



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

Mid-Iowa Planning Alliance for Community Development

Executive Committee Meeting 2 p.m., Wednesday, February 25, 2026

In person:

939 Office Park Road, Suite 306
West Des Moines, IA 50265

Virtual: Teams

[Join the meeting now](#)
Meeting ID: 284 258 898 572 9
Passcode: KQ2w2qK6

Tentative Agenda

1. Call to Order
2. VOTE: Approval of Agenda
3. VOTE: Approval of Meeting Minutes.....Page 2
 - Consider approval of the January 22nd, 2026 meeting minutes.
4. PRESENTATION and VOTE: MIPA FY 2025 Audit.....Page 3
 - Presentation and report on MIPA's FY 2025 Audit; consider acceptance.
5. REPORT and VOTE: Financial Statements.....Page 4
 - Report on the financial statements; consider approval.
6. REPORT and VOTE: Invoices and Contracts.....Page 5
 - Report on invoices and contracts for MIPA; consider approval.
7. REPORT and VOTE: FY 2026 Budget Amendment #2.....Page 7
 - Report on the proposed budget amendment for FY 2026; consider approval.
8. REPORT and VOTE: MIPA Organizational Chart.....Page 8
 - Report on the updated MIPA Organizational Chart; consider approval.
9. REPORT and VOTE: Current WIOA Title I Youth and Young Adult Contract and FY 2027 RFP ..Page 9
 - Report on the status of the current WIOA Title I Young and Young Adult contract and proposed FY 2027 RFP; consider approval.
10. REPORT and VOTE: Lobbyist DesignationPage 10
 - Report on proposal to designate staff as a lobbyist; consider approval.
11. REPORT: MIPA COG DesignationPage 11
 - Report on the initiative to designate MIPA a COG.
12. REPORT: MIPA 501(c)3 DesignationPage 12
 - Report on the designation of MIPA as a 501(c)3.
13. REPORT: FY 2026 Audit RFPPage 13
 - Report on the potential FY 2026 RFP.
14. Other Non-Action Items of Interest to the Committee
15. Next Meeting Date
 - Thursday March 12th at 2 PM
16. Adjournment



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**February 2026
Item No. 3**

ISSUE: Meeting Minutes

VOTE: Consider approval of the January 22nd, 2026, MIPA Executive Committee meeting minutes.

BACKGROUND:

[Click here for a copy of the January 22nd, 2026 MIPA Executive Committee meeting minutes.](#)

RECOMMENDATION:

Approve the minutes of January 22nd, 2026 MIPA Executive Committee meeting.

STAFF CONTACT:

Andrew Collings
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February 2026
Item No. 4

ISSUE: MIPA FY 2025 Audit

PRESENTATION and VOTE: Presentation and report on MIPA's FY 2025 Audit; consider acceptance.

BACKGROUND:

Denman will provide an overview of MIPA's FY 2025 Audit. There were no instances of non-compliance found.

[Click here for a copy of MIPA's FY 2025 Audit](#)

RECOMMENDATION:

Accept the MIPA FY 2025 Audit.

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February 2026
Item No. 5

ISSUE: Financial Statements

REPORT and VOTE: Report on the Financial Statements; consider approval.

BACKGROUND:

MIPA staff continuously monitors the organization’s finances and prepares monthly statements summarizing its financial status.

Copies of the January 2026 Financial Statements and Transactional Detail will be provided prior to the meeting

RECOMMENDATION:

Approve the Financial Statements.

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February 2026
Item No. 6

ISSUE: Invoices and Contracts

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

BACKGROUND:

Contract: IEDA Clean Cities Grant Award - \$142,624.20 *Revenue

The Iowa Clean Cities Coalition (ICCC), under the Mid-Iowa Planning Alliance, will lead a 16-month initiative to accelerate clean transportation in Iowa. The project focuses on coalition growth, market intelligence, workforce training, and public engagement to reduce emissions and modernize fleets.

[Click here for a copy of the proposed Contract with IEDA](#)

Contract: DOE Clean Cities Grant Award- \$215,000 *Revenue

Clean Cities and Communities (CC&C) coalitions work cooperatively with the U.S. Department of Energy's (DOE) Transportation Technologies Office (TTO) to enhance the nation's energy security, support economic prosperity, and improve air quality by fostering locally driven transportation energy choices that leverage domestic energy resources and innovative mobility technologies through collaborative partnerships with public and private stakeholders.

[Click here for a copy of the proposed Contract with DOE](#)

Contract: Owner-Occupied Repair City of Slater - \$9,000 *Revenue

MIPA will implement an owner-occupied repair program to address the needs of low- and moderate-income residents in Slater.

[Click here for a copy of the City of Slater OOR Contract](#)

Contract: LMI Survey City of Slater - \$200 *Revenue

MIPA will conduct an IEDA compliant LMI Survey for the City of Slater.

[Click here for a copy of the City of Slater LMI Survey Contract](#)



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RECOMMENDATION:

Approve the proposed invoices and contracts.

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February 2026
Item No. 7

ISSUE: FY 2026 Budget Amendment #2

REPORT and VOTE: Report on the proposed budget amendment for FY 2026; consider approval.

BACKGROUND:

With the additional contracts that have been signed by MIPA and the need to hire an additional staff person, a budget amendment is needed to update the expected costs and revenues for FY 2026. The following are proposed changes to the budget:

- Salaries and wages - \$8,583
- Non-Personnel Costs - \$20,000
- Revenues - \$87,492
- Balance - \$58,909

[Click here for a copy of the proposed FY 2026 Budget Amendment #2](#)

RECOMMENDATION:

Approve the FY 2026 Budget Amendment #2.

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**February 2026
Item No. 8**

ISSUE: MIPA Organizational Chart

REPORT and VOTE: Report on the updated MIPA Organizational Chart; consider approval.

BACKGROUND:

To hire additional staff, the MIPA Organizational Chart must be updated to accommodate the new staff position.

[Click here for a copy of the proposed MIPA Organizational Chart](#)

RECOMMENDATION:

Approve the updated MIPA Organizational Chart.

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February 2026
Item No. 9

ISSUE: Current WIOA Title I Youth and Young Adult Contract and FY 2027 RFP

REPORT and VOTE: Report on the status of the current WIOA Title I Young and Young Adult contract and proposed FY 2027 RFP; consider approval

BACKGROUND:

Currently, YSS provides Title I Youth and Young Adult services for the Central Iowa Workforce Development Board. It is the desire of the Chief Lead Elected Official Heddens, the County Board, and the CILWDB to issue an RFP for Title 1 services for FY 2027. As the designated grant recipient, MIPA is responsible for contracting with service providers to deliver Title 1 services and therefore is responsible for issuing RFP for services.

[Click here for a copy of the proposed WIOA Title I FY 2027 RFP](#)

RECOMMENDATION:

Approve the proposed WIOA Title I FY 2027 RFP.

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Item No. 10

ISSUE: Lobbyist Designation

REPORT and VOTE: Report on proposal to designate staff as a lobbyist; consider approval.

BACKGROUND:

State of Iowa requires individuals who will be lobbying directly to State Representatives and Senators to register as a lobbyist. Due to the initiative to designate MIPA as a COG, MIPA's Executive Director will be engaging directly with the Legislature to change State Code. Therefore, MIPA should designate the Executive Director as its Lobbyist to ensure compliance with State Code.

Additionally, staff is only looking for the authority to lobby on the COG designation topic while also maintaining compliance with State Code.

RECOMMENDATION:

Approve of designating the Executive Director as a lobbyist in the State of Iowa for the purposes related to COG designation only.

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Item No. 11

ISSUE: MIPA COG Designation

REPORT: Report on the initiative to designate MIPA a COG.

BACKGROUND:

At the December 2025 MIPA Board Meeting, the Board voted to move forward with seeking COG designation by the State Legislature. The Board also requested a legal opinion to answer questions that were presented at the meeting. An initial legal opinion was provided that answered most of the questions that were asked. However, it did not address the major question of whether the proposed initiative would be consistent with MIPA's Bylaws. Staff is continuing to work with Denton Davis Brown to get the updated legal opinion to the MIPA Board.

A copy of the initial legal opinion will be provided prior to the meeting.

RECOMMENDATION:

None. Report and discussion only.

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February 2026
Item No. 12

ISSUE: MIPA 501(c)3 Designation

REPORT: Report on the designation of MIPA as a 501(c)3.

BACKGROUND:

At the June 2025 MIPA Board Meeting, the Board voted to move forward with changing MIPA’s IRS designation from a 501(c)4 to a 501(c)3. Staff submitted the application in the Summer and received a response last week asking for additional information. The only potential voting item requested by the IRS would be to amend the Articles of Incorporation to add the following as an amendment:

Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of Section 501 (c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose.

For reference, the following is what is currently listed in Article X – Dissolution:

Upon the dissolution of the Corporation, the Board of Directors shall, after paying or making provision for the payment of all the liabilities of the Corporation, dispose of all of the assets of the Corporation exclusively for the purposes of the Corporation as the Board of Directors shall determine. Any of such assets not so disposed of shall be disposed of by the District Court of the County in which the principal office of the Corporation is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

RECOMMENDATION:

None. Report and discussion only.

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February 2026
Item No. 13

ISSUE: FY 2026 Audit RFP

REPORT: Report on the potential FY 2026 RFP.

BACKGROUND:

Denman currently provides auditing and 990 services for:

- MIPA
- CIRTPA
- CIHTF
- DCLHTF

Staff has been notified that costs will be increasing for FY 2026. Not including the increase in MIPA's audit to a Single Audit, costs will be increasing from \$24,400 to \$43,000. To ensure competitiveness of pricing for auditing services, staff proposes to initiate an RFP for FY 2026 auditing services. A draft RFP will be brought back to the Executive Committee for review.

A copy of the proposed fee structure from Denman will be provided prior to the meeting.

RECOMMENDATION:

None. Report and discussion only.

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