

Information Only
PKts. 12-13-19

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: December 6, 2019

On July 2, 2019, United Way of Story County entered into the second formal agreement with the City of Ames, Iowa to accept \$250,000 to develop and implement a grant process to distribute funds to human service agencies for capital improvement needs. The agreement stated that United Way of Story County would distribute \$246,500 in funds to human service agencies through a capital improvement grant program and would retain \$3,500 to compensate for expenses and time in administering the program. Copy of the agreement is *Attachment A*.

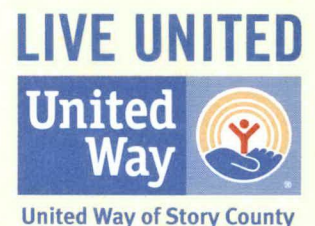
United Way of Story County determined the process to be used and the timeline. There was a 2-step process for interested ASSET funded agencies; (1) submission of a Letter of Intent and (2) submission of a full-proposal.

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

1. Friendship Arks, Inc: requested \$100,000 toward the construction of a 6th home on Dotson Drive. The agency provides Supported Community Living and other supports that allow individuals with intellectual and development disabilities to thrive. Up to five core members live in a home. Their waiting list is nearly 30 individuals. The total cost of the project is \$390,271 and they have secured \$200,000 from a private donor.
2. Mainstream Living: requested \$25,000 toward safety and accessibility construction at The Center Building. The Center hosts programming that focuses on skill development, physical and emotional health, socialization, advocacy, and choice. Due to the age of the facility, the south end has begun to slowly sink, resulting in cracked floors and drywall, create unsafe conditions for members. The total cost of the project is \$50,000 and they will secure the match through private donations.
3. Boys & Girls Clubs of Story County: requested \$100,000 toward bathroom safety renovations. The bathrooms currently consist of 6 bathroom units for boys and 6 bathroom units for girls. The project would replace one unit with five closet-style bathroom units, with floor to ceiling locking doors. The other existing unit would be removed and an office would be constructed.

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
HEALTH, EDUCATION, AND
FINANCIAL STABILITY, FOR
OUR DIVERSE COMMUNITY.



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Memo to Mayor Haila and Ames City Council

All three agencies were invited to submit full proposals, which were received September 20, 2019 and reviewed at the October 3, 2019 Allocations Committee meeting. Grant proposals from Friendship Ark and Mainstream Living were recommended for approval to the United Way of Story County's board of directors at the October 31, 2019 meeting.

Agencies were notified of the outcome by email following the board meeting. Grant agreements along with 6-month evaluation report forms were mailed to Friendship Ark and Mainstream Living on November 1. 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.

Jean Kresse met with Erika Peterson from the Boys & Girls Clubs of Story County to share the reasons the Allocations Committee did not recommend approval.

The total amount of awards made through the process was \$125,000, leaving a balance of \$121,500. The Allocations Committee agreed to issue a second Request for Proposals. The timeline for the 2020 grant process is included as *Attachment B*. United Way of Story County will submit a report at the conclusion of that grant cycle.

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

THIS AGREEMENT, made and entered into the **1st day of July, 2019**, 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; and

WHEREAS, United Way of Story County, Inc. and the City of Ames entered into a successful partnership in November 2017 to distribute City funds to human services agencies for capital improvements to their facilities;

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. Of this remittance, UWSC may retain an amount not to exceed \$3,500 to compensate for its expenses and time in administering this program.

B. UWSC agrees to distribute the remaining \$246,500 in 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 1st year after completion of the improvements
80% shall be repaid during the 2nd year after completion of the improvements
60% shall be repaid during the 3rd year after completion of the improvements
40% shall be repaid during the 4th year after completion of the improvements
20% shall be repaid during the 5th year after completion of the improvements.”

7. UWSC agrees to disburse funds to grant recipients no later than June 30, 2020. 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**

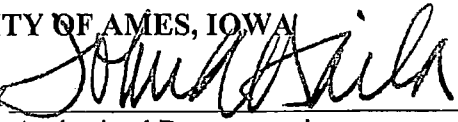
This Agreement shall be in full force and effect from and after July 1, 2019, until June 30, 2020. Either Party may terminate this Agreement by giving written notice to the other Party at least sixty (60) days before the effective date of such termination. From and after the effective date of termination, 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**

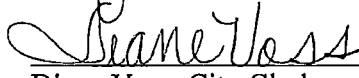
In accordance with Chapter 14 of the Municipal Code, no person shall, on the grounds of age, race, color, creed, religion, national origin, disability, sexual orientation, gender identity, or sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any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

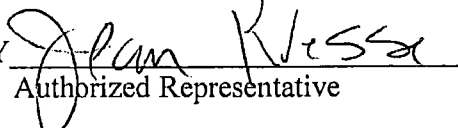
CITY OF AMES, IOWA

BY 
Authorized Representative

ATTEST:


Diane Voss, City Clerk

UNITED WAY OF STORY COUNTY, INC.

BY 
Authorized Representative

**United Way of Story County
Spring 2020
Major – City of Ames Grant Timeline**

Allocations Approves Timeline	November 7, 2019
Announcement of Capital Improvement Grant	November 8, 2019
Letter of Intent Due	January 10, 2020
Review Letters of Intent at Allocations Meeting	February 6, 2020
Send invitations to submit full proposals	February 7, 2020
Full Proposals Due	April 17, 2020
Review Full Proposals at Allocations Meeting	May 7, 2020
Present Recommendations to Executive Committee	May 21, 2020
Approve Final Proposals at Board Meeting	May 28, 2020
Agencies Notified	May 29, 2020
Agencies document 50% match	On or before June 12, 2020
Funds released	On or before June 26, 2020