



Mid-Iowa Planning Alliance for  
Community Development  
939 Office Park Road · Suite 306  
West Des Moines, IA 50265 · 515-304-3524  
midiowaplanningalliance.com

## Mid-Iowa Planning Alliance for Community Development Executive Committee

2 p.m., Monday, August 19, 2024  
420 Watson Powell Jr. Way, Suite 200  
Des Moines, IA 50309

Online Meeting Link Option : Go To Meeting

[Click here to join the meeting](#)

Meeting ID: 760-911-109

### Tentative Agenda

1. Call to Order
2. VOTE: Approval of Agenda
3. VOTE: Approval of Meeting Minutes..... Page 2
  - Consider approval of the May 31<sup>st</sup>, 2024, meeting minutes.
4. REPORT and VOTE: Invoices and Contracts ..... Page 3
  - Report on invoices and contracts for MIPA; consider approval.
5. REPORT and OPTIONAL VOTE: Polk County CDBG Consolidated Plan..... Page 4
  - Report on the proposed writing support for Polk County's CDBG Consolidated Plan; consider approval.
6. REPORT and OPTIONAL VOTE: Dallas County Local Housing Trust Fund and Metro Home Improvement Program ..... Page 6
  - Report on the proposed administration of the DCLHTF and Metro Home Improvement Program; consider approval.
7. REPORT and OPTIONAL VOTE: Central Iowa Local Workforce Development Board..... Page 8
  - Report on the potential administration of the Central Iowa Local Workforce Development Board; consider approval.
8. REPORT and OPTIONAL VOTE: EV Infrastructure Funding Grant and Digital Equity Broadband Grant..... Page 10
  - Report on supporting the EV Infrastructure Grant and approving MIPA's potential Digital Equity Broadband Grant application; consider approval.
9. Other Non-Action Items of Interest to the Committee
10. Next Meeting Date
  - Monday, September 16<sup>th</sup> at 2 PM
11. Adjournment



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**August 2024  
Item No. 3**

**ISSUE: Meeting Minutes**

VOTE: Consider approval of the May 31<sup>st</sup>, 2024, MIPA Executive Committee meeting minutes.

**BACKGROUND:**

[Click here for a copy of the May 31<sup>st</sup>, 2024, MIPA Executive Committee meeting minutes.](#)

**RECOMMENDATION:**

Approve the minutes of the May 31<sup>st</sup>, 2024, MIPA Executive Committee meeting.

**STAFF CONTACT:**

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**August 2024**  
**Item No. 4**

**ISSUE: Invoices and Contracts**

REPORT and VOTE: Report on invoices and contracts; consider approval.

**BACKGROUND:**

**Contract: City of Knoxville CDBG Façade Administration - \$30,000**

MIPA has been selected to provide CDBG administration services for the City of Knoxville's Downtown Façade rehabilitation program. If approved, the contract will be sent to the City for Council for approval.

[Click here for a copy of the Knoxville CDBG Administration Contract.](#)

**Contract: City of Indianola CDBG Façade Administration - \$30,000**

MIPA has been selected to provide CDBG administration services for the City of Indianola's Downtown Façade rehabilitation program. If approved, the contract will be sent to the City for Council for approval.

[Click here for a copy of the Indianola CDBG Administration Contract.](#)

**Contract: City of Sully Comprehensive Plan - \$23,500**

The City of Sully approached MIPA staff in early Summer about the possibility of completing a Comprehensive Plan for the community. Staff spoke with the City Council and submitted a proposal for services. The proposal was approved by the City Council on August 12.

[Click here for a copy of the Sully Comprehensive Plan Contract.](#)

**RECOMMENDATION:**

Approve the proposed contracts.

**STAFF CONTACT:**

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**August 2024**  
**Item No. 5**

**ISSUE: Polk County CDBG Consolidated Plan**

REPORT and OPTIONAL VOTE: Report on the proposed writing support for Polk County's CDBG Consolidated Plan; consider approval.

**BACKGROUND:**

Last year, Polk County applied to the Department of Housing and Urban Development (HUD) to become an Entitlement County. This would allow Polk County to receive annual Community Development Block Grant (CDBG) funding. As part of this process, many metro communities were included in the County's application and will be eligible to receive funding. They include:

- Altoona
- Bondurant (*MIPA member*)
- Clive (*MIPA member*)
- Grimes (*MIPA member*)
- Johnston (*MIPA member*)
- Pleasant Hill (*MIPA member*)
- Polk City (*MIPA member*)
- Urbandale (*MIPA member*)
- Windsor Heights (*MIPA member*)

Polk County was approved to receive an annual CDBG allocation starting October 1, 2024. The FFY 2025 allocation is upwards of \$800,000. For Polk County to receive the funds, a Consolidated Plan and Annual Action Plan must be submitted to HUD. Unfortunately, HUD notified Polk County in July 2024 that the planning documents must be submitted in August 2024.

The required documents typically take a year to complete, but Polk County only had 4 weeks to prepare and submit to HUD. In July, Polk County staff reached out to MIPA for guidance and assistance as the funding significantly impacted MIPA member communities. Since that time, MIPA has provided plan development assistance and a 1<sup>st</sup> draft of required documentation was submitted to HUD on August 9<sup>th</sup>.

Due to the limited timeline a contract could not be brought forward, but Polk County has indicated a contract with MIPA is forthcoming. Discussions regarding the amount have been for \$8,000.

Additionally, once the Consolidated Plan are approved by HUD, Polk County will likely procure a consultant to work with communities to provide administrative services of CDBG funds. This would be similar to the services that MIPA provides for member communities that receive funding from the State of Iowa CDBG program. MIPA staff believes that this would be a good way to assist our member communities and continue to provide a benefit to them.



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**RECOMMENDATION:**

Support MIPA's involvement in the plan development process and future CDBG administration.

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**August 2024**  
**Item No. 6**

**ISSUE: Dallas County Local Housing Trust Fund and Metro Home Improvement Program**

REPORT and OPTIONAL VOTE: Report on the proposed administration of the DCLHTF and Metro Home Improvement Program; consider approval.

**BACKGROUND:**

The City of West Des Moines currently provides administration services for both the Dallas County Local Housing Trust Fund (DCLHTF) and the Metro Home Improvement Program and has done so since the inception of both programs.

The DCLHTF was founded over 15 years ago and is the IFA Certified Housing Trust fund for Dallas County. It operates similarly to the Story County Housing Trust that MIPA currently administers.

The Metro Home Improvement Program was initially a City of West Des Moines only owner-occupied home repair program that gained in popularity and now encompasses most of the suburbs of Des Moines in Polk County. It is not a formal organization, however participating communities sign a 28E agreement for services. This program is similar in nature to the City of Norwalk's program that MIPA currently administers.

Staff at the City of West Des Moines reached out to MIPA staff in early Summer regarding the possibility of MIPA taking over the administration of these two programs. Due to a staff retirement, the City was looking to adjust roles and refocus on City specific needs and issues.

Both programs are regional in nature, involve many MIPA member communities, and overlap with existing MIPA programming.

MIPA staff attended the most recent board meetings for the DCLHTF and Metro Home Improvement Program to discuss the potential transition of administration. Both boards had no issues with the move and supported the transition.

The combined annual funding to provide services is approximately \$100,000. To start, MIPA would not need to hire additional staff, rather existing staff would reallocate time and one part-time employee would become full-time.

The potential timeline for MIPA to begin administrative services is October 1. Contracts will be brought forward to the MIPA Executive Committee at the September meeting. It is anticipated that these contracts will be similar to the existing administration contracts that MIPA already has in place for similar programming.

[Click here for a link to the proposed MHIP 28E agreement](#)



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**RECOMMENDATION:**

Support MIPA's involvement in the administration of these programs.

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**August 2024  
Item No. 7**

**ISSUE: Central Iowa Local Workforce Development Board**

REPORT and OPTIONAL VOTE: Report on the potential administration of the Central Iowa Local Workforce Development Board (CILWDB); consider approval.

**BACKGROUND:**

Several weeks ago, MIPA staff had a meeting with CILWDB staff, Story County, and the Ames Regional Economic Alliance regarding MIPA potentially bringing the CILWDB under the auspices of MIPA.

In Iowa, there are currently six different Local Workforce Development Boards who are a starting point for making policy decision about which workforce programs and resources should be priorities in each area. The local areas work with the State Workforce Development Board to make certain that each region has the resources necessary to support employment programs across the state. They also receive Title 1 funding as a sub-recipient from Iowa's State Workforce Development Board. In central Iowa, that is about \$2 Million a year.

The CILWDB is currently made up of eight counties in central Iowa. They are:

- Boone
- Dallas
- Jasper
- Madison
- Marion
- Polk
- Story
- Warren

The CILWDB currently has two boards. There is the Chief Elected Official Board which has a County Supervisor representative from each county. This board is financially responsible for the performance of the grant, oversees the grant administration, appoints local grant recipients, and appoints the Central Iowa Workforce Development Board which is the second board of record.

The Workforce Development Board is made up of regional stakeholders that certifies the Iowa WORKS Center, provides program oversight for the Workforce System, and provides program oversight for the Title 1 services.

Currently, the CILWDB is not an incorporated organization. Rather, the Chief Elected Official Board designates a Chief Elected Official who serves as the CEO. This role is currently filled by Polk County Supervisor Van Oort, however this position will change with Supervisor Van Oort not currently on the ballot this fall. Supervisor Heddens from Story County may fill this position next.



There are several different entities serving different roles as required by the Workforce Grant that the CILWDB receives. Polk County is the grant recipient who then in turn contracts with Iowa Juvenile Detention Center for business support, including being the employer of record for Eric Kress who is the singular staff person that supports the entire CILWDB operation. The Fiscal Agent position is currently contracted with a CPA to provide those services.

MIPA has been contacted and identified as a potential partner to serve as the grant recipient and employer of record due to the significant overlap of area and MIPA member communities, the similar work that MIPA already undertakes through existing programming, and the ability to combine resources for both the CILWDB and MIPA to sustainably expand and improve the work that each entity does. MIPA has expertise in administering Federal and State funding, which is desired by the CILWDB.

Should discussions move forward, MIPA Staff anticipates that support would be provided in much the same way that services are provided for CIRTPA, but with the additional benefit of existing staff providing support for programming.

The CILWDB has had periodic issues with vendors who implement Title 1 programming and spending in the past. Most notable was the Central Iowa Employment and Training Consortium (CIETC). More information can be found [HERE](#).

MIPA staff believes that the CILWDB, particularly current staff, has worked to mitigate previous issues. Moving forward there is a need for sound administrative knowledge and oversight implementation, services that MIPA can provide.

#### **RECOMMENDATION:**

Approve continuing conversations with the Central Iowa Local Workforce Development Board.

#### **STAFF CONTACT:**

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**August 2024  
Item No. 8**

**ISSUE: EV Infrastructure Funding Grant and Digital Equity Broadband Grant**

REPORT and OPTIONAL VOTE: Report on supporting the EV Infrastructure Grant and approving MIPA's potential Digital Equity Broadband Grant application; consider approval.

**BACKGROUND:**

The following are summaries of the EV Infrastructure Funding Grant and Digital Equity Broadband Grant.

**EV Infrastructure Funding Grant**

Last year, the Des Moines Area MPO submitted an EV Infrastructure Funding grant application to install Level 2 and Level 3 EV Infrastructure throughout Central Iowa. That application was not successful, however the MPO is submitting a revamped application with additional partners throughout the MIPA region such as the City of Ames and the City of Perry, who submitted their own application last round.

While MIPA is not leading the application, through CIRTPA it is providing staffing support such as grant review and grant writing. The application is due August 30.

**Digital Equity Broadband Grant**

The Digital Equity Competitive Grant Program from the National Telecommunications and Information Administration aims to bridge the digital divide and ensure equitable access to high-speed internet and digital literacy resources. The NOFO invites a diverse range of entities to apply for funding to address the digital equity challenges faced by underserved communities. Specifically, the program supports various activities, including affordability initiatives, digital literacy training, technology purchases, and digital equity planning. Workforce development and equipping individuals with the necessary digital skills for employment and economic advancement is also a key focus. *The demographics of the MIPA region align closely with the target populations of this grant, households with income of not more than 150% of the poverty level, including considerations of race, age, educational level, rural residency, and veteran status.*

MIPA is considering a regional application whereby MIPA would be the lead applicant. There has been considerable interest and support from and in Story County and MIPA staff is continuing to identify support in other parts of the region, most notably from local governments and school districts.

Some discussion is taking place of a statewide application, however staff does not recommend MIPA being the lead applicant for that initiative. Rather, if it makes sense for



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another entity to apply statewide and MIPA would support the application in the same way staff is supporting the EV Infrastructure Funding Grant.

**RECOMMENDATION:**

Approve supporting the EV Infrastructure Grant and approve MIPA being the lead applicant for the regional Digital Equity Broadband Grant.

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