sold, transferred, leased, or sub-leased to another party.
  - Occupancy of the property by the grant recipient ceases for any reason, except for instances in which the property is destroyed or otherwise rendered uninhabitable due to fire, flood, wind, or other disaster.
  - Any default under or breach of the promises, terms, and conditions stated in the program policies and procedures of this agreement.
9. Program must have clear outcomes and benefits.
10. Projects must primarily serve residents of Story County. If the program serves residents outside of Story County other revenue sources must be identified to cover those related expenses.
11. United Way of Story County Board of Directors makes final decisions on all grants.
12. Partial funding may be awarded.
13. Publicity on major grants is required. Please acknowledge support from United Way of Story County whenever possible.

Projects other than capital improvement projects for new construction or renovation work on primary or secondary buildings will not be funded; including:

- Purchase of land or building (real property)
- No grants shall be made to programs that include inherently religious activities such as worship, prayer, proselytizing, or instruction. Those activities must be separated from the UWSC-funded program by time, location, or both.

### Overall Submission Process

Final requests for a Capital Improvement Grant must be **submitted electronically to the UWSC (unitedway@uwstory.org)** on the Capital Improvement Grants application form. Please **do not email** to the President and CEO. After reviewing the applications, the President and CEO shall present the applications to the Allocations Committee for review and funding recommendations. The Allocations Committee will make recommendations to the UWSC Board of Directors for final approval.

After final funding decisions have been made, UWSC shall notify agencies by email. Agencies approved for funding will receive written agreements to be signed and returned. After UWSC has received a signed written agreement from the agency, the full or partial grant payment will be sent to the agency, unless funding has been awarded on a reimbursement basis. Reports on the status of the program and use of UWSC funds shall be required of the agency six months after the initial grant dates or earlier if applicable – extensions will be given for projects that are longer in duration.

# ATTACHMENT C

## FINAL GRANT AWARDS



AGENCY	PROJECT	DESCRIPTION	TOTAL COST	MATCH SECURED	BALANCE PENDING	TOTAL REQUESTED	Recommended Amount
ACPC	HVAC Retrofit Project	Replacement of the system; increase comfort for children and staff; and reduce heating and cooling costs. They have secured \$200,000 match through savings and \$50,000 UWSC grant.	\$328,700	\$200,000	\$28,700	\$100,000	\$78,505
ChildServe	Playground Renovation Project	Completely refurbish the playground at its center in Ames. To meet the growing number of children being served and better accommodate those with special healthcare needs. Project components include site demolition, paving and sub-drainage, surfacing, new playground equipment, electrical, construction costs and project administration.	\$345,985	\$308,899	\$12,086	\$25,000	\$25,000
Emergency Residence Project	Cool Air	Purchase and install four central air condition units; one unit for back office.	\$24,600	\$12,300	\$0	\$12,300	\$12,300
Mainstream Living	Home and Community Based Services Accessibility and Expansion	Renovate two group homes in Ames. First home: expand from 3- to a 5-bedroom, kitchen remodel for accessibility and adding a kitchen to the basement. Second home: 4- to 5-bedroom, renovating existing bedrooms for accessibility, adding new ramp, expand walkways around the home, widening hallways, raising height of garage doors for larger accessible van. The fund approved would help complete one home.	\$241,665	\$141,665	\$0	\$100,000	\$84,195
YSS	Rosedale Emergency Youth Shelter Renovation	Renovate the first floor to improve line-of-sight vision for supervision of youth, reduce or eliminate kitchen break-ins, improve the safety and security of clients and staff, and improve client confidentiality.	\$143,440	\$71,720	\$0	\$71,720	\$50,000
			<b>\$1,084,390</b>	<b>\$734,584</b>	<b>\$40,786</b>	<b>\$309,020</b>	<b>\$250,000</b>

**LOCAL OPTION SALES TAX FUND SUMMARY**

	Council Approved COTA/ASSET/Outside		
	FY 18/19 Adopted	FY 18/19 Adjusted	FY 19/20 Estimated
<b>Revenues</b>			
Local Option Sales Tax	\$ 7,930,900	\$ 7,930,900	\$ 8,168,827
Transfer from Hotel/Motel	140,000	140,000	140,000
Grants	-	-	-
Other Revenue	-	-	-
<b>Total Revenues</b>	<u>8,070,900</u>	<u>8,070,900</u>	<u>8,308,827</u>
<b>Transfers</b>			
Ice Arena	20,000	20,000	20,000
Park Development	100,000	100,000	100,000
60% Property Tax Relief	4,758,540	4,758,540	4,901,296
<b>Total Transfers</b>	<u>4,878,540</u>	<u>4,878,540</u>	<u>5,021,296</u>
<b>Expenses</b>			
Human Service Agencies	1,423,497	1,498,752	1,466,202
Commission on the Arts	163,979	163,979	168,898
City Council Spec. Alloc.	191,070	198,637	200,474
Human Services Admin	21,227	23,191	24,032
Public Art	46,000	83,243	46,000
Municipal Band	27,949	29,404	30,140
	-	-	-
<b>Total Expenses</b>	<u>1,873,722</u>	<u>1,997,206</u>	<u>1,935,746</u>
<b>Net Increase/(Decrease)</b>	1,318,638	1,195,154	1,351,785
<b>Beginning Balance</b>	<u>2,255,925</u>	<u>6,499,404</u>	<u>2,296,915</u>
<b>Available for CIP</b>	3,574,563	7,694,558	3,648,700
<b>CIP Projects</b>	<u>1,566,000</u>	<u>5,397,643</u>	<u>2,147,500</u>
<b>Ending Balance</b>	2,008,563	2,296,915	1,501,200
<b>Minimum Fund Bal. Rsv.</b>	889,931	1,878,712	1,050,812
<b>Avail Un-Resv Fund Bal.</b>	<u>\$ 1,118,632</u>	<u>\$ 418,203</u>	<u>\$ 450,388</u>