

RFP RESPONSE FOR PLANNING CONSULTING SERVICES FOR THE IMPLEMENTATION OF THE HOUSING ACTION PLAN

Prepared for
Story County, Iowa

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Conceptual Plan



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Background

Des Moines Area Metropolitan Planning Organization (MPO), in cooperation with the Mid-Iowa Planning Alliance (MIPA), is honored to respond to the Request for Proposal for planning consulting services for implementation of the Story County Housing Action Plan. The MPO is prepared to move forward with the implementation starting November 1, 2022. Below is a brief background of the two organizations.

MPO

The Des Moines Area Metropolitan Planning Organization (MPO) is a Metropolitan Planning Organization, a federally mandated policy and planning organization. The Des Moines Area MPO's planning area includes 19 cities and four counties in the greater Des Moines metropolitan area. The governing board is the Policy Committee, which is made up of representatives from metro area governments, typically mayors and council members. The MPO was formed in 1983 and is organized as a separate legal entity pursuant to the provisions of Chapter 28E of the Iowa Code.

MIPA

The Mid-Iowa Planning Alliance is a federally designated Economic Development District. MIPA membership includes 7 counties and 56 cities in the central Iowa region. The aim of MIPA is to support economic development and to provide community assistance to members. MIPA is governed by a board consisting of a representative from each county and city. MIPA is housed within the MPO office to share resources and ensure coordination on regional initiatives. MIPA is a stronger organization with the support from the MPO.



Conceptual Plan

The MPO is a far-reaching organization that has a long history of plan creation and implementation. The MPO frequently convenes and facilitates groups and committees with the aim to develop a product with consensus. In recent history the MPO has prepared comprehensive plans, Hazard Mitigation Plans, Long-Range Transportation Plans, and more. Through our diverse network of community partners, MPO staff has holistically organized stakeholder committees that include government leaders and staff, community and business leaders, school districts, hospitals, public health staff, and of course, the general public for numerous efforts. The staff at the MPO takes pride in providing a professional product to our members.

The staff at the MPO has created and implemented significant, complex, and multijurisdictional programs and projects. Each of the following projects is a point of distinction for the organization. Most, if not all, would not exist if it were not for the expertise, persistence, and sheer determination of staff. Two of the examples stand out as significant regional efforts to add new services and resources in an area that was previously left behind. The other examples provide insight into the variety of efforts and projects that have been implemented by the MPO. More importantly, each subsequent example shows that the staff at the MPO and MIPA understand the demands of implementing the Story County Housing Action Plan.

The examples include:

- Mid-Iowa Planning Alliance for Community Development (MIPA)
- Central Iowa Housing Trust Fund (CIHTF)
- Story County Housing Trust (SCHI) – Administration
- Rain Campaign
- Greater Des Moines Water Trails and Greenways Plan
- Data Bike



Conceptual Plan

Mid-Iowa Planning Alliance for Community Development (MIPA)

Background

The creation of MIPA was born out of necessity and opportunity. The staff at the MPO identified the need for more community support in central Iowa. The 7 county MIPA region was the only area in Iowa without an Economic Development District (EDD). Across the state and country EDDs receive an annual allocation to use for local planning and economic development. Additionally, these districts can apply for grant funds from the Economic Development Administration and other funding organizations. It was proven that the 7-county central Iowa region had likely missed out on millions of dollars by not having an EDD.

The opportunity arose during the pandemic to form the EDD. MPO staff was able to communicate with every county and city in the 7-county central Iowa region to build consensus and buy-in. Convincing urban and rural communities that they could both benefit from an EDD was a task in and of itself. Ultimately, the MPO staff was successful in building and implementing the 7-county EDD and MIPA was formed.

MIPA has been one of the most significant regional accomplishments in decades that directly supports the communities of central Iowa. The MPO staff were the drivers in its creation and are now ensuring its success.

Relevance

For Story County the creation of MIPA will serve as an additional resource throughout the implementation of the Housing Action Plan. MIPA is a good representation of the efforts by MPO staff to grow the central Iowa region outside of the MPO boundaries. Throughout the implementation the Housing Action Plan, MIPA will be a cooperating and supporting as needed or when appropriate.



Conceptual Plan

Central Iowa Housing Trust Fund (CIHTF)

Background

The creation of the CIHTF in 2019 was a substantial leap in adding housing focused services and resources in central Iowa. Prior to its creation, Boone, Jasper, Marion, and Warren Counties were without a local housing trust fund. Local housing trust funds had been in existence in Iowa for more than 15 years before these counties were connected via Andrew Collings, MPO Principal Planner. Andrew identified a need and ultimately paved a path forward that would best serve the four counties.

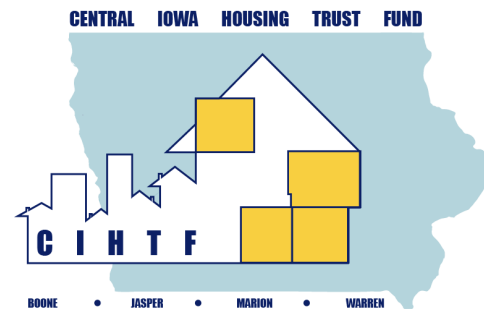
The creation of the CIHTF was not an over-night project. Andrew was an outsider to most communities and only had connections to a handful of folks who served on other regional boards. In essence, Andrew had to become a salesman for this new multi-county cooperative entity. Andrew spent time communicating, presenting, and ensuring stakeholders were all in agreement on the proposed organization.

Even more impressive was Andrew's efforts with the state. Program guidelines mandated regional based housing trust funds be part of a council of government and required the counties to be contiguous. Neither were present in central Iowa. Andrew made the pitch to state program managers that this area could be successfully served by a local housing trust fund and would not need to meet the council of government or contiguous county requirement.

Today, the CIHTF is successfully administered by Andrew and the MPO staff. The successes is evident with more than \$1.5 million in outside funds invested in the region over the last 4 years.

Relevance

This is a prime example of the emphasis the MPO has placed on housing in the central Iowa region. The inception, process formation, and implementation of the CIHTF helps address one of the most significant challenges of the region. Assisting communities with their housing needs is exactly what the Housing Action Plan aims to accomplish.



Conceptual Plan



Story County Housing Trust

Story County Housing Trust (SCHT) – Administration

Background

The Story County Housing Trust was formed about 6 years ago with the mission to address the housing needs of low-income persons in Story County. As an organization they have been very successful by investing more than \$630,000 in state and local dollars in affordable housing activities. For more than 2 years the MPO has served as the staff of the SCHT. After the creation of the CIHTF, it was a logical fit for the MPO to also serve as administrator of the Story County Housing Trust. Over the last two years, MPO staff has been able to develop strong relationships with local stakeholders and continue the mission of the SCHT.

The SCHT has also received ARPA funding from Story County to implement housing initiatives that further the mission of the organization. In particular, the Homes for Iowa project will help improve the supply of affordable housing in Story County. The aim of the project will be to build at least one house in the county outside of Ames every year.

Relevance

The knowledge gained from interactions with the Story County Housing Trust will be a huge asset during the implementation of the Housing Action Plan. The staff of the MPO has been able to glean significant local housing information. The synergies between the SCHT, the MPO, and the implementation of the Housing Action Plan are plentiful. The ability to have staff in the office that is implementing the action plan and assisting the SCHT board with day-to-day operations will help to ensure overlapping goals of the Housing Action Plan and the SCHT Board are compatible.

Conceptual Plan

Rain Campaign

Background

June 30, 2018, the Des Moines metro was inundated with intense rainfall, up to 10 inches in just a few hours. This epic event caused widespread urban flooding that pointed out some glaring stormwater management issues across the metro. Though cities had been pouring money into upgrading infrastructure, it was not enough to contain flows from intense rain events. It was time to engage property owners in stormwater management decisions and the Rain Campaign was set in motion.



The Des Moines Area MPO was a founding partner of a cooperative planning team developed to address the stormwater management problems. This planning team decided that instead of reinventing the wheel, the best route to high impact was highlighting the woefully underutilized local best management cost-share programs metro communities have already in place. In addition, the group chose to initially focus on promoting one practice in particular, soil quality restoration. This practice was chosen due to its cost-effectiveness, relatively low intensity, water storage capacity, and appeal to those who love the green American lawn.

The focus of the Rain Campaign is to ensure results. The planning team has focused on promoting best practices, compiling funding sources for homeowners to implement storm water management, and encouraging communities to continue funding solutions. The planning team found a unique approach via public art as a way to educate the general public and guarantee success.



Due to the campaign's success, Polk County and all metro watershed management authorities decided to make the program permanent, and the planning team hired a full time employee to continue their efforts.

Relevance

For Story County, the Rain Campaign is a great example of the MPO providing expertise and guidance in a non-traditional planning arena. The MPO staff has a wide range of expertise and knowledge to tackle complex issues with innovative solutions across the region.

Conceptual Plan

Greater Des Moines Water Trails and Greenways Plan

Background

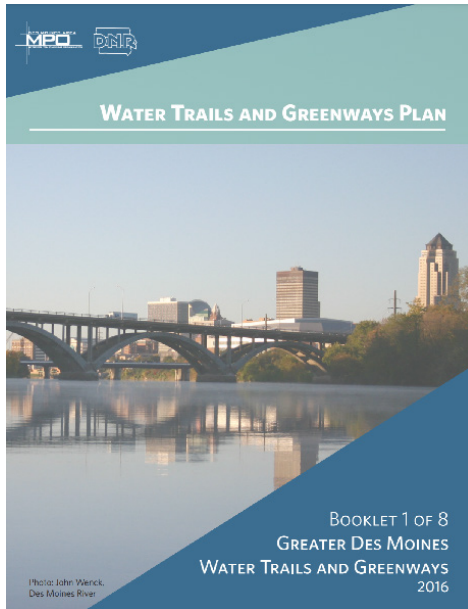
In cooperation with several community partners, the MPO completed the Greater Des Moines Water Trails and Greenways Plan which envisions an abundant network of water recreation for 150 miles of the region's creeks and rivers. This included places for tubing, birding, hiking, paddling, boating, and fishing with the establishment of area greenways, floodplain protection, and improved wildlife habitat. The plan covers the Des Moines, Raccoon, South Skunk, North and Middle rivers, as well as Beaver, Fourmile, Mud and Walnut creeks. When implemented, the recommendations outlined in the plan will bring about transformational change – reconnecting thousands of people with the rivers as a keystone natural resource.

We couldn't have imagined 20-30 years ago what long-term impact the paved trail system would have on our region. With 150 miles of streams, there are abundant places to offer tubing, fishing, paddling, respite, stone skipping and mucking around. The Greater Des Moines Water Trails and Greenways Plan, when implemented, will reimagine and reconnect us with our river roots.

Since adoption in November 2016, the MPO has been a partner working to effectively execute the vision along with the Greater Outdoors Foundation and the Iowa Confluence Water Trails (ICON). Of significance, the MPO secured a \$25 million BUILD Grant to use towards construction projects outlined in the plan. Today, the MPO staff is currently bidding water trails projects for future construction.

Relevance

For Story County this is an example of how the MPO and its staff prepared a significant regional plan and have since been the lead to ensure its implementation. The Greater Des Moines Water Trails and Greenways Plan brought together stakeholders across differing viewpoints to create a roadmap for the future of recreation in the region. Furthermore, the desire of staff to see the plan succeed is evident by the agency serving as the lead to ensure construction moves forward.



Conceptual Plan

Data Bike

Background

Central Iowa has over 600 miles of recreational trails connecting urban centers to rural and natural landscapes, providing recreational opportunities for thousands of residents and visitors every year. It was identified in 2018 that the trail network was starting to show its age and local governments were going to need to shift their priorities to focus on maintenance of existing trails. Unfortunately, unlike the roadway system for which there are special vehicles that can drive around and collect pavement condition data, trail data must be collected manually or is not collected at all.

The MPO staff was determined to find a way to collect the pavement condition data for analysis. The Data Bike was the culmination of researching methods, building a bike, and testing equipment. The Data Bike was the first of its kind and was developed by modifying technology originally designed to collect gravel road data. The bike serves as a vehicle to improve the efficiency of collecting pavement data on the extensive trail network. The Data Bike collects an inventory of pavement condition data for analysis.

By developing and implementing the Data Bike, the MPO has been able to provide the much-needed pavement condition data and analysis for the region. This information ensures decision makers have the data needed to inform a long-term maintenance strategy for the central Iowa trail network.

Relevance

For Story County, the Data Bike is a great example of how the MPO developed a new system to gather data to help make performance-based decisions. The Housing Action Plan will demand the development of new and unique programs to that are reflective of the needs in Story County.



Work Plan

Work Plan & Priority Setting Process

The implementation of the Story County Housing Action Plan is harmonious with the efforts of the MPO and MIPA. As the needs in the region have grown, the MPO along with its staffed entities have stepped up to fill the gaps left throughout central Iowa. Over the last half decade, the MPO has expanded beyond transportation to include housing, community assistance, planning and zoning, grant writing, and grant administration. The MPO with cooperation from MIPA, would like to continue the growth in the region and be a partner with Story County to implement the Housing Action Plan.

As previously described, the MPO and its staff are well versed in the creation and implementation of large projects. The staff can execute difficult and complex projects and programs within required timelines while attaining expected results. A successful history in community efforts and regional solutions is what has guided the MPO for decades. Additionally, the MPO can understand individual community needs and incorporate regional collaboration when possible

The Story County Housing Study sums it up best when it says, "Housing impacts the quality of life for residents in Story County, for people interested in moving to the area, and for businesses seeking to recruit (and retain) employees." Housing impacts all and it takes an effort by all to impact change on the system. No one policy change or program implementation will be the solution. No silver bullet exists in addressing housing needs. Issues outlined by the Story County Housing Study and the work list formulated in the subsequent Housing Action Plan are a great way to move the needle in a positive direction for Story County. The MPO would like to be your partner in this process.

The demand from Story County in this effort is significant. The Housing Action Plan will require many hours, especially in the first year. The first year will be important to lay the groundwork and to develop the tools labeled as 'evaluation' later in the work plan tables. The initial evaluation phase will pull together much of the needed information that exists for each community. The MPO is positioned to handle these demands.

The general day to day execution of the Housing Action Plan will take place from the MPO office. However, one-on-one meetings with local leaders and stakeholders may be required in person. As such, we request a dedicated meeting or office space in a central location such as the Story County Administration Building. The space does not need to be a permanent but rather a "go-to location" in Story County as situations require.

The tables on the next few pages list the tools from the Housing Action Plan and are organized and prioritized as a way to group together overlapping and similar activities. The tools are organized into three distinct groups: evaluation, policy creation, and program creation. Generally, the tools as part of the evaluation segment will need to happen before the policy or program creation segments can begin. The evaluation stage will allow for interaction at the local level and provide an opportunity to create a rapport with community stakeholders. Once the evaluation stage is complete the tasks outlined in the policy creation and program creation stages can commence.

Work Plan

Evaluation Steps: The following tools will generally provide a good inventory of the conditions in each community. Once identified the implementation of programs, processes, and policies can move forward. The inventory of property and policies will serve as the baseline for implementation of the other tools.

Tool	Comments/Process	Budget
Tool 1.a-h Upon identification of available sites, pre-purchase Homes for Iowa houses for placement on sites. Development of eligibility requirements for purchase of the properties as well as individual and community financial contributions must be determined as part of the overall process.	The Story County Housing Trust is actively working to complete this now. Our organization is overseeing this activity as part of our administration of the Story County Housing Trust.	N/A
Tool 1.a-f Land Assembly. Develop an inventory of Public-Owned Lands, identifying surplus, unused, or underused public lands or sites for reuse as housing.	Compile a community by community inventory of public land. Work with communities to find best uses going forward.	150 hours
Tool 1.a-i Land Assembly. Infill Opportunities, identifying vacant lots within communities, prepare a redevelopment plan for clustered sites to guide developers and builders.	Compile community specific inventories. Assemble and market appropriate sites. Work with land developers and other stakeholders to create a plan for development, as appropriate.	125 hours
Tool 3.b-a Evaluation of potential reuse space in downtown and commercial buildings and spaces (this includes the potential funding mechanisms available to jurisdictions to support such efforts.)	Discuss downtown development with community leaders. Share existing state sponsored funding opportunities. Utilize existing resources within MIPA to secure funding.	75 hours
Tool 3.e-a Identify strategically placed but underdeveloped properties and determine what barriers exist to developing desired housing types.	Once property inventories are complete, specific property barrier info can be compiled.	75 hours
Tool 4.a-a Identify and develop partnerships with organizations that provide or support low income, workforce, and senior housing as well as other populations with unique housing needs.	Gather and connect with Story County, regional, and statewide organizations. Utilize existing forums and connections to establish partnerships.	75 hours
Tool 6.a-a Develop database of existing ordinances from communities in Story County. Using these resources, cities should establish codes that are most appropriate for their community. Development of similar ordinances across the County can create an easier building environment for developers.	Gather documents and digitize as necessary. Suggest best practices and ensure development and growth compatibility. Consult with MIPA and other staff as needed for technical expertise.	125 hours

Work Plan

Creation of Policies: The following tools will require development based on the steps outlined during the evaluation stage. The policies will incorporate research, best practices, and what is best for Story County.

Tool	Comments/Process	Budget
Tool 3.a-a Create and act on new policies around incentives and financing mechanisms to target missing product types.	Need to identify current policies and how stakeholders can expand offerings. Work with MIPA to secure funding as needed.	100 hours
Tool 3.c-a Evaluation of zoning requirements and revisions necessary to support ADUs and provide pre-approved plan sets for ADUs. Contract with appropriate design professionals to create package plans.	Prepare model ordinance for ADUs. Package plans will need to be evaluated for effectiveness in adding additional housing units needed in Story County communities. Use existing resources like ISU College of Design for plan designs.	75 hours
Tool 4.d-a Develop a comprehensive funding strategy and guide identifying current resources available for affordable housing that addresses current and potential sources of funding and how the funds should be spent.	Use information gathered in the evaluation process to ensure completeness. MIPA will work to identify resources and secure them as needed.	75 hours
Tool 3.b-b Identify partnerships to develop a Resource Guide to assist communities in the potential opportunities and how to evaluate properties, including examples and case studies.	Especially in small towns, it is important to know who has the information. Getting that info in the correct hands will be imperative. Staff will prepare guides for communities and utilize MIPA to assist with implementation.	100 hours
Tool 6.b-a Development and establish jurisdiction-specific administrative site plan approval processes applicable when housing meets jurisdictional comprehensive plan goals and targeted housing needs.	Creating ways to make zoning processes smoother will help advance new development. Staff will work to incorporate language as appropriate to each community's regulations.	100 hours
Tool 6.c-a Reduce parking requirements and/or consider adoption of parking maximums for residential uses, including for multi-family developments.	Providing insight into the pitfalls of excess parking and parking lots will make this an easier sell. MPO staff has extensive knowledge in this and has pushed for these types of development changes for years.	25 hours

Work Plan

Creation of Programs: The following tools will require the development of systems and processes as well as relationships to execute the new initiative.

Tool	Comments/Process	Budget
Tool 5.b-b Continue to provide funding for rehab programs for owner-occupied structures and help market existing programs.	This is currently happening via the SCHAT and will continue.	N/A
Tool 1.a-g Develop Community Speculative Home Program for jurisdictions with shovel ready sites/infill sites (communities act as the applicant in partnership with developer/builder).	A list of potential sites will already be created. Connecting interested parties will help move the needle. SCHAT resources may be available.	75 hours
Tool 1.a-e Land assembly. Identify a “Demonstration Pilot Project”, working with development oriented local landowners to solidify a legacy project that serves as a demonstration and best practice model.	Finding a situation that can be duplicated among multiple communities will breed success. Much of what is done will be decided by how Tool 1.a-g is completed.	125 hours
Tool 1.a-d Infrastructure cost-sharing. Explore the creation of partnerships and programming that allow local jurisdictions as well as non-profits and other third parties to partner with developers/builders for the cost-share of infrastructure installation costs associated with affordable housing construction.	Making infrastructure affordable makes new development affordable. Make sure growth and development fits appropriately with existing and planned infrastructure. MIPA will assist as needed.	75 hours
Tool 5.b-f Establish a program to preserve and maintain healthy and viable manufactured home parks.	Work to find a local champion and have the groundwork in place, if and when, a park becomes available for sale. The SCHAT has expressed interest in moving this forward as well.	100 hours
Tool 5.b-e Review and establish a homebuyer assistance fund grant/forgivable loan program for entry-level homeownership opportunities, providing funding for down payment and closing cost assistance. Income eligibility would require households with incomes at or below 80% of the area median income, and would apply for first-time homeowners and/or those not owning a home within the last three years.	Some programs currently exist. It would be best to ensure lending institutions are making the programs available. The SCHAT has expressed interest in supporting this initiative.	50 hours
Tool 6.a-b Develop a plan for adapting vacant commercial space into housing.	This will likely require zoning ordinance changes and buy-in from property owners. MIPA will identify resources available.	75 hours
Tool 5.b c Market existing energy efficiency and emergency programs throughout Story County. Review ideas for expanding the program to include offering to first-time home buyers and the senior residents.	Work with contractors and providers to identify gaps. Work with stakeholders to find creative solutions.	100 hours
Tool 5.b-g Establish and actively promote home-buyer education and financial literacy programs.	There are many knowledgeable individuals on this topic in Story County. The MPO will partner with stakeholders to prepare and disseminate information and resources.	50 hours

Work Plan

The tools below are classified medium timeframe. The development of the tools will be likely as part of earlier efforts.

Tool	Comments/Process	Budget
Tool 1.a-j Establish a Lending Consortium, identifying the potential roles or established organizations, including, but not limited to, the Story County Housing Corporation and Able Up Iowa.	Such an effort will help to share the liability and reduce the risk. MIPA will assist in identifying startup funding opportunities.	100 hours
Tool 1.a-k Review benefits and processes for Story County Housing Trust to become a certified Community Housing Development Organization, and if proven a beneficial path to pursue, go forward to seek certification.	Serving as the staff for the SCHAT, we will help drive this discussion.	25 hours
Tool 2.a-a Create a special assessment guide/toolkit for communities and developers/builders.	Simplified and consistent information will enable duplication of development in different parts of the county. Staff will develop guides and toolkits as appropriate.	100 hours
Tool 2.b-a Review and consider a revolving infrastructure loan program to which communities may apply for funding to be used to front-end a portion of public improvements, repaid over a longer period through a second mortgage on the property or deferred payment until sale of the house when it becomes due.	Reducing risk to the developer is essential. Efforts will be focused on making the program equitable amongst all communities.	100 hours
Tool 3.a-b Evaluate the potential to provide funding for non-profit organizations to buy income-restricted units proposed to be converted to market rate housing.	Will need to identify the properties that have the best potential for change in the near future. Will work with local and regional organizations to find funding streams to ensure it works to benefit the residents.	100 hours
Tool 3.a-c Provide funding for special needs residents to purchase housing through nonprofit partnerships.	Engage care takers and marginalized populations to identify opportunities for unique programs and implementation.	75 hours
Tool 3.a-d Evaluate opportunities to create market rate and affordable senior housing investments and developments.	Identify opportunities by engaging sector specific organizations and staff. Work with industry leaders and MIPA staff to engage builders and other land developers.	100 hours
Tool 3.b-c Evaluation of zoning requirements and revisions necessary to support potential reuse and adaption of spaces.	Work with communities and MPO/MIPA staff to update development regulations to ensure efficient reuse/adaption of buildings.	75 hours
Tool 3.e-b Review the potential and consider establishing incentives for small-scale development.	Work with communities on localized incentives through existing programs and organizations.	75 hours

Work Plan

The tools below are also classified medium timeframe. The development of the tools will be likely as part of earlier efforts.

Tool	Comments/Process	Budget
Tool 3.e-c Explore the creation of Community-Specific Design Guidelines Manual to preserve existing neighborhood character. Through a Request for Information process, identify appropriate design professionals with the necessary skillsets to create manuals and identify potential costs.	Evaluate what communities characteristics are important and ensure historic neighborhoods in Story County are maintained. Leverage existing resources such as ISU College of Design.	100 hours
Tool 3.e-d Explore the creation of community-specific property acquisition and management policies for the public sector and private entities.	Create a common strategy throughout the county that ensures replicability of projects in different parts of the county.	50 hours
Tool 3.e-e Explore the creation of a package of example site plans and products that will get approved, removing a level of risk from the developer/builder. Through a Request for Information process, identify appropriate design professionals with the necessary skillsets to create manuals and identify potential costs.	Work with stakeholders to identify existing information. Leverage existing resources such as the ISU College of Design.	75 hours
Tool 4.b-a Pre-packaged site plans and RFPs. Show what will get approved and trigger interest by potential investors. Through a Request for Information process, identify appropriate design professionals with the necessary skillsets to create packages and plans and identify potential costs.	Secure existing resources from stakeholders and work with professionals to customize offerings to communities.	75 hours
Tool 6.d-b Evaluate lot size/setback reductions - Focus on design, not density. Communities should consider reducing minimum lot size requirement.	No one policy will work county-wide. Each community has developed differently over time and this will require a community by community approach. Leverage staff expertise to incorporate language as needed.	100 hours
Tool 6.d-c Determine what incentives are needed that maximize returns on investments.	Engage stakeholders and staff to identify needs to then customize incentives.	75 hours

Work Plan

The tools below are those in the long-term timeframe. The development of the tools will be successful once other phases of the plan are implemented.

Tool	Comments/Process	Budget
Tool 2.b-b Develop a Speculative Financing Revolving Loan Fund, providing funding to make partial construction loans to contractors for new speculative homes. Contractors or developers can receive a loan of up to a pre-defined amount towards constructions costs at a pre-established low interest rate.	Identify sources of funding. Determine if it should be a countywide effort or community based.	100 hours
Tool 3.e-f Encourage public/private partnerships for the purchase and/or acquisition of abandoned/ vacant properties for affordable housing, following procedures through established property acquisition and management policies.	Bring parties together and prove there can be a profit in every corner of county. Diversifying risk among multiple parties will improve chances for success.	100 hours
Tool 4.b-b Pre-packaged site plans and RFPs. Provide technical assistance and create a mentoring network for less experienced local investors or community members interested in community projects.	Mentorships with a mindset of "What's best for Story County?" will ensure investments will be community driven and profitable for everyone. Staff will engage existing networks to provide assistance.	75 hours

Project Team

Lucas Young Senior Planner

Lucas will serve as the day-to-day contact for the project. Lucas is well suited for this effort requiring skills in both housing and planning. Lucas carries a degree from Iowa State University in Community and Regional Planning. He has served as a planner in rural Iowa where he dealt with the ever-growing needs in small towns. While working in rural Iowa, Lucas administered CDBG housing rehabilitation programs where he inspected homes, prepared bid specifications, and worked with contractors to ensure completion. Lucas has also assisted with comprehensive plans, zoning ordinance amendments, and grant applications. Lucas has also worked in the private sector. His most recent role in the private sector was business and sales manager for a modular and manufactured home retailer. There he worked with customers, home manufacturing companies, and subcontractors. In his role he also served as draftsman, assisted in speculative construction projects, and served as project manager for special projects. Lucas has a great blend of knowledge to move the implantation of the Housing Action Plan forward.



HANDS ON EXPERIENCE & NOTABLE PROJECTS

- Comprehensive plan development
- CDBG grant administration
- Grant writing
- Routine customer and contractor interaction
- Construction project management
- Site plan review
- Bid document creation
- Marion County Zoning Ordinance Update

Project Team



Andrew Collings, AICP
Principal Planner

Andrew will provide an advisory role through the length of the project and will assist as needed on larger projects. Andrew has over ten years of experience as a planner in Iowa, including over eight in the Des Moines Metropolitan Area. Andrew has created a strong relationship between several groups, government entities, and individuals in central Iowa. While serving the MPO, he has grown the role of the MPO and now MIPA through his efforts. Andrew single handedly created the Central Iowa Housing Trust Fund, forming the organization to include the only remaining counties without a local housing trust fund. Since the creation of the Central Iowa Housing Trust, the state has increased the funding, in part, because the entire state is now covered by HTFs. Andrew has also worked to assist Story County with the administration of the Story County Housing Trust. Andrew has played a large role in the creation MIPA. MIPA provides services and assistance to a region once left to fend for itself. His expertise will be invaluable and cannot be duplicated by any other individual in the region.

HANDS ON EXPERIENCE & NOTABLE PROJECTS

- Grant writing
- Data analytics and research
- Administer over \$800,000 in yearly housing funds for low to moderate households for the Story County Housing Trust and Central Iowa Housing Trust Fund.
- Created the CIHTF
- Identified the need to create MIPA and worked with MPO staff to bring it to fruition.
- Developed six comprehensive plans for communities in Iowa.
- Worked with three southern Iowa communities to develop local airport zoning ordinances designed to prevent area hazards from impacting airport operations.
- Melcher-Dallas Zoning Ordinance
- Federal Grant Administration

Project Team

Caleb Knutson Senior Planner

Caleb is the staff planner for MIPA. Caleb has a diverse background in economic development and community engagement. Notably, Caleb served as zoning administrator and planner for Marshalltown, a community of more than 25,000 residents. As city planner he successfully led the effort to rewrite the community's archaic and ineffective zoning ordinance. Caleb is active in several statewide initiatives focused on rural issues and ensuring every resident has an unencumbered path to success. As a former city planner, he will be invaluable with the development of new code language and efforts outlined in the Housing Action Plan.



HANDS ON EXPERIENCE & NOTABLE PROJECTS

- Had routine interactions with resident, developer, relator, and business owner zoning inquiries.
- Site plan review
- Build permit review
- Zoning Reviews for Residential & Commercial Projects
- Staff advisor for both Board of Adjustment & Plan Zoning Commission
- Writing of Marshalltown's Zoning Code
- Project Manager for the City of Marshalltown's Development Review Group
- Assisted with developing Empower Rural Iowa's Leadership Exchange & Bootcamp curriculum

Other Staff

The MPO and MIPA retain a professional staff with decades of experience and expertise in a variety of areas. Because of the collaborative environment of our organization, there will be others involved in with the implementation of the Housing Action Plan as needed and as skills align. In all, the MPO staff will be great support for all the nuances needed for implementation of the Housing Action Plan.

Budget

Budget

With the current scope of work, no subcontractors are planned to be used. The MPO proposes a rate of \$70/hour plus incidentals. This hourly rate accounts for all potential project and administrative support staff costs. Incidentals include, but are not limited to, mileage, meals, and copies. See the breakdown below of estimated hours by year. The total estimated contract for the 3 year Housing Action Plan will be \$237,500.

	Estimated Hours		Estimated Incidentals	Year Totals
Year 1	1,500 hrs x \$70 = \$105,000		\$5,500	\$110,500
Year 2	1,000 hrs x \$70 = \$70,000		\$3,000	\$73,000
Year 3	750 hrs x \$70 = \$52,500		\$1,500	\$54,000
Totals	3,250 hrs x \$70 = \$227,500		\$10,000	\$237,500

Please note the aim was to budget for the whole project and not by individual task. The budgeted hours per task are an estimated reference point and will likely fluctuate based on individual project demands.

References



References

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