



MID-IOWA

**MIPA**

PLANNING ALLIANCE  
FOR COMMUNITY DEVELOPMENT

# EXECUTIVE COMMITTEE MEETING

September 29, 2023

# September 19, 2023 AGENDA



1. Call to Order
2. VOTE: Approval of Agenda
3. VOTE: Approval of Meeting Minutes
4. REPORT and VOTE: Des Moines Area MPO Invoice to MIPA for the 4th Quarter of Fiscal Year 2024
5. REPORT and VOTE: CDBG Administration Contract
6. PRESENTATION: US EPA Climate Pollution Reduction Grant Program Presentation
7. REPORT: MIPA Bylaws
8. REPORT: MIPA Request for Information Response
9. REPORT: Central Iowa Regional Transportation Planning Alliance Administration
10. Other Non-Action Items of Interest to the Committee
11. Next Meeting Date – 10:00 a.m., Friday, October 27, 2023, hybrid meeting
12. Adjournment

# MPO 4<sup>th</sup> Quarter Invoice to MIPA



- The MPO bills CIRTPA for work conducted on CIRTPA's behalf on a quarterly basis
- The 4th quarter invoice is available in the agenda packet

# MPO 4<sup>th</sup> Quarter Invoice to MIPA

Des Moines Area MPO INVOICE TO MIPA 4th QUARTER FY 2023

From:4/1/2023 To: 6/30/2023

## WORK ACTIVITIES

Description	Hours	Average Hourly Rate	Total
FY 2023 4th Quarter - Contractural work total	198.25	\$67.90	\$13,460.81
MPO Staff	104.25	\$67.90	\$7,078.38
MIPA Staff	94.00	\$67.90	\$6,382.43
FY 2023 4th Quarter - MIPA Staff Non-Personnel Costs			\$5,572.25
FY 2023 4th Quarter - MPO 5% Administration Fee			\$1,052.11
STAFF HOURS/DIRECT COST SUBTOTAL			<u>\$20,085.17</u>
INVOICE AMOUNT			\$20,085.17

# CDBG Administration Contract



- The City of Indianola intends to apply for CDBG funding to improve the facades of the downtown square
- As part of this process, IEDA requires certified administrators for the project to ensure compliance with CDBG federal regulations
- The City of Indianola wishes to hire MIPA to fill this role as all staff are CDBG certified
- The contract is for **\$30,000** to be paid for out of the CDBG grant from IEDA
- The contract would only become fully executed if the project is awarded CDBG funding

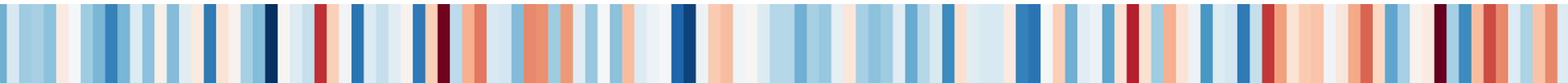
# US EPA Climate Pollution Reduction Grant Program



- Allison van Pelt, Sustainability Planner with Polk County is here to discuss the EPA Climate Pollution Reduction Grants (CPRG) program
- The work being completed through this grant will allow participating communities access to future grant dollars for the implementation phase of the discretionary grant program

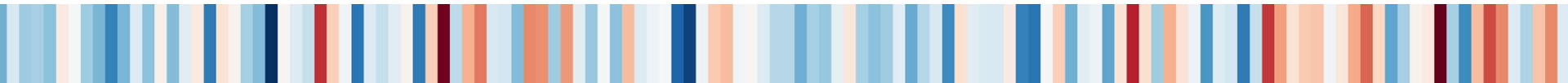
# Climate Pollution Reduction Grant

Allison van Pelt  
Sustainability Planner  
Polk County Public Works



# Who am I?

- Native Iowan
  - DMACC & 2x Iowa State Grad
- Former DMAMPO Senior Planner
- New position at Polk County to carry out regional grant
- Modeled after Watershed Coordinator position





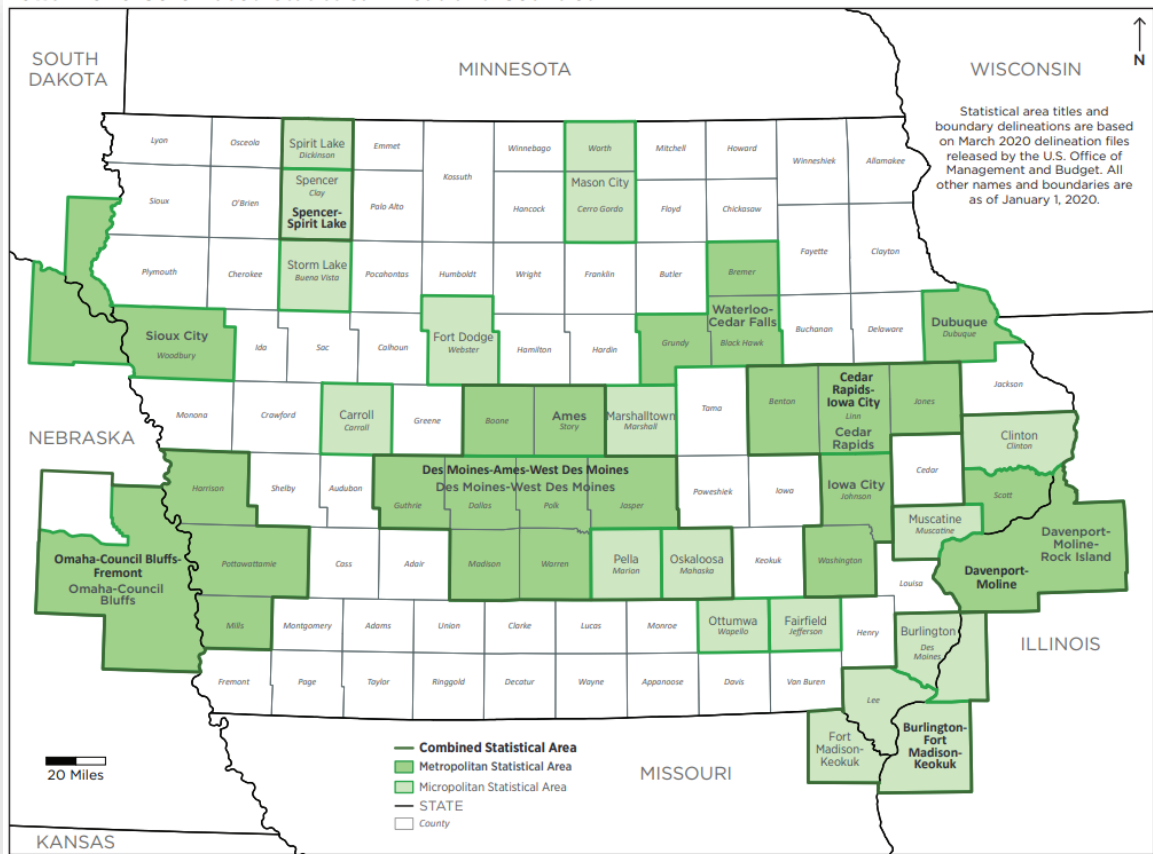
# What is CPRG?

- Non-competitive, dual-phased program
  - Phase I: Planning Grant
    - States: \$3 million each; MSAs: \$1 million each
  - Phase 2: Implementation Grants
- To support state and regional development of climate action plans
  - Improve understanding of current and future GHG emissions so that state and local governments can prioritize actions
  - Adopt and implement ambitious policies and programs to reduce GHG emissions and accelerate decarbonization across multiple important sectors
  - Collaborate closely with other entities in their state, region, municipality, and/or air district to develop coordinated plans based on best practices
  - Explore opportunities to leverage sources of funding and financing
  - Stimulate innovative technologies and practices to reduce GHG emissions
  - Prioritize actions and policies that will be durable, replicable, and provide certainty in pollution reductions
  - Reduce climate pollution while building the clean energy economy in a way that benefits all Americans, provides new workforce training opportunities, and effectively addresses environmental injustices in disadvantaged communities
  - Adopt robust metrics and reporting programs to track emission reductions and important benefits



## MSAs Defined

### Iowa: 2020 Core Based Statistical Areas and Counties



U.S. Census Bureau, Population Division

## Proposed Planning Area

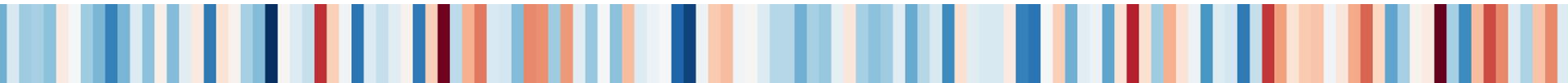
# Products and Timeline

- CPRG award received August 2023
- PCAP due March 2024
  - High-level
    - Jurisdiction-level focused
    - Green Iowa – September 2023
  - CPRG implementation grants
    - September 2023 – NOFO
    - “open to entities that receive planning grant... collaborating partners in regionally based plans would be eligible”
    - “funding for measures identified in plan”
- CCAP due August 2025
  - Comprehensive
    - Broadens scope to *whole* region
    - More in-depth analysis
- Status Reports through August 2027

Plan Element	Priority Climate Action Plan	Comprehensive Climate Action Plan	Status Report
GHG Inventory	Required	Required	Update Encouraged
GHG Emissions Projections	Not Required	Required	Update Encouraged
GHG Reduction Targets	Not Required	Required	Not Required
Quantified GHG Reduction Measures	Required (priority measures only)	Required (comprehensive)	Status and Updates Required
Benefits Analysis	Encouraged	Required	Required
Low Income/ Disadvantaged Communities Benefits Analysis	Required	Required	Required
Review of Authority to Implement	Required	Required	Update Required
Intersection with Other Funding Availability	Encouraged	Required	Required
Workforce Planning Analysis	Encouraged	Required	Required
Next Steps/Future Budget and Staffing Needs	Not Required	Not Required	Required

# CPRG Phase II: Implementation Grants

- NOFO released September 20<sup>th</sup>
- \$4.3 Billion in funding available
  - Min. award - \$2 Million
  - Max. award - \$500 Million
    - EPA estimates 30-115 projects awarded
  - LOIP (optional) – Feb. 1, 2024
  - Full Application – April 1, 2024
- Qualified entities limited to 2 apps
  - 1 - individual project
  - 1 - coalition project as “lead applicant”
    - Can be on multiple coalition applications not as lead
- “funding for measures identified in priority climate action plan (PCAP)”



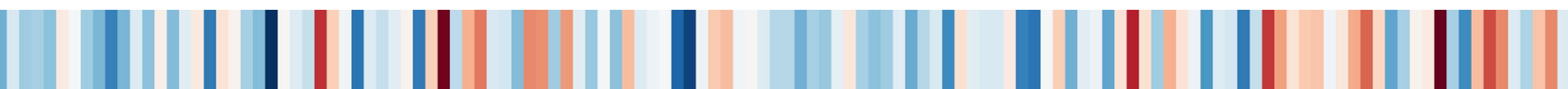
# My Role & Responsibilities

## **I will...**

- Convene, connect, inform, advise, promote, support, facilitate, write, etc.
- Data analytics
  - Conduct county-level GHGIs (PCAP)
    - Community-level TBD with capacity (CCAP)
  - LIDAC, Workforce, CBA, etc.
- Ensure federal requirements are met
- Lead professional development of GIA members & other staff as allowed
- Be realistic & motivated

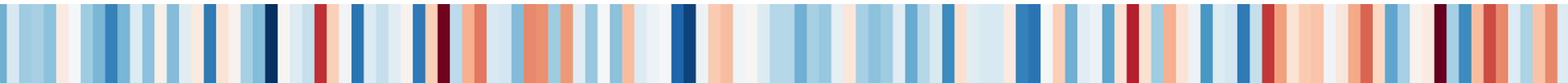
## **I will not...**

- Change what I cannot
- Set rules, regulations, or actions
  - I have no power to do so
- “work just for Polk County”
- Have all the answers



# Your Roles & Responsibilities, if you so choose

- Short-term:
  - Review of CIP & shovel-ready projects of impact \*
  - Aid in GHGI data collection, as needed
  - Attend convenings & discussions
    - Allow staff to attend sector-specific discussions & workshops
      - This fall/winter: Legal Authority
  - Promote outreach & engagement
    - Help identify & connect with local partners
  - Internally & externally contemplate jurisdiction & organization's goals and capacities
- Long-term:
  - Internally & externally determine jurisdiction & organization's goals and capacities
  - Participation in multi-jurisdictional discussions
  - Continued support of data & outreach

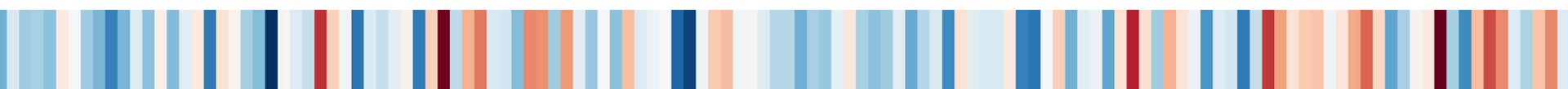


# Questions?

Contact Information:

Allison van Pelt

[allison.vanpelt@polkcountyiowa.gov](mailto:allison.vanpelt@polkcountyiowa.gov)





# MIPA Bylaws



- MIPA's bylaws were initially created with the understanding that they might need to be amended once the organization was established and operational
- An initial round of changes were approved at the June Board of Directors meeting
- At that meeting, several Board Members volunteered to serve on the Bylaws Committee to review the entire set of Bylaws for potential changes. Those serving on the committee are:
  - Len Murray;
  - Linda Murken; and
  - Gerald Buydos
- The Bylaws Committee has met twice to review and update MIPA's Bylaws. Proposed changes have been submitted to legal for review. Once comments have been received, the Committee will meet to make a form recommendation to the Executive Committee

# MIPA Request for Information Response



- Staff developed a Request for Information (RFI) that was distributed to all member communities and other regional partners such as DMACC, Grand View, and ISU.
- The RFI was sent out in early June with responses due by July 7.
- Two responses were received:
  - Wade Wagoner – Supplemental staffing support
  - Story County – Office space, general payroll and benefits administration, and access to printing and software services
- For cost comparison purposes, staff will identify other resources and present additional information at the October Executive Committee meeting

# CIRTPA Administration



- At the May CIRTPA meeting, staff presented updates on CIRTPA activities and recent events for the MPO. During discussion, several questions were asked regarding current CIRTPA administration and potential options for the organization.
- Staff met with the DOT and collected additional administration information:
  - CIRTPA and the MPO are separate 28E organizations
  - The MPO provides administration services for CIRTPA via a contract that is renewed annually
  - CIRTPA is free to contract with an organization with the technical expertise and staff capacity necessary to complete CIRTPA's workplan
  - CIRTPA has set up a committee to review the current and potential administration options, including asking MIPA to provide administration. The first meeting is scheduled for October 4

# CIRTPA Administration



- CIRTPA is the designated Regional Planning Affiliation (RPA) by the Iowa Department of Transportation (DOT) for the 8 County Area of Central Iowa. It covers all areas of Boone, Story, Dallas, Polk, Jasper, Marion, Warren, and Madison Counties that are not within the Planning Areas (PA) of the Des Moines Area MPO or the Ames Area MPO.
- CIRTPA has 11 member cities and 8 member counties. CIRTPA receives around \$7 million annually of federal transportation funds, the second most among of funding received in the State of Iowa of any MPO or RPA and only trails the Des Moines Area MPO. CIRTPA has a FY 2024 budget of \$153,523, of which \$134,523 is for staffing and administrative costs. CIRTPA last updated its bylaws in 2015 to allow HIRTA as a voting member of the organization by request of the Iowa DOT.



## Des Moines Area Metropolitan Planning Organization

Chair: Bob Andeweg, Urbandale Mayor

### Activities

Facilitate federal transportation funding; multimodal transportation planning

### Organizational Structure

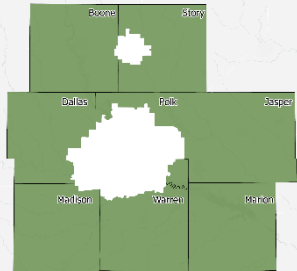
28E organization  
Policy Committee, Executive Committee, & Technical Committee

### Budget Revenue Sources

US Department of Transportation  
(~\$1.2 million in FY 23)  
MPO Member Dues  
(\$1/capita, ~\$575,000 in FY 23)  
Contracts with partner organizations  
(TBD annually, ~\$300,000 in FY 23)

### Regional Investment

\$305 million in STBG/TAP since 1995



## Central Iowa Regional Transportation Alliance (CIRTPA)

Chair: Anthony Brown, Adel City Administrator

### Activities

Facilitate federal transportation funding; multimodal transportation planning

### Organizational Structure

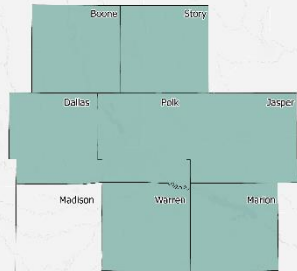
28E organization  
Policy Committee & Tech. Committee

### Budget Revenue Sources

IA Department of Transportation  
(~\$82,000 in FY 23)  
Member Dues  
(\$0.13/capita, ~\$28,000 in FY 23)

### Regional Investment

\$79 million in STBG/TAP since 2010



## Mid Iowa Planning Alliance for Community Development (MIPA)

Chair: Brenda Dryer, Ames Chamber of Commerce

### Activities

Grant writing and administration; general planning assistance; infrastructure planning for economic development

### Organizational Structure

501c4 non-profit  
Board of Directors & Exec Committee

### Budget Revenue Sources

US Economic Development Admin.  
(\$70,000)  
Member Dues  
(\$0.15/capita, \$70,000)  
Contracts with members  
(TBD annually, ~\$35,000 in FY 23)

### Regional Investment

\$5 million in grant awards since 2019

*\*Note – some funds received for MIPA communities prior to MIPA's official formation in 2022*



## Story County Housing Trust Fund

Chair: Amber Corrieri, Ames City Council

### Activities

Funds programs that support and advance affordable housing

### Organizational Structure

501c3 non-profit  
Board of Directors

### Budget Revenue Sources

IA Finance Authority  
(10% of housing program dollars provided to the area by formula, ~\$30,900 in FY 23)

### Regional Investment

\$1.2 million in housing assistance since 2018

*\*Note – organization formed in 2018*



## Central IA Housing Trust Fund

Chair: Deven Markley, Carlisle City Administrator

### Activities

Funds programs that support and advance affordable housing

### Organizational Structure

501c3 non-profit  
Board of Directors

### Budget Revenue Sources

IA Finance Authority  
(10% of housing program dollars provided to the area by formula, ~\$46,000 in FY 23)

### Regional Investment

\$1.5 million in housing assistance since 2020

*\*Note – organization formed in 2020*

# Potential Budget Impact – MIPA Budget Only



## Cost Breakdown - FY 2024 (Draft)

( a ) Salaries and Wages	<u>\$108,495</u>
( a1 ) Salaries (minus paid leave)	\$98,895
( a2 ) Wages	\$9,600
( b ) Fringe Benefits	<u>\$77,418</u>
( b1 ) Paid Leave	\$16,409
( b2 ) Other	\$61,009
( c ) Salaries and Wages + Fringe Benefits	<u>\$185,912</u>
( d ) Non-Personnel Costs	<u>\$64,324</u>
Facilities	\$20,724
Insurance (office)	\$3,278
Professional Services (Legal & Audit)	\$8,964
Computers & Software	\$7,872
Telecommunications	\$5,832
Printing & Postage	\$1,639
Travel & Training	\$5,000
Mileage	\$1,500
Dues & Memberships	\$5,000
Equipment & Supplies	\$3,213
Publications & Subscriptions	\$803
Food & Beverage	\$500
( e ) Contract Costs	<u>\$88,258</u>
MPO Staff Support	\$83,598
Admin fee to MPO	
(5% of personnel costs, where allowed)	\$4,660
( f ) Total Costs	<u>\$338,494</u>

## MIPA Budget Summary - FY 2024 (Draft)

<b>REVENUES</b>	
Membership Dues	<u>\$84,466</u>
EDD PP Match	\$70,000
Overage beyond match (for reserves)	\$14,466
 US Economic Development Administration Partnership Program (EDD PP)	
	<u>\$70,000</u>
 Contracts/Grants	
Central Iowa Housing Trust Fund	\$51,300
Story Co. Housing Trust	\$34,800
Story Co. Housing Trust - ARPA	\$20,000
Story Co. Housing Plan Implementation	\$73,000
Marion Co. Subdivision Regulations	\$20,000
Norwalk Housing Assistance	\$9,500
TBD Contracts	\$0
<b>TOTAL REVENUES</b>	<u><b>\$363,066</b></u>
 <b>COSTS</b>	
 Salaries, Wages, Benefits, and Indirect Costs	
Salaries (minus PTO)	\$98,895
Benefits	\$77,418
Wages	\$9,600
Non-Personnel	\$64,324
 Contract Costs	
	<u>\$88,258</u>
<b>TOTAL COSTS</b>	<u><b>\$338,494</b></u>
 <b>BALANCE</b>	
Assessment overage beyond EDA PP match requirements (for reserves)	<u>\$24,572</u>
Other	\$14,466
	\$10,106

# Potential Budget Impact – MIPA Budget With CIRTPA



## Cost Breakdown - FY 2024 (Draft)

( a ) Salaries and Wages	<u>\$207,330</u>
( a1 ) Salaries (minus paid leave)	\$197,730
( a2 ) Wages	\$9,600
( b ) Fringe Benefits	<u>\$135,070</u>
( b1 ) Paid Leave	\$34,789
( b2 ) Other	\$100,281
( c ) Salaries and Wages + Fringe Benefits	<u>\$342,400</u>
( d ) Non-Personnel Costs	<u>\$352,797</u>
Facilities	\$26,329
Insurance (office)	\$5,149
Professional Services (Legal & Audit)	\$14,225
Computers & Software	\$10,001
Telecommunications	\$7,409
Printing & Postage	\$2,082
Travel & Training	\$7,500
Mileage	\$2,500
Dues & Memberships	\$7,500
Equipment & Supplies	\$4,082
Publications & Subscriptions	\$1,020
CIRTPA SS4A	\$250,000
CIRTPA dTIMS	\$14,000
Food & Beverage	\$1,000
( e ) Contract Costs	<u>\$40,000</u>
Accounting/Back End Support	\$40,000
Admin fee to MPO	
(5% of personnel costs, where allowed)	\$0
( f ) Total Costs	<u>\$735,197</u>

## MIPA Budget Summary - FY 2024 (Draft)

<b>REVENUES</b>	
<b>Membership Dues</b>	<u>\$84,466</u>
EDD PP Match	\$70,000
Overage beyond match (for reserves)	\$14,466
<b>US Economic Development Administration Partnership Program (EDD PP)</b>	<u>\$70,000</u>
<b>Contracts/Grants</b>	<u>\$612,437</u>
Central Iowa Housing Trust Fund	\$51,300
Story Co. Housing Trust	\$34,800
Story Co. Housing Trust - ARPA	\$20,000
Story Co. Housing Plan Implementation	\$73,000
Marion Co. Subdivision Regulations	\$20,000
Norwalk Housing Assistance	\$9,500
CIRTPA	\$403,837
TBD Contracts	\$0
<b>TOTAL REVENUES</b>	<u>\$766,903</u>
<b>COSTS</b>	
<b>Salaries, Wages, Benefits, and Indirect Costs</b>	<u>\$695,197</u>
Salaries (minus PTO)	\$197,730
Benefits	\$135,070
Wages	\$9,600
Non-Personnel	\$352,797
<b>Contract Costs</b>	<u>\$40,000</u>
<b>TOTAL COSTS</b>	<u>\$735,197</u>
<b>BALANCE</b>	<u>\$31,707</u>
Assessment overage beyond EDA PP match requirements (for reserves)	\$14,466
Other	\$17,241

# September 19, 2023 AGENDA



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