

**RESOLUTION NO. 017 (2023/2024)**

**A RESOLUTION AWARDDING SERVICES FOR APPLICATION AND ADMINISTRATION OF A CDBG DOWNTOWN REVITALIZATION GRANT**

WHEREAS, the City of Nevada, Iowa, desires to submit a Grant Application to the Iowa Economic Development Authority (IEDA) for the Community Development Block Grant (CDBG) Downtown Revitalization (DTR) program; and

WHEREAS, the City of Nevada, Iowa, wishes to enlist the services of Mid-Iowa Planning Alliance (MIPA) to perform all work and services required for the grant application process and possible administration if awarded, per Attachment B; and

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Nevada, Iowa, approves Mid-Iowa Planning Alliance (MIPA), per Attachment B, to provide grant writing and administration services for \$30,000, for the application to the Iowa Economic Development Authority for a CDBG Grant. The City Administrator is authorized to execute the agreement on behalf of the City.

Passed this 25<sup>th</sup> day of September, 2023.

\_\_\_\_\_  
Brett Barker, Mayor

Attest:

\_\_\_\_\_  
Kerin Wright, City Clerk



Mid-Iowa Planning Alliance for Community Development  
420 Watson Powell Jr. Way · Suite 200  
Des Moines, IA 50309 · 515-334-0075  
midiowaplanningalliance.com

September 8<sup>th</sup>, 2023

City of Nevada  
1209 6<sup>th</sup> St,  
Nevada, IA, 50201

Dear Kerin Wright,

We have reviewed the City of Nevada Request For Proposal for the completion of the Community Development Block Grant (CDBG) Downtown Revitalization (DTR) program through the Iowa Economic Development Authority (IEDA). MIPA is happy to respond and requests that the City consider our organization in the selection of a contractor for the administration of CDBG grant funding for this project. MIPA is very familiar with the City and its operation. MIPA enjoys working with the City and would like to continue that relationship by helping with this great opportunity to positively impact the downtown with façade upgrades to key commercial buildings.

As will be discussed in the following document, MIPA has the experience, technical capability, and staff capacity to both apply for and administer CDBG funding for the City of Nevada's Downtown Facade DTR project. Relevant project staff has a combined 19 years of regional planning experience in serving its member governments in all forms of community development (e.g. housing, transportation, economic development, etc.). Most of those years were spent applying for and administering CDBG funding and over 12 of those years is experience right here in central Iowa, specifically within MIPA's 7 county region.

The following is our response to your RFP. Should you have any questions, please feel free to reach out at [cknutson@midiowaplanning.org](mailto:cknutson@midiowaplanning.org).

Thank you for your time and consideration.

Caleb Knutson

Senior Planner



Supporting Community and Economic  
Development in Boone, Dallas, Jasper,  
Marion, Polk, Story, and Warren Counties.



## MIPA’s Response to the City of Nevada’s CDBG RFP

### Statement of Qualifications:

#### Overview of Overall Experience

The Mid-Iowa Planning Alliance is a community membership organization that assists member communities with community development projects and is the federally designated Economic Development District (EDD) for central Iowa. MIPA’s office is located in Des Moines Iowa, within the office of the Des Moines Area MPO. MIPA has been operating for almost two years, but staff has 19 years of regional planning experience. MIPA has two staff people but has contracted with the Des Moines Area MPO for additional staffing support on projects as needed. Therefore, MIPA is able to access the MPO’s experienced staff on a variety of topics and projects.

#### Relevant Work Experiences

Staff has completed applications and/or administered seven projects that received CDBG Water & Sewer funding and were successfully closed out by IEDA. These projects have been in the communities of Creston (two projects), Osceola (two projects), Winterset, Patterson, and Melcher-Dallas. These projects were successfully managed, followed all federal program rules and regulations, and received IEDA approved closeout. Additionally, staff has been directly involved with the application, administration, and technical services for more than six CDBG Housing projects across southern Iowa.

Staff is also nearing the completion of administering CDBG projects in Melcher-Dallas, Carlisle, and Knoxville. Melcher-Dallas is a sewer project, Carlisle is a COVID grant for hiring employees, and Knoxville is a COVID grant but for downtown façade improvements. Contact information for communities listed as references are included at the end of this document.

Staff is intimately familiar with IEDA and CDBG program requirements that has been gained while applying for and administering CDBG projects. Staff has attended many IEDA sponsored application and administration workshops since staff began working with the CDBG program in 2011. MIPA’s staff all meet the requirements of IEDA and have been designated by IEDA as CDBG Certified Grant Administrators.

The Knoxville Façade Improvements project, utilizing the same façade funding as the proposed project, was assisted by MIPA staff from project development to its current status as awaiting project closeout pending approval by IEDA. This included the project’s application, completion by staff of the NEPA process and section 106 approval, support and compliance for the construction



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procurement process, and continued monitoring for Davis-Bacon and other CDBG requirements.

Administrative services were provided by staff for the above referenced CDBG projects that encompassed all the required documentation, procedures, guidelines, and completion of work items by IEDA. Staff has prepared Environmental Review Records and obtained NEPA clearances as required by law and IEDA, prepared and submitted drawdowns/reimbursement requests, assisted communities with complying with land acquisition regulations, and handled all contract and contractor paperwork and monitoring. Staff has provided all of the above, and more, for communities utilizing CDBG grant administration services.

### **Organizational Capacity**

MIPA has the organizational capacity to complete all necessary grant application and administration activities. Staff time has been set aside specifically within the budget to meet the City's CDBG needs. As referenced in this document, staff has the prerequisite experience, technical capabilities, and required certifications necessary to complete CDBG administration for Nevada's Downtown Facade DTR project. As the designated EDD for central Iowa, the organization's mission is to assist member local governments with a variety of technical and planning related services.

Assistance is oriented to supporting communities based on their individual community development needs, while thinking regionally and focusing on long-range core issues that impact the central Iowa region. This includes identifying, applying for, and administering funding from a variety of state and federal sources. Staff has extensive experience in administering millions of federal dollars every year, including Surface Transportation Block Grant (STBG) and Transportation Alternatives Set-Aside (TAP) funding each year through CIRTPA.

Therefore, as an organization, we have an intimate knowledge of what it takes to apply for and administer millions of dollars in grants every year, given all the federal requirements for funding. Also, we must keep exceptional records and have exemplary accounting practices as is required for all agencies administering federal funding. MIPA also conducts a yearly audit to ensure compliance with federal requirements and standard accounting practices.

Resumes of MIPA staff that would be working on the CDBG administration project have been included at the end of this document.



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### Proposed Cost of Services

Based on the necessary requirements of meeting federal regulations, monitoring the project from beginning to end, and meeting all the CDBG requirements identified by IEDA, MIPA proposes a cost of **\$30,000**. The tasks in the cost proposal will be necessary for the successful closeout of the CDBG grant and are included in Attachment B of this Proposal.

### Conclusion

Thank you for considering MIPA during the procurement process for a CDBG administrator. Caleb Knutson will be the main contact for this project, so if you have any questions about our proposal, please don't hesitate to ask.



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## Attachment A

### Contact Information for Client References

#### City of Melcher-Dallas

Stephanie Ripperger – City Clerk  
305 D Main East Street  
Melcher-Dallas, IA 50062  
P: 641-947-6501  
E: [mdcityhall@windstream.net](mailto:mdcityhall@windstream.net)

#### City of Knoxville

Glenn Lyons – Economic Development Director  
305 S Third Street  
Knoxville, IA 50138  
P: 641-828-0550  
E: [glenn@571polson.com](mailto:glenn@571polson.com)

#### City of Carlisle

Deven Markley – City Administrator  
100 North First Street  
Carlisle, IA 50047  
P: 515-989-3224  
E: [dmarkley@carlisleiowa.org](mailto:dmarkley@carlisleiowa.org)



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## Attachment B

### Proposed Work Tasks for CDBG Project Development, Application, and Administration

#### SCOPE OF SERVICES

1. The Administrator shall perform all mutually agreed upon and necessary services required to carry-out grant administration/management and planning as set forth in the following proposed Scope of Services:

#### 1.2 General Provisions

- 1.1 Assure understanding of terms and conditions of the Iowa Economic Development Authority Grant Agreement.
- 1.2 Identify applicable federal and state laws and regulations.
- 1.3 Assist in complying with federal and state requirements.

#### 1.3 Project Development and Application

- 1.4 Assist in preparing documents, notices, and certifications necessary to receive grant funds.
- 1.5 Work with property owners, the City, the architect, and other stakeholders to prepare a project scope for work activities and budgets that meets the requirements of IEDA.
- 1.6 Advise on project and application specifics to submit the best possible project for consideration by IEDA.

#### 1.4 Environmental Review as Required

- 1.7 Assist in determining the need for the appropriate level of Environmental Determination, it is assumed this project will require an Environmental Assessment.
- 1.8 Prepare the appropriate NEPA documentation, most likely an Environmental Assessment, including Section 106. Facilitate the completion of related historic preservation documentation. If a full Environmental Impact Statement is required, additional considerations will need to be made.
- 1.9 Assist and prepare other necessary applicable compliance material related to other laws and regulations i.e., historic preservation and flood plain management.
- 1.10 Prepare for publication the Finding of No Significant Impact Notice.
- 1.11 Prepare for publication a Notice of Intent for Request for Release of Funds.





- 1.12 Assist in submitting Request for Release of Funds and Certifications.
- 1.13 Prepare, maintain and update the Environmental Review Record.

#### 1.5 Financial Management

- 1.14 Assist in establishing and maintaining a financial management system.
- 1.15 Assist in preparing required financial management and accounting documents.
- 1.16 Assist in assuring compliance with federal and state internal control and accountability procedures.

#### 1.6 Project Files and Record Retention

- 1.17 Establish and maintain project files and record retention system.
- 1.18 Assist in assuring compliance with federal and state project file and record retention procedures.

#### 1.7 Program Implementation

- 1.19 Assist in preparing proposal to obtain professional services as needed.
- 1.20 Assist in coordinating professional and contractor activities during conduct of project.
- 1.21 Monitor and evaluate project progress so as to facilitate compliance with applicable federal and state laws and regulations.
- 1.22 Attend meetings of the Grantee governing body(ies), as needed.
- 1.23 Represent the Grantee at meetings and with other parties or interests, as required.

#### 1.8 Financial Management

- 1.24 Monitor project files and associated records regularly.
- 1.25 Assist in reviewing and monitoring project-related transactions and records for compliance purposes.
- 1.26 Assist with drawdown procedures including preparation of drawdown requests and disbursements of project funds.
- 1.27 Assist in preparing monthly expenditure reports.

#### 1.9 Project Implementation and Monitoring

- 1.28 Monitor project files and associated records regularly.
- 1.29 Assist in executing amendments or modifications to the program schedule or project activities.
- 1.30 Assist in meeting with IEDA personnel during on-site monitoring visits.
- 1.31 Assist in resolving monitoring findings, as needed.







#### 1.10 Public Improvement Activities

- 1.32 Provide technical assistance in fulfilling federal and state requirements associated with public improvement activities.
- 1.33 Assist in monitoring professional service providers, contractors and sub-contractors for compliance with labor standards, equal opportunity provisions, and other applicable laws and regulations.

#### 1.11 Program Close-Out

- 1.34 Assist in preparing and submitting a Grantee Performance Report.
- 1.35 Assist in securing the services of a qualified auditor to perform final program audit.
- 1.36 Providing information to establish compliance with applicable regulations.
- 1.37 Assist in preparing and submitting information to secure an IEDA Certificate of Completion.

#### 1.12 Project Financial Management

- 1.38 Assist in determining status of all financial transactions.
- 1.39 Assist in providing information to auditor to establish compliance with financial requirements.
- 1.40 Assist in closing out all financial documents and reports.

#### 1.13 Project Files and Record Retention

- 1.41 Assist in completing and compiling all file information for audit purposes.
- 1.42 Assist in closing out all project files and associated records.



# CALEB D. KNUTSON

37248 I Ave, Hubbard, IA 50122  
719-351-9066  
Cdknutson85@icloud.com

## EDUCATION

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- Iowa State University, Ames, Iowa**  
Master of Community and Regional Planning 2017 - 2019
- Iowa State University, Ames, Iowa**  
Bachelor of Arts, Criminology and Criminal Justice 2011 - 2014

## WORK EXPERIENCE

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### **Mid-Iowa Planning Alliance for Community Development, Des Moines, IA**

*Senior Planner*

April 2022-Present

- Assisting the 60 Des Moines Metro member jurisdictions with various economic and community development needs.
- Assist member community jurisdictions with community engagement.
- Grant writing, and Grant Administration for local, state, and federal applications
- Zoning Assistance, including assisting with Plan Zoning Commission, and Board of Adjustment Meetings. Zoning code auditing, and zoning code updating.
- Engage local policy makes on local development opportunities.
- Prepare agendas, memos for MIPA's executive board, and full board.
- Present to member and potential member jurisdictions councils, and board of supervisors.

### **The City of Marshalltown, Marshalltown, IA**

*City Planner*

December 2019-April 2022

- Assist residents, consultants, and developers with their zoning and development inquiries.
- Prepare agenda, and memos for Plan Zoning Commission and Board of Adjustment.
- Assist with the lead grant program.
- Review preliminary and final plats.
- Review and process various development applications.

### **Iowa Department of Human Rights, Des Moines, IA**

*Client Assistance Program Intern*

August 2019-December 2022

- Assist individuals who encounter conflicts with programs funded under the Rehabilitation Act.
- Assist people with disabilities receive quality services by advocating for their interests and helping them identify resources, understand procedures, resolve problems, and protect their rights.

### **Iowa State University Extension and Outreach, Ames, IA**

*Graduate Research Assistant*

January 2018 – May 2019

- Conducted interviews with industry leaders, economic developers, and other stakeholders, analyzed interviews using qualitative coding, and wrote results for the Rivers Confluence Region Workforce Development Study

# Andrew Collings

*Principal Planner, AICP*

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## Education

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2009–2011 **Master of Science in Urban and Regional Planning**

The University of Iowa, Iowa City, Iowa

2005–2009 **Bachelor of Science in Geography, Minor in Business Administration**

The University of Iowa, Iowa City, Iowa

## Experience

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June 2019–Present **Principal Planner**

*Des Moines Area Metropolitan Planning Organization, Des Moines, Iowa*

- Create and manage the Mid Iowa Planning Alliance for Community Development (MIPA), including establishing the region as an Economic Development District (EDD).
- Oversee the Central Iowa Housing Trust Fund (CIHTF) and the Story County Housing Trust (SCHT) to facilitate over \$850,000 in Iowa Finance Authority (IFA) housing investments each year.
- Write and administer \$3.6 million in grant funding for various MIPA communities including CDBG, USDA, WTFAP, and other grant sources.

July 2017–June 2019 **Senior Planner**

*Des Moines Area Metropolitan Planning Organization, Des Moines, Iowa*

- Managed the Central Iowa Regional Transportation Planning Alliance (CIRTPA) RPA-11, a regional transportation planning agency that encompasses an eight county region and programs over \$6 million in funding per year.
- Developed Containerlocator.com, a website that tracks thousands of containers a month and is used by manufacturers and logistics companies to find empty shipping containers to use for freight shipping.

Nov 2014–July 2017 **Associate Transportation Planner**

*Des Moines Area Metropolitan Planning Organization, Des Moines, Iowa*

- Collaborated with member communities to program over 250 transportation projects averaging a total of \$650 million and \$350 million in federal funding per year.
- Facilitated the MPO's bimonthly Freight Roundtable that brings together a diverse group of stakeholders to discuss important freight topics.
- Collaborated on the development of the Central Iowa Water Trails and Greenways Master Plan and led the creation of the State of the Rivers Report utilizing online GIS Story Mapping.
- Operated the MPO's Transportation Demand Model and GIS infrastructure to estimate transportation flows for the metro to 2050, create reports, and provide data for requesting communities and private sector companies.

Aug 2011–Nov 2014 **Regional Planner**

*Southern Iowa Council of Governments, Creston, Iowa*

- Worked with numerous communities and a variety of stakeholders to secure over \$2 million in grant funding from federal, state, and private sources for members.
- Led the development process for a range of planning documents including comprehensive plans, hazard mitigation plans, and zoning ordinances for over 30 communities.
- Researched economic data, created maps, and produced performance measures for the region's Comprehensive Economic Development Strategy.

## Skills and Certifications

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In-Design, ArcGIS, SPSS, TransCAD, TransModeler, dTIMS, and CDBG Administration Certification.

# Lucas Young

Senior Planner

(515) 644-6337

lyoung@midioawplanning.org

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## WORK EXPERIENCE

**Mid-Iowa Planning Alliance for Community Development, Des Moines, IA** *June 2022 to Present*

*Senior Planner*

Serve as an Iowa Certified Grant Administrator

Administer the Central Iowa Housing Trust Fund and the Story County Housing Trust

Research and develop planning and housing documents for member communities

**DeVore Homes, Bussey, IA** *June 2014 to June 2022*

*Business and Sales Manager*

Provided leadership to ensure day-to-day operations ran efficiently

Developed and implemented effective marketing and sales strategies

Cultivated relationships and assembled the necessary information to turn prospects into confirmed home sales

Ensured staff has the tools and assistance needed to complete the sale

Resolved concerns from customers

**Southern Iowa Council of Governments, Creston, IA** *November 2010 to May 2014*

*Housing Planner & Rehabilitation Specialist*

Administered all aspects of housing rehabilitation programs with government partners and stakeholders

Inspected properties and prepared workorders for bid solicitation

Prepared and submitted grant applications on behalf of member cities

Provided technical services and grant administration for CDBG funded projects

Created comprehensive plans and other planning documents to be used by member governments

Conducted research and provided technical assistance to member governments

## EDUCATION

**Iowa State University, Ames, IA** *May 2010*

Bachelor of Science in Community and Regional Planning

Minor in Political Science

## NOTABLE PROJECTS

***Knoxville CDBG façade administration***

***Story County Housing Action Plan implementation***

***Boone Housing Needs Assessment***

***Ogden Housing Needs Assessment***

***Marion County Zoning Ordinance update***

***Commissioner, Knoxville Planning and Zoning Commission, 9 years***