

Agenda Report

February 3, 2014 City Council Meeting

February 3, 2014
Item No. 10

ISSUE: Approving a proposal to administer the City's 2014 Community Development Block Grant housing program

BACKGROUND:

This past year the City of Windsor Heights applied for a \$276,00 CDBG Housing grant. The funds will be used to improve owner occupied homes within a targeted area in Windsor Heights. Since the City does not have the in house expertise to administer the grant funds staff sent out a request for proposals. As of today, Simmering Cory was the only respondent to the request. The proposal calls for a complete administration of the entire grant. The total estimated cost is not to exceed \$17,500 and the expense will be covered by the grant. I encourage you to read through their comprehensive proposal.

RECOMMENDATION:

Based on their previous experience administering these types of grants staff recommends the City Council approve the general administration proposal.

STAFF CONTACTS:

Jeffrey A. Fiegenschuh, City Administrator

Simmering-Cory, Inc.

P.O. Box 141
Clear Lake, Iowa 50428
Phone: (641) 357-7554
Fax: (641) 357-7561

December 18, 2013

Jeff Fiegenschuh
City of Windsor Heights
1133 – 66th Street
Windsor Heights IA 50324

Re: Request for General Administration Proposal

Dear Mr. Fiegenschuh:

Thank you for the opportunity to submit our proposal for CDBG administrative services.

Simmering-Cory has written and administered nearly 5400 Community Development Block Grants, which total over 140 million dollars. These projects involve a variety of infrastructure, community facility, and housing related improvements. Our Housing Director, Melanie Mitchell, has over 30 years of experience working with Federal/State Funded Housing Programs with over 25 years of that exclusive with the Housing Rehabilitation Program.

This experience has led to extensive knowledge of the program as well as a proven track record. Please find enclosed a brief resume outlining our background and CDBG program experience. The following is a list of CDBG project references (Cities) that we have worked with over the last six funding cycles with the Owner-Occupied Housing Rehabilitation activity:

<u>City</u>	<u>Year</u>	<u>City</u>	<u>Year</u>
Conrad	2008	West Bend	2010
Hampton	2008	DeSoto	2011
Roland	2008	Gowrie	2011
Boone	2009	Monroe	2011
Colfax	2009	Cherokee	2012
Cresco	2009	Hampton	2012
Hartley	2009	Ogden	2012
Sanborn	2009	Story City	2012
Walnut	2009	Fonda	2013
Emmetsburg	2010		

Jeff Fiegenschuh
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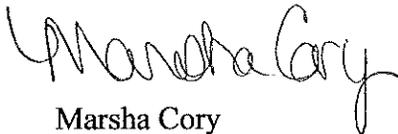
We encourage you to check references with previous clients and the Iowa Economic Development Authority (CDBG Program Staff), regarding our reputation and experience.

I have also enclosed a list entitled, "Major Components of CDBG Housing Administration." This list summarizes some of the specific services we provide. Please note that the last item listed includes "any additional administrative function that may be required or requested by the State." What we are offering is a comprehensive package to ensure that your program administration runs smoothly from grant award through program close-out.

Our fee for Administration, all of which is covered by the grant, would be \$17,500.

We appreciate your consideration of our proposal for administrative services.

Sincerely,

A handwritten signature in black ink that reads "Marsha Cory". The signature is written in a cursive, flowing style.

Marsha Cory
Owner

Enclosures

Simmering-Cory, Inc.

P.O. Box 141
Clear Lake, Iowa 50428
Phone: (641) 357-7554
Fax: (641) 357-7561

December 18, 2013

Jeff Fiegenschuh
City of Windsor Heights
1133 – 66th Street
Windsor Heights IA 50324

Re: Request for Technical Administrative Services Proposal

Dear Mr. Fiegenschuh:

We are pleased to present our proposal for CDBG housing rehabilitation technical services. Please find enclosed a brief resume outlining our background and CDBG program experience. A list of CDBG project references is also included.

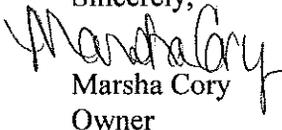
Our Technical Services Staff includes our project manager Melanie Mitchell, who has been running housing rehabilitation grants for Simmering-Cory for over 25 years. Our project inspector, Al Hinrickson, is certified by the Department of Public Safety in Lead Risk Assessor Inspections/Testing, as well as instructor for Contractors' Renovator Lead-Safe Work Practices trainings.

We have also enclosed a list entitled, "Major Components of CDBG Housing Administration." This list summarizes some of the specific services we provide. Please note that the last item listed includes "any additional administrative function that may be required or requested by the State." What we are offering is a comprehensive package to ensure that your program administration runs smoothly from grant award through program close-out.

Technical Services – The amount of grant funds budgeted for Technical Services will be \$3,100.00 per house. The amount of grant funds budgeted for lead-base paint reduction "carrying cost" will be \$1,400.00 per house. These administrative expenses go toward working with eligible applicants in the program, verifying incomes, writing up project specifications on each house, inspecting homes during construction, and all the administration services related to lead-base paint reduction. These expenses are an allowable grant cost and are included in your rehabilitation budget along with actual construction costs. Our fee for services would not exceed the amounts budgeted.

We appreciate your consideration of our proposal for technical administration services.

Sincerely,


Marsha Cory
Owner

Enclosures

MAJOR COMPONENTS OF CDBG HOUSING PROJECT ADMINISTRATION

Day to day technical assistance and program management from grant award through project completion and close-out . . . which includes the following items:

- Negotiation of State contract and program schedule; amendments and addendums.
- Compliance with the National Environmental Policy Act and other applicable environmental laws and regulations.
- Completion of forms and preparation of publications required for Release of Funds.
- Preparation of resolutions for procurement and code of conduct.
- Technical assistance for compliance in competitive negotiation for goods and services.
- Submission of all required monthly financial reports and quarterly grantee performance summaries.
- Preparation of Residential Anti-Displacement and Relocation Assistance Plan.
- Compliance with Fair Housing, Equal Opportunity, and Excessive Force requirements.
- Ongoing assistance in establishing and maintaining an overall recordkeeping system in compliance with federal and state requirements.
- Attendance at workshops, conferences, and State monitoring visits.
- Compliance with the Uniform Acquisition/Relocation Act for housing and land acquisition and relocation.
- Evaluate applications from interested property owners and process required verifications.
- Conduct inspections to prepare and furnish to prospective contractors the required bidding documents necessary for bidding on housing units; including instructions to bidders, project specifications, specification manuals, and statements of contractors' qualifications.
- Organize and conduct open houses and bid lettings with prospective contractors.
- Evaluate bids received, obtain contractor clearance, award contracts to successful bidders, prepare and furnish rehab contracts and all paperwork required for project completion.

- Conduct preconstruction conferences with homeowners and successful contractors.
- Provide inspection services during construction of the improvements to verify and approve completed work items.
- Review and verify contractors' requests for payment and recommend payment of requests as well as final acceptance of completed work items.
- Provide all documents and contract language necessary to ensure compliance with both state and federal regulations for administrative and construction contracts.
- Compliance with minority participation requirements and contractor clearance.
- Preparation of final reports and correspondence relating to close-out procedures and audit requirements.
- Any additional administrative functions as may be requested or required by the State.

SIMMERING-CORY, INC.

For nearly 30 years, Simmering-Cory, Inc. has provided a variety of community development planning, technical assistance, and grant writing/administration services to cities and counties in Iowa. Services include:

- **GRANT WRITING AND ADMINISTRATION:** Experience in numerous grant programs has led to extensive knowledge of a variety of funding sources available to local governments. In the Community Development Block Grant program alone, Simmering-Cory has written and administered more than nearly 500 projects, including improvements to and construction of sanitary and storm sewers, water systems, work activity centers, day care centers, community facilities, and downtown revitalization. In addition, the company has been involved in a variety of housing-related grant and loan programs.
- **URBAN RENEWAL/URBAN REVITALIZATION:** The company has partnered with nearly 250 cities and counties in planning and implementing a variety of Urban Renewal and Urban Revitalization projects. Assistance on these projects includes preparation of the Urban Renewal or Urban Revitalization Plans or Amendments necessary to establish an Urban Renewal or Urban Revitalization District in compliance with the requirements of the Iowa Code. Preparation of these plans is a necessary step in order for cities to have the ability to utilize tax increment financing or offer tax abatement. These economic development tools can provide local governments with the incentives needed to encourage growth and development and to stimulate private investment in new development.
- **CITY CODES:** Simmering-Cory's sister company, Iowa Codification, Inc., offers cities in Iowa a variety of services relating to the codification of ordinances, including reviews of codes and ordinances, ongoing supplement services, complete updates and recodification of existing codes, sample ordinances and drafting assistance, and annual state legislative summaries of new and amended state laws that may require amendments to a city's code of ordinances.

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C L E A R L A K E , I O W A / 5 0 4 2 8

(641) 357-7595

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Email: simmcor@netins.net

Website: www.simmering-cory.com

**COMMUNITY DEVELOPMENT BLOCK GRANT
PROGRAM EXPERIENCE AND REFERENCE LIST**

Simmering-Cory has written and administered nearly 5400 Community Development Block Grants, which total over 140 million dollars. These projects involve a variety of infrastructure, community facility, and housing related improvements.

The following is a list of recent CDBG water / sewer, community facility, downtown revitalization projects:

	<u>City/County</u>	<u>Project</u>	<u>Grant Amount</u>
2009	Crawfordsville	Water Main Construction	\$357,900
	Crawfordsville	Water Distribution	\$200,000
	Guttenberg	Water Distribution/New Well	\$357,000
	Laurens	Water Treatment & Metering	\$520,000
	Mingo	Sanitary Sewer Collection	\$269,000
	Newell	Wastewater Treatment	\$300,000
	Ogden	Sanitary Sewer Collection	\$500,000
	Pleasantville	Sanitary Sewer Collection	\$500,000
	Red Oak	Vocational Training Facility	\$600,000
	Salix	Water Distribution/New Wells	\$300,000
	Salix	Sewer Lift Station	\$100,720
	Woodward	Water Treatment Plant	\$500,000
2009			
<u>Disaster</u>	Ackley	Sanitary Sewer	\$1,276,175
<u>Recovery</u>	Brooklyn	Sanitary Sewer	\$1,562,000
	Cambridge	Storm Sewer	\$829,600
	Clear Lake	Sanitary Sewer	\$2,368,000
	Conrad	Sanitary Sewer	\$825,039
	Elkader	Sanitary/Storm Sewer	\$1,174,800
	Lawler	Sanitary Sewer	\$366,670
	Leland	Sanitary Sewer	\$311,000
	Madrid	Storm Sewer	\$2,068,000
	Ogden	Sanitary Sewer	\$390,000
	Shellsburg	Sanitary/Storm Sewer	\$502,557
2010			
	Bedford	Wastewater Treatment	\$500,000
	Early	Water Tower/Distribution	\$300,000
	Lakota	Sanitary Sewer	\$255,000
	McCallsburg	Sanitary Sewer	\$300,000
	Mingo	Sanitary Sewer Collection	\$269,000
	Redfield	Water Treatment	\$300,000
	St. Ansgar	Water Well and Main	\$500,000
	Washington	Sanitary Sewer	\$600,000

2011

Leland	Water Treatment Plant & New Well Construction	\$258,000
Liscomb	Wastewater Treatment Facility	\$272,000
Panora	Water Treatment Plant	\$500,000
Sloan	Wastewater Treatment Plant	\$500,000
Colfax	Downtown Façade Improvements	\$500,000

2012

Bedford	Water Main Improvements	\$500,000
Boone	Sanitary Sewer Collection	\$600,000
Colfax	Sanitary Sewer System	\$500,000
Guttenberg	Sewer Lift Stations	\$500,000
Laurens	Water Distribution System	\$500,000
Melbourne	Sanitary Sewer Collection	\$300,000
Storm Lake	Storm Drainage Improvements	\$600,000
Story City	Storm Drainage Improvements	\$360,000
Conrad	Downtown Façade Improvements	\$500,000
Red Oak	Downtown Façade Improvements	\$500,000

2013

Ainsworth	Water Distribution System	\$300,000
Hazelton	Sanitary Sewer Collection	\$300,000
Maynard	Sanitary Sewer Collection	\$300,000
Salix	New Water Tower/Mains	\$300,000
Storm Lake	Storm Drainage Improvements	\$600,000
Tripoli	Water Treatment Plant	\$500,000
Storm Lake	Downtown Façade Improvements	\$500,000

The following is a list of CDBG housing grants written and administered during the four funding cycles:

<u>City</u>	<u>Activities</u>	<u>Grant Amount</u>
Cherokee	Housing Rehabilitation-Owner Occupied	\$347,900
De Soto	Housing Rehabilitation-Owner Occupied	\$275,700
Emmetsburg	Housing Rehabilitation-Owner Occupied	\$247,200
Fonda	Housing Rehabilitation-Owner Occupied	\$287,900
Gowrie	Housing Rehabilitation-Owner Occupied	\$284,700
Hampton	Housing Rehabilitation-Owner Occupied	\$278,700
Monroe	Housing Rehabilitation-Owner Occupied	\$279,700
Ogden	Housing Rehabilitation-Owner Occupied	\$278,700
Story City	Housing Rehabilitation-Owner Occupied	\$337,900
West Bend	Housing Rehabilitation-Owner Occupied	\$213,400