

Agenda

Housing & Community Development Commission (HCDC)

Thursday, December 20, 2018
6:30 P.M.

Senior Center, Room 202
28 S. Linn Street, Iowa City
*Use the Washington Street entrance or
2nd floor skywalk via Tower Place parking garage*

1. Call meeting to order
2. Approval of the November 15, 2018 minutes
3. Public comment of items not on the agenda
4. Review and consider recommendation to City Council on approval of FY18 Annual Action Plan Amendment #4
5. Question/answer session for FY20-21 Legacy Aid to Agencies applications
6. Consider recommendation to City Council on a letter regarding additional funding for Nex Apartments Low Income Housing Tax Credit Project
7. Staff/commission comment
8. Adjournment

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CITY OF IOWA CITY MEMORANDUM

Date: December 13, 2018
To: Housing and Community Development Commission (HCDC)
From: Neighborhood Service Staff
Re: December 20, 2018 meeting

The following is a short description of the agenda items. If you have any questions about the agenda, or if you are unable to attend the meeting, please contact Kirk Lehmann at 319-356-5247 or Kirk-Lehmann@Iowa-City.org.

* Indicates Action Item

Item 1. Call Meeting to order

Item 2. Approval of the November 15, 2018 minutes*

Item 3. Public comment of items not on the agenda

Item 4. Review and consider recommendation to City Council on approval of FY18 Annual Action Plan Amendment #4*

The FY18 Annual Action Plan allocates \$73,000 in CDBG funds to Little Creations Academy to rehabilitate their childcare facility to improve the provision of affordable childcare services. Cost overruns have not allowed Little Creations to contract the full scope of work in the agreement, which per a contractor's bid, would cost a total of \$109,141 to complete. Little Creations is requesting to increase CDBG funding by an additional \$36,141 to complete the activity as stated in the agreement's scope of work. \$50,735 has been spent to date.

HCDC decided to proceed with a substantial amendment. Staff informed active CDBG recipients about the funding available per the City's *Policy for Allocation of Uncommitted CDBG and HOME Funds* and published the draft amendment for a 30-day public comment period. At this meeting, HCDC will review and consider recommending the amendment to City Council, which will then consider the amendment on January 8, 2019.

Item 5. Question/Answer Session for FY20-21 Legacy Aid to Agencies applications

FY20-21 Aid to Agency Legacy applications are available online at www.icgov.org/actionplan. At this meeting, HCDC will host a question and answer session with applicants. Applicants are encouraged to attend and answer any questions HCDC may have. Ranking sheets should be preliminarily completed. Funding recommendations and finalized rankings will be due shortly after this meeting. No action will be taken. HCDC's funding recommendations for Council will be made next meeting (January 17).

Item 6. Consider sending to City Council a letter regarding additional funding for Nex Apartments Low Income Housing Tax Credit (LIHTC) Project*

On October 11, HCDC recommended that Council commit local funds to the NEX Apartments LIHTC project and consider additional funding to further lower the rents of affordable units. Council approved the initial funding but not additional funding. HCDC will consider sending a letter to Council to reconsider additional funds for the NEX Apartments project to provide more affordable units.

Item 9: Staff/Commission Comment

Item 10: Adjournment*

MINUTES

PRELIMINARY

HOUSING AND COMMUNITY DEVELOPMENT COMMISSION NOVEMBER 15, 2018 – 6:30 PM SENIOR CENTER, ASSEMBLY ROOM

MEMBERS PRESENT: Megan Alter, Mitch Brouse, Charlie Eastham, Vanessa Fixmer-Oraiz, Christine Harms, John McKinstry and Paula Vaughan

MEMBERS ABSENT: Bob Lamkins, Maria Padron

STAFF PRESENT: Kirk Lehmann, Erika Kubly

OTHERS PRESENT: Barbara Vinograde, Crissy Canganelli, Christi Regan, Lauri Mitchell, Ellen McCabe, Ron Berg, Daleta Thurness, Chastity Dillard, Sara Barron, Becci Reedus, Anthony Smith, Chelsey Markle, Susan Gray

RECOMMENDATIONS TO CITY COUNCIL:

By a vote of 7-0 the Commission recommends proceeding with a substantial amendment to the FY18 Annual Action Plan to allocate an additional \$36,141 in CDBG funds to the Little Creations Academy project to complete the full scope of work in the agreement.

By a vote of 7-0 the Commission recommends approval of the draft FY20 Aid to Agency Emerging application forms, with changes as discussed in the minutes below.

By a vote of 7-0 the Commission recommends approval of the draft FY20 CDBG/HOME application forms, with changes as discussed in the minutes below.

CALL MEETING TO ORDER:

Vaughan called the meeting to order at 6:30 PM.

APPROVAL OF THE OCTOBER 11, 2018 MINUTES:

Eastham moved to approve the minutes of October 11, 2018, with changes as discussed in the meeting. Fixmer-Oraiz seconded. A vote was taken and the motion passed 7-0.

PUBLIC COMMENT FOR TOPICS NOT ON THE AGENDA:

None.

MONITORING REPORTS:

Crisis Center (FY18 Facility Rehab): Becci Reedus (Executive Director) presented an update on the warehouse project that received funds. She shared the project budget, noting they did not raise all the revenue they anticipated, they came within \$22,000 and the project, but also had some cost increases on building material costs and also due to age of the building, new obstacles were found that needed addressing. Overall they are happy with their efforts noting it was an unusual capital campaign that started with a large matching fund, then had increasing costs, but were able to obtain another matching

fund. In total they raised \$405,000 for the project, CDBG originally granted \$85,000 and then awarded an additional \$10,000. Reedus also reviewed the project, they broke ground in March, completion was scheduled for 11 weeks after that and they met delays but finished the project by September 2018. The project also included some remodeled offices to give staff more space, a remodeled client entry area to the food bank making it more accessible, a second restroom and water fountain were added (up to ADA code), and the donation acceptance area was moved to the warehouse section of the building which enlarged and decluttered the shopping area for the clients. Reedus invited Commissioners to sign up for the Project Holiday event to see the finished project and see how better the Center is better able to serve clients. Overall they gained space for 8-12 pallets of food which was essential due to the growth of the food bank, which is now operating 8 mobile and 1 school pantry sites as well. The Iowa City Rotary Club funded an additional cooler for the Center, which was essential for all the produce received in the summer months. They built a new repackaging area making the pantry in compliance with Code and will allow the Center to buy large quantities of food and repackage them into smaller quantities. Reedus noted they still have some shelving to purchase and also they had wanted to add a 24 hour door or drawer where people could drop off donations, but are still investigating options for such a donation area.

Neighborhood Centers of Johnson County (FY19 A2A & Facility Rehab): Lehmann noted that Brian Loring with Neighborhood Centers sent in a written report. The report noted that for the FY19 Facility Rehab project they sent out invitations for bid in August and received one bid that came in at \$88,000 which was about 60% above what was budgeted. That bid came from the same contractor that gave the Center the estimate they used in their funding application. The contractor was worried about labor classifications and felt they needed to increase their bid to be safe. The City has been working with Brian Loring on options, the Center will solicit bids again in January hoping that being out of the busy season for contractors may yield additional bids, and they have also added more contractors to the list of who they will invite to bid on the project.

Successful Living (FY18 Rental Acquisition and Rehab, FY19 Rental Acquisition): Lehmann stated Successful Living also sent in a written progress report. For the \$50,000 in HOME rehab funds the approved contractor was selected but is late getting started because he got flooded with work but they are hopeful that will happen soon and concrete will get poured by month end. Otherwise concrete work will be put off until spring which is when the project is expected to conclude. For the purchase of a rental house in FY18 the HOME and CDBG funds were combined for a single down payment, this was approved by the HCDC and City Council, a house was purchased on Hollywood Boulevard in July and five renters moved right in and Hills Bank financed the mortgage. That leaves Successful Living with \$194,000 for down payments on three more houses for FY19, they are in the process of negotiating for one of those houses currently, on Russell Drive, and then will purchase two more homes as well.

Harms asked about the Neighborhood Centers bidding process and when that may need to be completed by. Lehmann said typically when a contract is signed with organizations the funds need to be spent within the year if possible, so hopefully they will have a project done by June 30, but extensions can be granted as well.

CONSIDER REQUEST FOR SUBSTANTIAL AMENDMENT, LITTLE CREATIONS ACADEMY:

Lehmann talked about the memo he prepared on this project, in FY18 HCDC and City Council approved \$73,000 in CDBG funds to rehabilitate the daycare to provide affordable childcare services through June 30, 2024. Because of cost overruns, Little Creations has not been able to contract for the full scope of work that was in the initial agreement and are now requesting an additional \$36,141 to complete the scope of work as stated in the agreement based on new contractor estimates. Little Creations signed the contract with the City in March, since then about \$50,000 of the \$73,000 has been spent and the remaining funds are contracted out with work going on right now. The additional scope of work that was in the agreement is expected to cost about \$35,000 and CDBG will cover all but \$1,000 of that cost. The budget in the agreement and status of each work item is as follows:

Childcare Center Renovation	Budgeted	Bid	Change Orders	Contracted / Expended	Complete
Total Cost	\$73,000	\$104,568	\$4,573	\$73,000	
Remove asbestos	\$7,900	\$8,800	\$500	\$9,300	X
Install floors	\$6,600	\$8,412	\$956	\$9,368	X
Replace HVAC	\$20,000	\$28,950	\$3,117	\$32,067	X
Replace doors / install access control	\$14,900	\$23,479	\$0	\$22,265	In Progress
Install permanent cubbies	\$3,000				
Replace kitchen window(s)	\$5,100	\$5,777			
Replace outdoor storage shed	\$3,500	\$4,770			
Install room dividers	\$12,000	\$24,380			

Based on conversations with Little Creations the list of renovation items were prioritized and the list of completed work reflects that prioritization. Lehmann noted the typical way the City deals with increase requests of funding is City Staff can approve up to 25% of the project budget on top of the initial allocation. This is only possible if there are additional funds available to commit. If additional funding is not approved, or the amount is more than 25% of the project budget, the City recommends the partner reapply at the next funding round. There are situations where HCDC and Council can substantially amend the agreement, which requires a mandatory 30-day comment period. Little Creations is requesting a budget amendment of 43 percent of the initial allocation, which triggers a substantial amendment.

Lehmann noted there are three solutions for which HCDC can consider. First is to recommend staff proceed with a substantial amendment to the Annual Action Plan for the full requested amount (or any amount HCDC deem appropriate). This amendment would be formally considered by HCDC following a 30-day public comment period. Upon recommendation, City Council would consider approval of the amendment. Second HCDC could recommend that staff proceed with an administrative amendment to the agreement of up to \$18,250 (25% of the original allocation). This could be used to complete some but not all items requested. The final option is for HCDC to request that Little Creations complete the current project as contracted and apply to the upcoming CDBG funding round which will open in December. Funding amounts have not yet been determined and application materials are not yet approved, but public facility projects of more than \$50,000 typically get first consideration. No more than two public facility projects are awarded per year. Funds would become available on July 1, 2019.

Lehmann stated that currently the City currently has \$46,000 in excess CDBG funds due to program income and project refunds and that Little Creation's full request of \$36,141 could be funded. If these CDBG funds don't get used this year, they will roll into available funds for the next funding cycle.

Staff recommends to administratively award Little Creations \$18,250 to fund part of the cost of the room dividers. Little Creations would need to match this with \$6,130 of their own funds. If this is not feasible, staff recommends they apply for the FY20 funding cycle due in January to complete all necessary improvements. Historically, the City encouraged organizations to apply at subsequent funding rounds if requests exceed 25 percent their original awards. If requests are substantial, staff prefers that all organizations are allowed the same opportunity to apply for those funds. It also encourages applicants to obtain accurate estimates so HCDC can review what can best be accomplished with the funds available.

Eastham noted he would prefer to create a substantial amendment and award the \$36,141 to complete the project. He feels the project is worthwhile and the whole scope of the project will benefit the kids in the center.

McKinstry added that most of the kids who attend the center are being paid for by state funds which is a very low amount and affects the financial stability of the whole operation.

Lehmann shared the daycare's income statement, with income around \$153,000 and expenses of \$150,000 there is a net income of less than \$3,000. The daycare budgets approximately \$3200 each year for facilities and equipment maintenance. With regards to how many people they serve, per the annual report from last year they assisted 25 persons, 24 of which were between 31% and 50% AMI and one between 51% and 80% AMI.

Eastham asked if the persons served were all children and Lehmann confirmed they were.

Fixmer-Oraiz asked about the process for the substantial amendment and how the timing will work. Lehmann said the 30-day comment period would start shortly, continue through the next HCDC meeting, and then go to Council for approval at which point the comment period would end and Council would vote.

Harms asked how that timeline would affect the daycare and if they are at a complete stopping point and cannot proceed at all.

Anthony Smith (Pastor, Little Creations Academy) said the project is currently still progressing and work is being completed, they are building cubbies and about to install doors and the access pads. If they do not receive additional funds they will have to halt the project after those items are completed, and if they had to reapply for new funding they would not have those funds until after July 2019. They still need to install room dividers, a shed and windows. The room dividers are important to keep the children in ratios and divide up the area uses. Smith noted the daycare has served 99 children since creation, they do have capacity of 54 but without the room dividers they have to makeshift things to make it work.

McKinstry asked Smith to comment on the ability to match the \$18,000 if that was what the Commission decided upon. Smith said they just don't have that amount of funds available, as seen on the income statement they have very little net income each year.

Vaughan asked if they recommend the \$18,000 it only leaves the daycare short around \$6,000 to complete the dividers, would that be possible. Smith said they plan to work on some fundraising but it would take some time to raise those funds and complete the project.

Smith also noted they raised all staff salaries to match the \$10.10 Johnson County minimum wage proposal to be competitive for staff and that affected net income. It was a necessary move to keep staff at a livable wage.

Smith also shared the current room dividers they are using are being held together with duct tape. They really want to maximize the area and room dividers are essential to that function and would maximize the availability for children. All their funding comes from the State and therefore they must follow the room ratios and all State guidelines.

Eastham moved to recommend staff proceed with a substantial amendment to the FY18 Annual Action Plan to allocate an additional \$36,141 in CDBG funds to the Little Creations Academy project to complete the full scope of work in the agreement. McKinstry seconded. A vote was taken and the motion passed 7-0.

CONTINUE DISCUSSION OF FY20 AID TO AGENCIES LEGACY SUBMITTALS:

Lehmann first noted the assigned priorities Staff had chosen and asked that HCDC discuss and decide if they agree with those priorities. One agency sent an email stating their disagreement with the priority that was assigned, and Lehmann read that email to HCDC. The email was from Genevieve Anglin with UAY (United Action for Youth) who commented on the preliminary category UAY was given noting that while it is true UAY is a youth services nonprofit, they have a much broader mission that encompasses many programs. All the programs work with youth, but UAY also offers mental health services (which is available to all, regardless of ability to pay), homeless youth services and teen parent services in addition to the youth development work. In FY18 youth development programs made up 18% of the programming

budget while mental health services made up 40%. Homeless youth services made up another 17% and the remaining 25% for teen parent services. Anglin stated her concern with the preliminary designation of youth services makes it seem as if all of UAY services should be categorized as medium priority when the request for City funds was primarily for homelessness and mental health services, which make up 50% of their total budget, and are high priority categories. Anglin noted she understands it is hard to categorize organizations such as UAY that have multiple programs but it is important for the members of the Commission understand the full depth and breadth of UAY programming.

Eastham wanted to clarify the priority assignment for each year, he thought it was based on the description of the program for which funding was requested on the application. Fixmer-Oraiz agreed that was her assumption as well. Vaughan agreed and said that is how she based her priorities. Eastham noted there is a sentence in the Staff memo that indicates the Staff is asked to make a priority assignment to the agency as a whole. Lehmann noted that was Staff's understanding of what HCDC asked of Staff, because in the past everyone applied for funding in the high priority category so there was no way to differentiate, staff though applying a priority category to a whole agency made it clearer. Harms noted she was on the Commission when that was agreed upon. However, Harms noted that often once a decision is put into practice it is seen it may not be best and perhaps does need to be revisited. Lehmann noted it is very challenging to categorize agencies that do several different things, like HACAP and staff tried to categorize based on where the largest portion of funding was spent.

Eastham noted then if HCDC is to prioritize based on the application for the particular year than UAY should be prioritized as high. Lehmann added that this year perhaps the Commission should dismiss the Staff priorities assigned (since they were based on Agency and not program requests) and prioritize each application based on funding request. The Commission agreed.

Lehmann stated they also sent Aid to Agency question requests and received responses from the agencies and those were shared with the Commission.

Eastham noted he wished to discuss the Pathways and Elder Services responses. Both agencies say the percentage of black and Hispanic people in the community who are served by their programs is not much lower than percentage of black and Hispanic populations in the community when accounting for age. Eastham noted it was not clear what that percentage was and how that percentage compares to the demographic information. Eastham asked Lehmann to get census data to clarify as well as Latina data.

Vaughan had a couple other questions for Pathways. One is they list they have volunteers but do not list if they have any in-kind support. Secondly she requests to know who does their home chore repair, is it volunteers or a specific company. Finally on question 5, the collaboration with other agencies, they listed places like Oaknoll and assisted living and group homes and she questions if that coincides with what Pathways does (as it is adult daycare) and why people from assisted living facilities would be coming to Pathways for services. Vaughan would like clarification on that relationship.

Vaughan noted that the Free Lunch Program didn't complete their application, perhaps they filled in the wrong column, but they didn't have any data for 2019.

Vaughan state that Inside Out Reentry is a concern, they are losing their free-rent space so there is a concern about the organization's financial stability. McKinstry also mentioned concern regarding this, stating the church where they are currently located will give Inside Out Reentry a large portion of the sale of the building, however the building has not yet been sold. Vaughan requested to hear from the Agency on their financial plan as they are requesting 21% of their budget from the City, which is substantial. Lehmann suggested having someone from the Agency come to the next meeting to answer these questions and discuss their plans for the future.

Fixmer-Oraiz noted she had a difficult time going through the project requests and finding the specific percentages of AMI and perhaps that could be a follow up question to all applicants. Other Commissioners agreed. Lehmann said the CDBG/HOME applications ask for that information but this application did not. McKinstry said some agencies may not collect AMI information because they have an open-door policy for all regardless of income. Fixmer-Oraiz acknowledged that could be indicated on the

application, but for others it is necessary to have that information. McKinstry noted while it might be good to have that information it should not be heavily weighted against those agencies that do not track that information as the Commission does not want to inadvertently punish those people an agency serves based on lack of collection data. Fixmer-Oraiz agreed and said every application needs to be reviewed based on the need for the money and having the AML data may not be pertinent to every application.

Vaughan noticed a large increase in expenses for the Crisis Center from FY18 to FY19 and would like more information regarding that increase and if such increase are expected in the future. Additionally they showed a large increase in in-kind support but about a 30% decrease in number of volunteers and wonders if moving forward if that will be problematic.

Vaughan also said HACAP also showed a large reduction in volunteers (about 54%) so she wonders how they will address that.

With the Housing Trust Fund Vaughan noticed they have a large amount of restricted funds and would like more detail on those funds and what they can be used for.

Iowa Valley Habitat for Humanity had a large amount of other expenses Vaughan noted. She would like more detail on what those expense entail.

Vaughan stated that on question #9 the Neighborhood Centers stated they had little income from fees, however they listed \$1.2 million in the line item that said fees and that does not seem like a small number. She would also want to know what their fees are from.

Vaughan questioned the Rape Victim Advocacy Program answer to question #2, they state that most of their funds are restricted for direct care but on the form they did not list anything in restricted funds.

Finally, on ARC, Vaughan said the application talks a lot about what clients need but not so much about what ARC does for their clients or how they provide services for the needs. She requests clarification on the services provided. Fixmer-Oraiz noted this application is asking for funds for childcare, which also places the agency in a higher priority than originally categorized as well.

Eastham would like for HCDC to consider looking at a few different things when deciding on how to use funds for the Emerging Aid to Agencies allocations this year, he was at a meeting recently in the South District and one of the things that group discussed was youth activities that underrepresented groups of youths in the community are greatly attracted to. Two organizations, Dream Center and G World, provide those activities and have not received funds in the past from the City and Eastham would like the chance to talk to the leaders of those organizations to see if funds from this source of the community would help to improve and stabilize their programming. Eastham realizes the Aid to Agencies funding is application driven but he feels it does not have to be that way and rather HCDC could go out to agencies in the community they know are doing great things and effective work and provide assistance. McKinstry said perhaps just ask those agencies to submit an application and help them fill it out. Kubly noted that Staff does help agencies fill out applications if they have questions. Alter suggested perhaps putting on a workshop for the agencies to help fill out applications. Lehmann said Staff has a workshop for the CDBG/HOME application, it is not required but strongly encouraged. Brouse said the County has a grant program for sustainability and requires all agencies that want to apply for funds to attend a workshop, so it is something that can be required. Lehmann suggested they set up an "office hours" type of workshop where if an agency is interested they could come to the office hours and work on their applications and staff will be available to help answer questions, he is open to suggestions.

Harms wanted to discuss the financial resources portion of the application. Lehmann said that many of the financial questions seem cut and dry but it is up to the discretion of HCDC, that HCDC could have a consensus of how to score questions. Harms was concerned particularly about ranking a project's ability to leverage other resources and how each Commissioner is ranking that question. Brouse stated he felt if an agency said they were leveraging other funds based on these grants that weighted more on his rankings. McKinstry noted he was more impressed when an agency was able to use local government funds to get matching funds from other sources. Alter feels the goal of these agencies is to help people

and using their time to leverage funds may not be the best use of their time. Lehmann concluded everyone is looking at leveraging differently, with most looking at organizations that leverage as a positive thing but not as a requirement. Harms agreed that is a valid way to look at the question.

CONSIDER APPROVAL OF DRAFT FY20 AID TO AGENCY EMERGING APPLICATION FORMS:

Lehmann noted that he had an agency ask if they applied for Legacy Aid to Agencies funds, can they also apply for emerging funds. His understanding of the intent of creating the emerging funding was for new organizations, not new programs within existing organizations that received Aid to Agency funds but wanted HCDC's feedback on the topic. Vaughan noted that to be considered emerging the organization had to be in existence two years or less or haven't received Aid to Agency funds in the last five years. Eastham added he felt the separation of legacy and emerging was based on agency not programs within the agency.

Eastham asked if the application will ask for AMI information. Lehmann said it is part of the income section on page 3. He said the application had information and project information sections and the project information section is where it includes the budget information and impact to the community. Eastham said it doesn't ask for it specifically, there is an area for which they can explain. Lehmann said if the organization is emerging they may not have clientele yet and have that type of financial information. Brouse questioned if 250 characters was enough space for an agency to describe their functions. Lehmann said that was unknown, he will see if anyone reaches out and states it is not enough space but he will also increase it to more characters.

Fixmer-Oraiz said the front application page should include a note about a workshop or office hours for application assistance.

Lehmann noted that when the application asks for the agency corporate status (nonprofit or for-profit) he will add an option for "other" in case they are in the formation process and it is unknown.

Alter asked about the question asking how the application fits into one or two of the goals of the City Steps, could there be a link there to direct them to the City Steps. Lehmann will make sure it links to the City Steps Plan.

Lehmann noted the online application is accessible to all. Fixmer-Oraiz asked if a translation widget could be added. Lehmann said it can be done in Chrome but unsure of all browsers, he will look into it.

Alter asked if under impact/benefit "all service projects are required to..." it is a yes or no answer, if they choose no can there be a place for the applicant to explain why. Lehmann will add a box for explanation.

Fixmer-Oraiz moved to approve the draft FY20 Aid to Agency Emerging application forms, with changes as discussed in the meeting. Brouse seconded. A vote was taken and the motion passed 7-0.

CONSIDER APPROVAL OF DRAFT FY20 CDBG/HOME APPLICATION FORMS:

Lehmann noted most of the application is similar to last year, changes include parts of the applicant guide was reorganized and condensed. He noted the application timeline includes an applicant workshop on January 3, 2019, with applications due on January 18, 2019, question and answer meeting in February and recommendations in March. He noted they are very tentatively budgeting for \$1.3 million which would be roughly \$612,000 available for the funding round. That will likely change as they get closer to next spring and know better program income. HOME amount will be around \$500,000, project facilities projects of around \$50,000 or more will get first consideration. On page 5 it discusses the evaluation criteria, it currently states what was used last year so if the Commission wants changes this would be the time to suggest so. He also added a section about the rental permit cap that affects some of the neighborhoods downtown, and the affordable housing location model is updated in the packet as well.

Vaughan noted where the application talks about CHDO, it needs to be spelled out. She also asked if it was customary to only hold one workshop for applicants. Lehmann said in the past they have done two on occasion. Vaughan thought it might be beneficial to have two options in case the one date doesn't work for an organization. Lehmann said he would create a second option.

Fixmer-Oraiz asked about the number of characters the applicant gets in each section to answer questions. Lehmann said he set them to encourage concise answers but he is open to making the answer boxes larger. Fixmer-Oraiz noted some in the past were very long and yet explicit so having a lot of space was necessary for the applicant to explain their needs. To be able to evaluate these applications the Commission will need as much detail as possible from the applicants. Lehmann noted there was one answer he encourages they keep brief, the "provide a few lines describing the proposed project" because it is intended to be just a few lines and in the past they have received book long answers.

Eastham questions where the applicant will include the initial rents per unit or the initial sale price for units. Lehmann said that information is not in the pro forma, the pro forma is based off what was asked for in the past but would add the question of initial rent or sales price in the application.

Fixmer-Oraiz moved to approve the draft FY20 CDBG/HOME application forms, with changes as discussed in the meeting. Harms seconded. A vote was taken and the motion passed 7-0.

STAFF/COMMISSION COMMENT:

Lehmann made a general comment about the delivery of documents and information and noted it is often easier to work online (depending on each person's technological capabilities) but he can print off copies for a commissioner if requested, please let him know.

Lehmann noted there is a new Aid to Agency audit policy that City Council approved, he distributed a memo regarding that policy to each Commissioner.

Lehmann stated for the 2020 Census they are starting to get the Complete Count committee together, and he distributed handouts on that for those interested in participating. The Complete Count Committee would focus on outreach and attaining participation in the census.

Eastham asked when it will become clear if people are actually responding to the citizenship question, if there is one. Lehmann said there is not a clear answer to that question at this time, right now there are legal protections for the citizenship question but that can always change. It also noted it is being challenged in court.

Eastham asked for an update on the low-income housing tax credit and a proposal for adding additional funds to reduce rents for some number of units, if staff had that conversation yet or if the City Manager stopped it. Kubly said in their memo to Council staff put HCDC's approval of the regular \$200,000 for the LIHTC project and indicated HCDC had a consensus they would like Council to consider extra funds to subsidize lower rents for this project. Council approved the main \$200,000 and discussed the extra funding but they did not approve any additional funding. Eastham did not believe Council was asked to approve additional funding. Kubly said Council needs to give Staff direction on the availability of funding for staff to proceed with discussions with the developer on those funds. Eastham was at the Council meeting that night and interpreted the discussion as Council not being asked to direct the staff to do anything. Kubly said staff relayed the request to provide additional funds, but Council needs to give staff direction on the availability of funds. Eastham asked if staff talked with the developer. Kubly said staff wouldn't do that until there was direction that funding was available for that purpose. Eastham asked if the Commission needed to get on board to go back to Council to ask for additional funding. Kubly said the request was made to the Council. Eastham stated he was at the meeting and doesn't believe Council understood they had to direct staff that night to ask the developer how they would use additional funds. Kubly stated it didn't have had to happen that night, but at some point, Council would need to indicate there was additional funding available for this purpose. Eastham asked if the City Manager is going to

bring it back up to the Council. Kubly didn't know, but will ask. Eastham stated he could talk to Council members, that he doesn't believe the City Manager's memo to Council was worded fairly to what this Commission asked to have happen, that he could sit down with the City Manager, that he wants staff to sit down with the developer and come up with a proposal for some additional amount of funds to have some additional lower rents in the project. Eastham stated the City Manager's position is to not proceed until Council tells him how much additional money he has for discussions with the developer, but that Council does not understand that. Kubly will relay that message to the Department Director and City Manager. Fixmer-Oraiz stated the recommendation seems to be stuck in a procedural loop. Eastham said it could be called that or a considered decision on the part of the City Manager about how to present this to Council. Fixmer-Oraiz asked if HCDC needs to request Council to consider directing staff to talk to the developer. Vaughan noted the recommendation was made from HCDC to Council. Eastham thought the recommendation was for staff and the developer to present a specific proposal for consideration by Council. McKinstry understood the recommendation to include possibilities for different amounts of funds and how they would affect rents, and noted this did not happen. Fixmer-Oraiz asked if staff needed Council direction to research that. Kubly stated that without funding available or an indication by Council they would support additional funding, staff did not believe there would be anything to offer the developer at this time. Eastham stated there is plenty of funding available, that Council could find that money. Kubly stated they could. Eastham added that the City Manager could recommend funding. Vaughan asked if a Commissioner should go to a Council meeting to urge them to reconsider. Eastham said that or he could talk with individual Council members. Lehmann stated Council also accepts correspondence. Fixmer-Oraiz asked if that would come from Eastham or HCDC. Vaughan noted that they talked about it last time. Harms added HCDC agrees about how to proceed. Vaughan affirmed but noted HCDC does not make the decision. Brouse stated he was not at the meeting, but HCDC made the recommendation and Council approved the initial funding. Eastham stated HCDC had two votes, one to recommend the initial funding, and the second to ask Council for additional funds for this project to lower rents. Lehmann noted staff asked Council for funds to lower rents but staff did not move forward discussions with the developer because nothing was approved. Eastham said Council did not say yes or no to providing additional funds, that Council didn't make a decision about it. Vaughan suggested Eastham could ask Council. Eastham asked if that would come from him or HCDC. Brouse stated they could vote again. Fixmer-Oraiz added it should be an action from HCDC. Alter noted HCDC had a robust conversation and saw it as a two-part recommendation to Council. McKinstry added the developer was here and was willing to provide the information, that most Commissioners thought what would be passed to Council was information from the developer about what could happen with different amounts of additional funding, and it is up to Council to decide, that he understands the frustration. Alter stated that Council did not understand they needed to make a decision on the second part. Kubly noted there was a discussion at Council where the extra \$200,000 was raised and the developer said if they had extra funding they could submit their pro forma but they need more information, that Council noted in the discussion that the Housing Trust Fund of Johnson County was also providing funding for the project, a portion of which was funds that the City provided so there was already a significant amount of City funds in the project, that it was her understanding that Council was not going fund additional money to the project. Eastham said that conversation was from one council member. Fixmer-Oraiz noted support for a formal letter from HCDC urging Council to reconsider, so it's not just staff or individuals, but something in writing that HCDC really considered and still feels strongly about, that the developer is fine moving forward in terms of timeliness, that the proforma is not time constrained. Eastham stated the developer has plenty of time to use additional funding to reduce rents. Lehmann said he can add an item to next month's agenda for HCDC and draft a letter for HCDC review to reiterate their request to Council for additional funds for the project. Eastham asked staff to pay attention to this part of the minutes for next meeting.

ADJOURNMENT:

Fixmer-Oraiz moved to adjourn. Brouse seconded. Passed 7-0

**Housing and Community
Development Commission
Attendance Record**

Name	Terms Exp.	7/10	9/20	10/11	11/15							
Alter, Megan	7/1/21	X	X	X	X							
Brouse, Mitch	7/1/21	X	X	X	X							
Eastham, Charlie	7/1/20	X	X	X	X							
Fixmer-Oraiz, Vanessa	7/1/20	X	O/E	X	X							
Harms, Christine	7/1/19	X	X	X	X							
Lamkins, Bob	7/1/19	O/E	O/E	X	O/E							
McKinstry, John	7/1/17	X	X	X	X							
Padron, Maria	7/1/20	X	X	O/E	O/E							
Vaughan, Paula	7/1/19	X	X	X	X							

- Resigned from Commission

Key:

X = Present
O = Absent
O/E = Absent/Excused
--- = Vacant

RESOLUTION NO. _____

Resolution adopting Iowa City's FY18 Annual Action Plan Amendment #4, which is a sub-part of Iowa City's 2016-2020 Consolidated Plan (CITY STEPS)

Whereas, the U.S. Department of Housing and Urban Development requires the City of Iowa City, Iowa, to prepare and submit an Annual Action Plan as part of the City's Consolidated Plan (CITY STEPS) to plan for the use of federal funds to assist lower income residents with housing, jobs and services; and

Whereas, in the FY18 Annual Action Plan, the City allocated Little Creations Academy, Inc. \$73,000 in CDBG funds to rehabilitate their childcare facility to improve the provision of affordable childcare services; and

Whereas, cost overruns have not allowed Little Creations Academy, Inc. to contract the full scope of work in the agreement, which is expected to total \$109,141; and

Whereas, Little Creations Academy, Inc. is requesting an additional \$36,141 to complete the project as stated in the agreement's scope of work; and

Whereas, all active CDBG recipients were notified of the availability of funds per the City of Iowa City's Policy for Allocation of Uncommitted CDBG And HOME Funds; and

Whereas, proposed FY18 Annual Action Plan Amendment #4 is attached hereto as Exhibit A; and

Whereas, according to the City Council adopted Citizen Participation Plan the proposed amendment is considered substantial and requires City Council approval; and

Whereas, the City has disseminated information soliciting public input at the January 8, 2019 City Council meeting on the proposed Amendment #4; and

Whereas, the City Council finds that the public interest will be served by the adoption of the Amendment #4 to the FY18 Annual Action Plan.

Now, therefore, be it resolved by the City Council of the City of Iowa City, Iowa, that:

1. The City of Iowa City's Amendment #4 to the FY18 Annual Action Plan, copies of which are filed in the Neighborhood and Development Services Department, are hereby approved and adopted.
2. The City Manager of Iowa City is hereby authorized and directed to submit the applicable documentation for the City of Iowa City's Amended FY18 Annual Action Plan to the U.S. Department of Housing and Urban Development to provide all the necessary certifications required by the U.S. Department of Housing and Urban Development in connection with said Plan.

Passed and approved this _____ day of _____, 2019.

MAYOR

Approved by

ATTEST: _____
CITY CLERK

City Attorney's Office

EXHIBIT A

FY18 Annual Action Plan Substantial Amendment #4 January 8, 2019

The FY18 Annual Action Plan allocates \$73,000 in CDBG funds to Little Creations Academy, Inc. to rehabilitate their childcare facility as part of the “Low-Mod Clientele Public Services/Facilities” project. The purpose is to improve the provision of affordable childcare services for at least 15 children annually through June 30, 2024.

Cost overruns have not allowed Little Creations to contract the full scope of work in the agreement, which per a contractor’s bid, would cost a total of \$109,141 to complete. Little Creations requests to increase CDBG funding by an additional \$36,141 to complete the activity as stated in the agreement’s scope of work. \$50,735 has been spent to date. The proposed amendment is detailed on the following page.

The City Council will consider this recommendation on January 8, 2019 following a 30-day public comment period and an amendment will be submitted to the U.S. Department of Housing and Urban Development (HUD) subject to City Council approval.

Jurisdiction: City of Iowa City, Iowa	Contact Person
Jurisdiction Web Address: http://www.icgov.org/actionplan	Erika Kubly Neighborhood Services Coordinator 410 E. Washington Street Iowa City, IA 52240 319.356.5121 Erika-Kubly@Iowa-City.org

Proposed Amendment

Project Name	Low-Mod Clientele Public Services/Facilities
Target Area	Citywide
Goals Supported	Improve and maintain public facilities; Provide public services
Needs Addressed	Public Facility Improvements; Public Services
Funding	CDBG: \$ 332,841 296,700
Description	Funding for a variety of public service activities and public facility improvements serving low to moderate income clientele including: advocacy, case management, referrals, service coordination, education, counseling, and legal assistance and funding for the staff to implement these activities, as well as public facilities serving income eligible residents.
Target Date	
Goal Outcome Indicators	
Location	Citywide
Planned Activities	<p>Funding for a variety of public service activities serving low to moderate income clientele has been proposed for this year, including:</p> <ul style="list-style-type: none"> • Homeless and Transitional Housing: Provides shelter and transitional housing for homeless adults and families. Services also include advocacy, case management, referrals, service coordination. Meal sites, and funding for the staff to implement these activities. • Domestic Violence Services: Advocacy shelter provides assistance and shelter to victims of domestic violence. Shelter staff provides crisis line, advocacy, and assistance to victims in obtaining safe shelter, food, clothing, medical attention, and basic needs. Program provides counseling, referrals, and legal assistance to victims of domestic violence. Provides community and prevention education programs to individuals age 3 to 18. • Neighborhood Services: Provides resources to low-income residents at neighborhood centers that include computer access, daycare, hang-out, and English language classes. <p>See Exhibit A attached for planned activities and beneficiaries.</p>

(Exhibit A mentioned under planned activities is included on the following page. Changes will be reflected throughout the document, including beneficiary descriptions, etc.)

Project	Planned activities	CDBG Award	HOME Award	Persons / Households / Facilities Assisted
Low-Mod Clientele Public Services/Facilities	Aid to Agencies Shelter House	\$49,696	NA	650
	Aid to Agencies NCJC	\$43,434	NA	120
	Aid to Agencies DVIP	\$4,570	NA	300
	MYEP Facility	\$31,000	NA	445
	Little Creations Academy	\$109,141 73,000	NA	20,15
	Crisis Center Remodel	\$95,000	NA	11,859
Neighborhood and Area Benefits	Wetherby Park Improvements	\$75,000	NA	300
Homeowner Housing Rehabilitation	Comprehensive rehabilitation	\$235,000	\$90,000	22
Other Housing Activities	CHDO Operating	NA	\$18,000	NA
	The Housing Fellowship Rental Rehab		\$86,000	5
	Successful Living SRO units	\$36,000	\$51,000	4
	Habitat for Humanity		\$35,000	1
	MYEP Rental Acquisition		\$50,000	3
	Successful Living Rental Rehab		\$50,000	5
Economic Development	Economic Development Set-aside	\$50,000	NA	2
CDBG and HOME Administration/Planning	CDBG Administration	\$126,049	NA	NA
	HOME Administration	NA	\$46,635	NA
Total		\$854,890 818,749	\$426,635	13,746 13,741

Public Comments Received with Staff Response

The 30-day public comment period for the FY18 Annual Action Plan Amendment #4 starts December 7, 2018 and ends January 8, 2019. The City Council is holding a public meeting on January 8, 2019.

Comments Received:

None to date

Staff Response:

N/A



CITY OF IOWA CITY MEMORANDUM

Date: November 13, 2018

To: Housing and Community Development Commission

From: Kirk Lehmann, Community Development Planner

Re: FY18 Little Creations Academy Facility Rehab Amendment

Introduction:

In City Fiscal Year 2018 (FY18), the Housing and Community Development Commission (HCDC) recommended, and Iowa City City Council approved, an award of \$73,000 in Community Development Block Grant (CDBG) funds to Little Creations Academy. The funds were to rehabilitate their childcare facility to improve the provision of affordable childcare services for at least 15 children annually through June 30, 2024. Cost overruns have not allowed Little Creations to contract the full scope of work in the agreement and is requesting an additional \$36,141 to complete the project as stated in the agreement's scope of work.

History/Background:

Little Creations Academy created a scope of work and budget for their project, as agreed upon in the "Agreement Between the City of Iowa City, Iowa and Little Creations Academy, Inc. for Fiscal Year 2015 Community Development Block Grant Funds", signed March 13, 2018. Of the \$73,000 awarded, \$50,735 has been spent to date. Another \$23,479 is under contract, of which CDBG will cover \$22,265. The remaining scope of work, per a contractor's bid, would cost an additional \$34,927 to complete. Overall, bids have come back 43 percent higher than budgeted, while change orders to complete phases of the project have increased costs by an additional 6 percent. The budget in the agreement and status of each work item is as follows:

Childcare Center Renovation	Budgeted	Bid	Change Orders	Contracted / Expended	Complete
Total Cost	\$73,000	\$104,568	\$4,573	\$73,000	
Remove asbestos	\$7,900	\$8,800	\$500	\$9,300	X
Install floors	\$6,600	\$8,412	\$956	\$9,368	X
Replace HVAC	\$20,000	\$28,950	\$3,117	\$32,067	X
Replace doors / install access control	\$14,900	\$23,479	\$0	\$22,265	In Progress
Install permanent cubbies	\$3,000				
Replace kitchen window(s)	\$5,100	\$5,777			
Replace outdoor storage shed	\$3,500	\$4,770			
Install room dividers	\$12,000	\$24,380			

Agencies are expected to provide complete and realistic budgets with their applications. Staff can administratively approve up to 25 percent of the project budget per the Citizen Participation Plan. Staff makes this determination based on what is feasible and reasonable. Most projects do not request budget amendments over that threshold. When administrative amendment requests are not approved, agencies typically determine the importance of each item and complete what they can with the funds allocated. Little Creations' current project will complete the highest identified priority items per prior budget discussions.

Typically for budget amendment requests of more than 25 percent, staff recommends they apply at next funding round to be fair to all applicants and organizations. However, HCDC and Council can substantially amend the agreement, which requires a mandatory 30-day comment period. Currently, Little Creations is requesting a budget amendment of 43 percent of the initial allocation.

Discussion of Solutions:

HCDC can recommend staff to proceed with a substantial amendment to the Annual Action Plan for the full requested amount. This amendment would be formally considered by HCDC following a 30-day public comment period. Upon recommendation, City Council would consider approval of the amendment.

If HCDC recommend that staff does not proceed with a substantial amendment for the full funding request, HCDC could recommend that staff proceed with an administrative amendment to the agreement of up to \$18,250 (\$73,000 *.25). This could be used to complete some but not all items requested.

Another option is for HCDC to request that Little Creations complete the current project as contracted and apply to the upcoming CDBG funding round which will open in December. Funding amounts have not yet been determined and application materials are not yet approved, but public facility projects of more than \$50,000 typically get first consideration. No more than two public facility projects are awarded per year. Funds would become available on July 1, 2019.

Financial Impact:

The City currently has approximately \$46,000 in uncommitted CDBG funds. Uncommitted funds are in the City's CDBG line of credit but have not been allocated to a specific project. This happens when a project is unable to spend their full allocation or when program income exceeds the amount originally budgeted. Staff can administratively use these funds for cost overruns if the request is under 25 percent of the original award and the applicant can demonstrate the need. Whatever balance remains is available in the next funding cycle. The \$46,000 would be added to the City's annual CDBG entitlement and would be available for the FY20 funding round opening in December.

Recommendation:

Staff recommends to administratively award Little Creations \$18,250 to be applied for the room dividers. They would need to match this with \$6,130 of their own funds. If this is not feasible to the organization, staff recommends they apply for the FY20 funding cycle due in January to complete all necessary improvements. Historically, the City has encouraged organizations to apply at subsequent funding rounds when requests exceed 25 percent of their original awards. If requests are substantial, staff prefers that all organizations are allowed the same opportunity to apply for those funds. It also encourages applicants to obtain accurate estimates so that HCDC can review what can best be accomplished with the funds available.

Kirk Lehmann

From: Chelsey Holmes <chelseyholmes@arcsei.org>
Sent: Wednesday, November 21, 2018 11:37 AM
To: Kirk Lehmann
Subject: RE: Legacy Aid to Agency Priority Categories

Hello Kirk,

I hope this email reaches you as it seems that my previous message did not. Admittedly we were experiencing some internet/email issues at that time, which have hopefully been resolved.

It was informative to listen in on the conversation of the Commission about the topic of priority listings as well as other discussion and questions. I recall that a question was raised about The Arc's application looking for some additional information. How can I go about providing the information requested and making sure it gets to the right person(s)?
Thank you,

Chelsey Markle
Executive Director
The Arc of Southeast Iowa
2620 Muscatine Ave
Iowa City, IA 52240
chelseyholmes@arcsei.org
Phone: 319-351-5017 ext. 103
Website: www.arcsei.org

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From: Chelsey Holmes
Sent: Monday, October 29, 2018 1:48 PM
To: Kirk Lehmann <Kirk-Lehmann@iowa-city.org>
Subject: RE: Legacy Aid to Agency Priority Categories

Good afternoon,

I am writing to request that The Arc of Southeast Iowa's priority category be changed to Child Care Services. The rationale for this request is that our application for funding is specifically to aid our inclusive daycare program. All funding, if granted, would be utilized for this program in order to serve more families. Please let me know if you have any questions. Thank you for considering this request.

Regards,

Chelsey Markle
Interim Executive Director
The Arc of Southeast Iowa
2620 Muscatine Ave
Iowa City, IA 52240
chelseyholmes@arcsei.org
Phone: 319-351-5017 ext. 103

Website: www.arcsei.org

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From: Kirk Lehmann [<mailto:Kirk-Lehmann@iowa-city.org>]

Sent: Friday, October 12, 2018 3:54 PM

To: susan@iowa4cs.com; Chelsey Holmes <chelseyhomes@arcsei.org>; daletac@iastate.edu; becci.reedus@jccrisiscenter.org; Kristie@dvipiowa.org; rschwartz@elderservicesinc.org; jcfreelunch@gmail.com; jdrapeaux@hacap.org; emccabe@htfjc.org; insideoutreentry@gmail.com; bvinograde@freemedicalclinic.org; heath@iowavalleyhabitat.org; brian-loring@ncjc.org; lmitchell@abbehealth.org; rberg@preludeiowa.org; adam-robinson@uiowa.edu; crissy@shelterhouseiowa.org; mail@table2table.org; Genevieve.Anglin@unitedactionforyouth.org

Cc: Erika Kubly <Erika-Kubly@iowa-city.org>; Marcia Bollinger <Marcia-Bollinger@iowa-city.org>

Subject: Legacy Aid to Agency Priority Categories

Hello,

The Housing and Community Development Commission (HCDC) will discuss FY20-FY21 Legacy Aid to Agency applications at their meeting at 6:30 pm on Thursday, November 15, in Room 202 of the Senior Center (28 S. Linn Street, Iowa City). You may use the Washington Street entrance or the 2nd floor skywalk via Tower Place parking garage.

This meeting is not a public hearing, but you are welcome to listen to the discussion. Commissioners will discuss their individual rankings for applications, formally assign priority categories to applicants, and determine what additional information is needed. Final funding decisions will not be made until January. HCDC will not accept materials from applicants unless the Chair specifically requests information at the meeting.

Preliminary priority categories for agencies are attached. If you would like to request a change of priority category, please send an email by November 8 that explains your proposed priority category and the rationale as to why it better fits your agency. Keep in mind that HCDC is targeting 70% of funds to high priorities, 25% to medium priorities, and 5% to low priorities.

If you have any questions, feel free to contact me at 319-356-5247.

Regards,

CITY OF IOWA CITY
JWELCO CITY OF LITERATURE

WWW.ICGOV.ORG



Kirk Lehmann

Community Development Planner

Office: 319-356-5247

410 E Washington St

Iowa City, IA 52240

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[Spam](#)

Kirk Lehmann

From: Barbara Vinograde <bvinograde@freemedicalclinic.org>
Sent: Friday, November 16, 2018 10:54 AM
To: Kirk Lehmann
Subject: Hello from the Free Clinic!

Dear Kirk,

Thank you again for taking the time to talk with me this morning.

As I mentioned, I very much appreciate that members of the HCDC are examining the process used to make Aid to Agency funding recommendations to the City Council. I also appreciate the time it takes for HCDC members to read through all the applications, and the challenges in making decisions that impact the delivery of services for many important agencies in our community.

In the years I have prepared the Free Clinic's application, I have requested funding consideration from the United Way, Johnson County, the City of Iowa City and the City of Coralville. For the application's question, "provide a description of services that will be provided with funding requested", I have always specified the funding will be used for "operational support", and have then listed specific services Clinic patients receive. As I answer this question for each funder, it has involved some cutting and pasting, with some additional information for the specific funder. For example, for Aid to Agency funding, I include the number of patients receiving clinic services who fall into categories identified as Aid to Agency funding priorities.

If members of the HCDC would prefer more specific information on how the Clinic would utilize the funding, I could certainly do that. For example, I could specify that the funding requested will be used to purchase commonly prescribed medications for our on-site dispensary and give specific information about dispensary usage.

If you think it is appropriate, please share my comments with members of the HCDC. I welcome feedback and again, appreciate your time and consideration.

Sincerely,
Barbara Vinograde
Executive Director
Iowa City Free Medical and Dental Clinic
319-337-9727

www.freemedicalclinic.org

POPULATION 60 YEARS AND OVER IN THE UNITED STATES

2012-2016 American Community Survey 5-Year Estimates

Census Table S0102

	Iowa		Johnson County		Iowa City	
	Total	≥60 years	Total	≥60 years	Total	≥60 years
Total population	3,106,589	684,843	142,006	20,677	72,385	9,497
White	90.9%	97.1%	83.3%	95.7%	78.8%	93.7%
Black or African American	3.3%	1.2%	6.1%	1.4%	7.1%	2.1%
American Indian and Alaska Native	0.3%	0.2%	0.1%	0.0%	0.2%	0.0%
Asian	2.1%	0.8%	6.2%	2.4%	8.2%	3.1%
Native Hawaiian and Other Pacific Islander	0.1%	0.0%	0.1%	0.0%	0.2%	0.0%
Some other race	1.3%	0.3%	2.1%	0.1%	3.0%	0.1%
Two or more races	2.0%	0.4%	2.1%	0.4%	2.6%	0.9%
Hispanic or Latino origin (of any race)	5.6%	1.3%	5.3%	1.3%	5.9%	2.3%
White alone, not Hispanic or Latino	87.0%	96.1%	80.3%	94.3%	75.9%	91.5%

4Cs

From: Kirk Lehmann
Sent: Monday, November 26, 2018 10:28 AM
To: 'susan@iowa4cs.com'
Cc: Erika Kubly
Subject: HCDC Additional Aid to Agencies Questions
Attachments: Legacy Aid to Agencies Supplemental.docx

Dear Susan (4Cs),

At their November 15 meeting, the Housing and Community Development Commission (HCDC) continued discussions about Legacy Aid to Agencies applications and requested more information from 4Cs to inform their next meeting. Please address the questions below in an email by December 13, or, if you would prefer to describe it in person, be prepared to attend HCDC's next meeting at 6:30 pm on Thursday, December 20 in Room 202 of the Senior Center.

HCDC's specific question was: what are the incomes of the clients that you serve? Please fill out the attached form as best you can, using the information you collect.

If you have any questions about their request for information, please feel free to give me a call at 319-356-5247.

Regards,

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Kirk Lehmann
Community Development Planner
Office: 319-356-5247
410 E Washington St
Iowa City, IA 52240



Legacy Aid to Agencies Supplemental: Client Incomes

Please indicate the income of the population that your agency served in FY2018 according to the [linked income categories](#) (note that groups are based on percentages of median income and household size). If you do not collect income data, please estimate the income ranges of your clients served and indicate the basis for your estimate in Q3.

1. Please place an X showing whether these numbers are for the:

☐ Entire Agency

-OR-

☒ Specific program for which funds are requested: **Home Ties Child Care Center**

2. What are the estimated incomes of clients by income group

Income Group	Number of Households Assisted	Percent Assisted
0 - 30% of Median Income	41	77%
31 - 50% of Median Income	6	12%
51 - 80% of Median Income	3	5.5%
Over 80% of Median Income	3	5.5%
TOTAL		100%

3. Please describe the basis or methodology used to estimate the number of clients to be served:

Last fiscal year we served 66 children at Home Ties Emergency Child Care Center from 54 families. The above income assessment is based on 53 families that were served as we received minimal documentation on one crisis child care case.

- Income levels are based on the Child & Adult Care Food Programs applications.
- Children in foster care are considered to be one child in one home with no income. Last year we cared for six foster care children. Two groups of siblings were separated and placed in four foster care homes, and were therefore considered to be 4 independent families. The additional two foster siblings were placed in one foster home, so we counted them as one family.



Legacy Aid to Agencies Supplemental: Client Incomes

Please indicate the income of the population that your agency served in FY2018 according to the [linked income categories](#) (note that groups are based on percentages of median income and household size). If you do not collect income data, please estimate the income ranges of your clients served and indicate the basis for your estimate in Q3.

1. Please place an X showing whether these numbers are for the:

☐ Entire Agency

-OR-

☒ Specific program for which funds are requested **4Cs Provider Services / Food Program**

2. What are the estimated incomes of clients by income group

Income Group	Number of Persons Assisted	Percent Assisted
0 - 30% of Median Income	30	41%
31 - 50% of Median Income	26	35%
51 - 80% of Median Income	11	15%
Over 80% of Median Income	7	9%
TOTAL		100%

3. Please describe the basis or methodology used to estimate the number of clients to be served:

- A. Our data is based on the home-based Child & Adult Care Food (CACFP) Program.
In FY 18 we served 74 registered home-based programs. In July 2018 there was a total of 82 registered home-based programs in Johnson County.
The CACFP program assesses homes at a Tier 1, Tier 2 and Mixed level 1 & 2 (Participating families are individually assessed.)
- B. Tier 1: 50 home-based child care programs – 68%
Tier 2: 15 home-based child care programs – 20%
Mixed Rates: 9 home-based child care programs - 12%

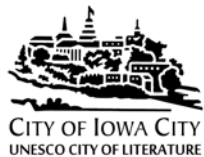
1275 children are served in the program. 886 of these children are in the Tier 1 level (69%).

Tier 1 is based on the National School Lunch Program and reduced fees are for child care providers qualifying between 130-185% levels of poverty.

Tier 2 reimbursement rate if child care provider qualifies above the 185% level of poverty.

Mixed rate is assessed by the number of individual families in the program that qualify for the lower reimbursement level. This serves the need to support socio-economically diverse programs.

NOTE: A provider may be assessed as a Tier 1 program based on providing a program in a low-income area – designated either by school district or by census area.



- C. Education and Training: We do not collect financial information for providers attending classes. We would estimate 80% of participants are low income, as child care salaries are one of the lowest in the county.
- Participation in our center consultation program is based on centers being willing to accept children receiving child care assistance.
- Over 90% of our home-based consultation/ coaching programs participate in the CACFP program, so the above Food Program data applies to those programs too – approximately 50 home-based programs.

SUPPLEMENTAL CLARIFICATION (from email correspondence)

The numbers in the table are based on the child care providers' income information, not the children served. The CACFP for home programs does not distinguish between Free and Reduced Meals – they are all reimbursed at the same level.

Arc

From: Kirk Lehmann
Sent: Monday, November 26, 2018 10:22 AM
To: 'Chelsey Holmes'
Cc: Erika Kubly
Subject: HCDC Additional Aid to Agencies Questions
Attachments: Legacy Aid to Agencies Supplemental.docx

Dear Chelsey (Arc),

At their November 15 meeting, the Housing and Community Development Commission (HCDC) continued discussions about Legacy Aid to Agencies applications and requested more information from the Arc of Southeast Iowa to inform their next meeting. Please address the questions below in an email by December 13, or, if you would prefer to describe it in person, be prepared to attend HCDC's next meeting at 6:30 pm on Thursday, December 20 in Room 202 of the Senior Center.

HCDC's questions were as follows:

- 1) HCDC felt that the application talked a lot about what clients need, but not about how the Arc provided those services. Could you please explain?
- 2) What are the incomes of the clients that you serve? Please fill out the attached form as best you can, using the information you collect.

If you have any questions about their request for information, please feel free to give me a call at 319-356-5247.

Regards,

CITY OF IOWA CITY
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Kirk Lehmann
Community Development Planner
Office: 319-356-5247
410 E Washington St
Iowa City, IA 52240

From: Chelsey Holmes <chelseyholmes@arcsei.org>
Sent: Wednesday, December 12, 2018 4:07 PM
To: Kirk Lehmann
Cc: Erika Kubly
Subject: RE: HCDC Additional Aid to Agencies Questions
Attachments: Arc service program info.docx; Legacy Aid to Agencies Supplemental.docx

Good afternoon,

In response to questions from the commission and the request for some additional information, please see the included attachments. I hope that the service and program information helps provide a better understanding for how The Arc of Southeast Iowa serves our clientele and community. As for the income survey, I would like to further explain that some of our clients are children who qualify for Medicaid through the state's Waiver programs, and their parents' income is not a factor in their ability to receive these specific Medicaid services. Therefore, we serve a fairly wide range of incomes by working with children with waiver programs. Also, all persons who decline to respond to the survey are included at over 80% AMI.

I plan to attend the meeting on December 20th, but please don't hesitate to let me know if there are any follow up questions.

Thank you,

Chelsey Markle
Executive Director
The Arc of Southeast Iowa
2620 Muscatine Ave
Iowa City, IA 52240
chelseyholmes@arcsei.org
Phone: 319-351-5017 ext. 103
Website: www.arcsei.org

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We were asked to provide a better description for how we serve our clients, so the following is a listing of the types of services and supports that The Arc of Southeast Iowa offers as well as a brief description of that service or program.

ADVOCACY: The Arc of Southeast Iowa acts in an advocacy role to ensure that the rights of citizens with disabilities are secured and safeguarded. The Arc is active in governmental affairs and forums, community events and public services. Families are kept informed of legislation pertaining to disability issues. Individuals or families may also seek assistance from The Arc to meet personal advocacy needs. The Arc of Southeast Iowa also offers opportunities for Parent Education, Support, and Family Fellowship through various events, seminars, and other opportunities throughout the year.

INFORMATION AND REFERRAL: The Arc provides assistance in navigating Medicaid Waiver and social services systems to help our clients and members of the community identify and link up with resources.

RESPIRE CARE: Respite provides caregivers with needed breaks while ensuring that the individual with a disability receives supports and supervision. Caregivers are able to complete normal functions of everyday life, and numerous studies have shown that respite services improve the quality of life and relationships of families. Respite helps to prevent institutionalization making it possible for families to remain intact.

GROUP RESPITE: The Arc offers opportunities for children and teens with disabilities to interact with peers through structured play, recreation and therapeutic activities while caregivers also receive a break from their care and supervision.

SUPPORTED COMMUNITY LIVING: The Arc's Supported Community Living Program allows people with disabilities to work toward specific goals to increase independent living skills and community involvement. Services are provided to both adults and children.

SUPPORTED EMPLOYMENT PROGRAM: The Arc's supported employment program assists adults with disabilities to find and maintain competitive jobs in the community through training, assessment, job development, employer recruitment and job coaching.

CONSUMER DIRECTED ATTENDANT CARE: This service allows individuals, typically adults living on their own, to receive personal care assistance with tasks essential to their health and well-being, such as bathing, cooking, or cleaning, in order to remain living in their homes.

SIBSHIP PROGRAM: Arc's Sibship Program is a support group for children who have brothers and sisters with disabilities. Sibship provides a supportive, safe, fun environment for children to talk about their experiences, helping decrease their sense of isolation. A wide variety of games, activities, food and fun are employed throughout the meetings.

SUMMER DAY CAMPS: The Arc of Southeast Iowa offers three summer day camp programs for children and teens with disabilities. The Arc offers very high staff to camper ratios (1:3, 1:2, or 1:1) in order to support the unique needs of each of our campers. The children and teens served receive a traditional day camp experience complete with arts and crafts, music therapy, swimming, games, and field trips adapted to their special needs. Camps are offered Monday-Friday for 8 weeks during the summer.

AFTERSCHOOL PROGRAM: School aged children and teens are provided with needed supervision and activity engagement during afterschool hours Monday-Friday.

SCHOOL BREAK DAY CAMPS: The Arc offers day camp programming during planned non-school days on the Iowa City School District calendar including in-service dates as well as Winter and Spring Breaks.

INCLUSIVE DAYCARE: The newest Arc program is an inclusive daycare. Following the development and increased popularity of our afterschool and camp programming, we recognized the need that families have for childcare in our community. However, when receiving inquiries about programming for children not yet school-aged, we've had very limited options for referral. Our inclusive daycare has become our newest project to address a need within our community and to create a greater continuum of care for our clients and families.



Legacy Aid to Agencies Supplemental: Client Incomes

Please indicate the income of the population that your agency served in FY2018 according to the [linked income categories](#) (note that groups are based on percentages of median income and household size). If you do not collect income data, please estimate the income ranges of your clients served and indicate the basis for your estimate in Q3.

1. Please place an X showing whether these numbers are for the:

☒ Entire Agency

-OR-

☐ Specific program for which funds are requested

2. What are the estimated incomes of clients by income group

Income Group	Number of Persons Assisted	Percent Assisted
0 - 30% of Median Income	168	53%
31 - 50% of Median Income	38	12%
51 - 80% of Median Income	29	9%
Over 80% of Median Income	82	26%
TOTAL		100%

3. Please describe the basis or methodology used to estimate the number of clients to be served:

The Arc of Southeast Iowa utilizes Iowa City's CDBG Income Survey to collect data during the client intake process or during the client's annual review of services. The "number of persons assisted" represents persons identified on our client roster during FY18 who received direct support services through Arc's in-home and community based services programs. Other family members impacted (e.g. parents or caregivers, sibling support group, etc.) are not included in our client roster and are therefore not included in the number of persons assisted.

Big Brothers, Big Sisters

From: Kirk Lehmann
Sent: Monday, November 26, 2018 10:28 AM
To: 'Thurness, Daleta K [CO PD]'
Cc: Erika Kubly
Subject: HCDC Additional Aid to Agencies Question
Attachments: Legacy Aid to Agencies Supplemental.docx

Dear Daleta (BBBS),

At their November 15 meeting, the Housing and Community Development Commission (HCDC) continued discussions about Legacy Aid to Agencies applications and requested more information from Big Brothers Big Sisters to inform their next meeting. Please address the questions below in an email by December 13, or, if you would prefer to describe it in person, be prepared to attend HCDC's next meeting at 6:30 pm on Thursday, December 20 in Room 202 of the Senior Center.

HCDC's specific question was: what are the incomes of the clients that you serve? Please fill out the attached form as best you can, using the information you collect.

If you have any questions about their request for information, please feel free to give me a call at 319-356-5247.

Regards,

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Kirk Lehmann
Community Development Planner
Office: 319-356-5247
410 E Washington St
Iowa City, IA 52240

From: Thurness, Daleta K [CO PD] <daletac@iastate.edu>
Sent: Wednesday, November 28, 2018 3:04 PM
To: Kirk Lehmann
Cc: Erika Kubly
Subject: RE: HCDC Additional Aid to Agencies Question
Attachments: CFJC-GrantReportForm-2015-1-1.docx; Income.pdf

Hi Kirk,

Thanks for contacting us to provide additional information. I have completed the form (see attached). I have also attached the form we give families to complete as an optional piece of our enrollment process. We do find a significant percentage of folks choose not to complete or don't necessarily indicate income.

This was a good reminder as we look at the forms we need to update the income levels as we were using 2012 #'s, so we are doing that going forward.

In March our national program is moving us to a new information management system, and we are not sure but perhaps this will allow us to better track this particular information and may better equip us to compile and report.

Thanks again, and let us know if there are further questions the committee has.

Regards,



A handwritten signature in black ink that reads 'Daleta Thurness'.

Daleta Thurness
Executive Director

Office: 319-337-2145
Email: daleta@bbbsjc.org
3109 Old Hwy 218 S., Iowa City, Iowa 52246
www.bbbsjc.org

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IOWA STATE UNIVERSITY
Extension and Outreach



Legacy Aid to Agencies Supplemental: Client Incomes

Please indicate the income of the population that your agency served in FY2018 according to the [linked income categories](#) (note that groups are based on percentages of median income and household size). If you do not collect income data, please estimate the income ranges of your clients served and indicate the basis for your estimate in Q3.

1. Please place an X showing whether these numbers are for the:

☒ Entire Agency

-OR-

☐ Specific program for which funds are requested

2. What are the estimated incomes of clients by income group

Income Group	Number of Persons Assisted	Percent Assisted
0 - 30% of Median Income		
31 - 50% of Median Income		
51 - 80% of Median Income		
Over 80% of Median Income		
TOTAL		100%

3. Please describe the basis or methodology used to estimate the number of clients to be served:

We do collect this information, however we don't have it compiled anywhere to configure the data requested. It resides in hard copy files. Our best estimate in looking at random files is the majority of our families indicate on the lower end.

We do collect information regarding Free and Reduced Lunch Eligibility and upload the data into our Agency Information System. Out of the 413 youth served in 2017 **76%** were Free and Reduced Lunch Eligible or 314 youth.

HOUSEHOLD SURVEY



Big Brothers Big Sisters
of Johnson County

Dear Families,

We are required to collect the following information by one of our funders. **This information does NOT determine your eligibility for our services.** By completing this survey, you are helping to fund our mentoring programs. **Thank you!**

1. Name of Head of Household: RAEQUEL

2. Ethnicity: Hispanic or Latino X Not Hispanic or Latino

3. Race of Head of Household (mark one):

Single Race:

 American Indian or Alaskan Native

 Asian

 Black or African American

 Native Hawaiian or Other Pacific Islander

 White

Multi-Race:

 X Am. Indian or Alaskan Native & Black or African Am.

 American Indian or Alaskan Native & White

 Asian & White

 Black or African American & White

 Other Multi-Racial

4. Income:

The City of Iowa City utilizes the Part 5 annual income definition (as defined in 24 CFR Part 5) to calculate annual (gross) income. Please **circle the appropriate box below** based on the number of persons in your household.

		Number of persons in your household							
		1	2	3	4	5	6	7	8
Our household income	16,900 or below	19,300 or below	21,700 or below	24,100 or below	26,050 or below	28,000 or below	29,900 or below	31,850 or below	
	28,150 or below	<u>32,150 or below</u>	36,150 or below	40,150 or below	43,400 or below	46,600 or below	49,800 or below	53,000 or below	
	45,000 or below	51,400 or below	57,850 or below	64,250 or below	69,400 or below	74,550 or below	79,700 or below	84,850 or below	
	More than 45,000	More than 51,400	More than 57,850	More than 64,250	More than 69,400	More than 74,550	More than 79,700	More than 84,850	

(Income Guidelines Effective 2/9/12)

I certify that the information above is, to the best of my knowledge and belief, true, correct and complete as of the date of application. I am aware that the information being provided is subject to verification by the local or Federal government.

The children in this family receive free or reduced lunch X yes no (please check one)

Head of Household Signature: Raequel [Signature] Date: 4/15/15

Name of Child: RAKKYI

Crisis Center

From: Kirk Lehmann
Sent: Monday, November 26, 2018 10:25 AM
To: 'Becci Reedus'
Cc: Erika Kubly
Subject: HCDC Additional Aid to Agencies Questions
Attachments: Legacy Aid to Agencies Supplemental.docx

Dear Becci (Crisis Center),

At their November 15 meeting, the Housing and Community Development Commission (HCDC) continued discussions about Legacy Aid to Agencies applications and requested more information from the Crisis Center of Johnson County to inform their next meeting. Please address the questions below in an email by December 13, or, if you would prefer to describe it in person, be prepared to attend HCDC's next meeting at 6:30 pm on Thursday, December 20 in Room 202 of the Senior Center.

HCDC's questions were as follows:

- 1) On Form C: Agency Budget, is the large increase in expenses a permanent increase, or is it expected to stabilize or go down in the future?
- 2) Why was the decrease in volunteers so large from last year to this year? Is it expected to pose a problem?
- 3) What are the incomes of the clients that you serve? Please fill out the attached form as best you can, using the information you collect.

If you have any questions about their request for information, please feel free to give me a call at 319-356-5247.

Regards,

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WWW.ICGOV.ORG



Kirk Lehmann
Community Development Planner
Office: 319-356-5247
410 E Washington St
Iowa City, IA 52240



The Crisis Center of Johnson County
1121 Gilbert Ct
Iowa City IA 52240-4528
www.jccrisiscenter.org

24 Hour Crisis Line (319) 351-0140
Food Bank (319) 351-0128
Business Line (319) 351-2726
Fax (319) 351-4671

November 26, 2018

Kirk Lehmann
Community Development Planner
Iowa City, Iowa

Kirk,

I am responding to your request to the following information:

1. On Form C: Agency Budget, is the large increase in expenses a permanent increase, or is it expected to stabilize or go down in the future?

Two years ago, our board of directors decided to include the value of food donations both as revenue and expense in our budget. In doing so not only do we see a more accurate representation of the size of our organization, we are able to communicate our needs to the community better. Our communications and development department is responsible for both monetary donations and non-monetary which are usually in the form of food donations.

In FY 19 we moved from cash basis accounting to accrual accounting. Under accrual accounting we are able to record in-kind volunteer hours when the volunteer position requires extensive training and supervision. Therefore we added the value of our crisis intervention volunteer hours as revenue and expenses. We do not have the volunteer contribution of the food bank volunteers as it does not fit the criteria, however the value of the hours donated are significant, because of which we have the ability to offer food bank and emergency assistance hours to the community. We do not expect this budgetary item to change significantly in the future.

2. Why was the decrease in volunteers so large from last year to this year? Is it expected to pose a problem?

In the past few years the Crisis Intervention program has received three program accreditations, important to our ability to provide services to our local community and also as a network of crisis intervention centers throughout the county. Accreditation was crucial to our survival and the ability for us to capture contracts for service. In moving through the process of accreditation we revised procedures for trained volunteers, specifically tenure on inactive status. When revising standards, we did lose volunteers. Technology in providing crisis services and training standards has changed to meet increasing needs. We are in year two of an expansion of Crisis Chat and Text services and developing an online training course which we expect, once fully operational, will yield new remote volunteers in greater numbers. We do not see this change in numbers as a problem, more as the evolution of our services.

Please let me know if this answers your questions or if you need additional information.

Becci Reedus
Executive Director
The Crisis Center of Johnson County



Legacy Aid to Agencies Supplemental: Client Incomes

Please indicate the income of the population that your agency served in FY2018 according to the [linked income categories](#) (note that groups are based on percentages of median income and household size). If you do not collect income data, please estimate the income ranges of your clients served and indicate the basis for your estimate in Q3.

1. Please place an X showing whether these numbers are for the:

☐ Entire Agency

-OR-

☒ Specific program for which funds are requested

2. What are the estimated incomes of clients by income group

Income Group	Number of Persons Assisted	Percent Assisted
0 - 30% of Median Income	4059	90.64
31 - 50% of Median Income	367	8.20
51 - 80% of Median Income	48	1.07
Over 80% of Median Income	4	.09
TOTAL	4478	100%

3. Please describe the basis or methodology used to estimate the number of clients to be served:

We use past trends and estimation for numbers served. If there are economic events or other such impactful events on the near future horizon, we can use those estimates also.

Domestic Violence Intervention Program

From: Kirk Lehmann
Sent: Monday, November 26, 2018 10:29 AM
To: 'Kristie Doser'
Cc: Erika Kubly
Subject: HCDC Additional Aid to Agencies Question
Attachments: Legacy Aid to Agencies Supplemental.docx

Dear Kristie (DVIP),

At their November 15 meeting, the Housing and Community Development Commission (HCDC) continued discussions about Legacy Aid to Agencies applications and requested more information from DVIP to inform their next meeting. Please address the questions below in an email by December 13, or, if you would prefer to describe it in person, be prepared to attend HCDC's next meeting at 6:30 pm on Thursday, December 20 in Room 202 of the Senior Center.

HCDC's specific question was: what are the incomes of the clients that you serve? Please fill out the attached form as best you can, using the information you collect.

If you have any questions about their request for information, please feel free to give me a call at 319-356-5247.

Regards,

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Kirk Lehmann
Community Development Planner
Office: 319-356-5247
410 E Washington St
Iowa City, IA 52240



Legacy Aid to Agencies Supplemental: Client Incomes

Please indicate the income of the population that your agency served in FY2018 according to the [linked income categories](#) (note that groups are based on percentages of median income and household size). If you do not collect income data, please estimate the income ranges of your clients served and indicate the basis for your estimate in Q3.

1. Please place an X showing whether these numbers are for the:

☐ Entire Agency

-OR-

☒ Specific program for which funds are requested: for shelter and outreach services in Iowa City/Johnson County

2. What are the estimated incomes of clients by income group: FY18 data

Income Group	Number of Persons Assisted	Percent Assisted
0 - 30% of Median Income	825	78%
31 - 50% of Median Income	153	14%
51 - 80% of Median Income	72	7%
Over 80% of Median Income	11	1%
TOTAL	1061	100%

3. Please describe the basis or methodology used to estimate the number of clients to be served:

Each of our clients completes an initial intake. During that intake, they self-report the number of individuals in their household and their income. This information is then correlated with the income/household guidelines provided by the City of Iowa City to determine % of median income. This is the basis for the data. We further verify income during the course of case management when working with individuals and families to achieve housing.

Elder Services

From: Kirk Lehmann
Sent: Monday, November 26, 2018 10:30 AM
To: 'rschwartz@elderservicesinc.org'
Cc: Erika Kubly
Subject: HCDC Additional Aid to Agencies Question
Attachments: Legacy Aid to Agencies Supplemental.docx

Dear Rosemary (Elder Services),

At their November 15 meeting, the Housing and Community Development Commission (HCDC) continued discussions about Legacy Aid to Agencies applications and requested more information from Elder Services to inform their next meeting. Please address the questions below in an email by December 13, or, if you would prefer to describe it in person, be prepared to attend HCDC's next meeting at 6:30 pm on Thursday, December 20 in Room 202 of the Senior Center.

HCDC's specific question was: what are the incomes of the clients that you serve? Please fill out the attached form as best you can, using the information you collect.

If you have any questions about their request for information, please feel free to give me a call at 319-356-5247.

Regards,

CITY OF IOWA CITY
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Kirk Lehmann
Community Development Planner
Office: 319-356-5247
410 E Washington St
Iowa City, IA 52240



Legacy Aid to Agencies Supplemental: Client Incomes

Please indicate the income of the population that your agency served in FY2018 according to the [linked income categories](#) (note that groups are based on percentages of median income and household size). If you do not collect income data, please estimate the income ranges of your clients served and indicate the basis for your estimate in Q3.

1. Please place an X showing whether these numbers are for the:

☐ Entire Agency

-OR-

☒ Specific program for which funds are requested

2. What are the estimated incomes of clients by income group

Income Group	Number of Persons Assisted	Percent Assisted
0 - 30% of Median Income	337	79%
31 - 50% of Median Income	60	14%
51 - 80% of Median Income	30	7%
Over 80% of Median Income		0%
TOTAL	427	100%

3. Please describe the basis or methodology used to estimate the number of clients to be served:

This estimate is based on data from a demographics report pulled from our client database, ServTracker. These numbers reflect clients served through the Meals on Wheels program only, and are not reflective of the agency as a whole.

Free Lunch Program

From: Kirk Lehmann
Sent: Monday, November 26, 2018 10:26 AM
To: 'icfreelunch@gmail.com'
Cc: Erika Kubly
Subject: HCDC Additional Aid to Agencies Questions
Attachments: Legacy Aid to Agencies Supplemental.docx

Dear Ronda (Free Lunch Program),

At their November 15 meeting, the Housing and Community Development Commission (HCDC) continued discussions about Legacy Aid to Agencies applications and requested more information from the Free Lunch Program to inform their next meeting. Please address the questions below in an email by December 13, or, if you would prefer to describe it in person, be prepared to attend HCDC's next meeting at 6:30 pm on Thursday, December 20 in Room 202 of the Senior Center.

HCDC's questions were as follows:

- 1) Why wasn't the full application completed? Specifically, HCDC mentioned the lack of an estimated FY19 budget on Form C: Agency Budget.
- 2) What are the incomes of the clients that you serve? Please fill out the attached form as best you can, using the information you collect.

If you have any questions about their request for information, please feel free to give me a call at 319-356-5247.

Regards,

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Kirk Lehmann
Community Development Planner

Office: 319-356-5247

410 E Washington St
Iowa City, IA 52240

From: Ronda Lipsius <Ronda@newman-ic.org>
Sent: Friday, November 30, 2018 10:33 AM
To: Ronda Lipsius; Kirk Lehmann; Erika Kubly
Subject: Re: HCDC Additional Aid to Agencies Questions
Attachments: Legacy Aid to Agencies Supplemental.docx

Hi Kirk,

1. I am not sure why I didn't fill in all the 2019 budget amounts on form C at the time I submitted the application. Free Lunch Program is a calendar year fiscal year and we will not have an approved budget this year until January 15, 2019. It's frustrating every time I fill out these forms and have to provide guesstimates. Patti opened up the Form C last night on the joint application and I just filled it out and submitted it. I basically submitted the same numbers as 2018 to you my board for creating a new budget. I tweaked the payroll amounts to reflect a 2% cost of living increase as well as a couple of revenues I knew the amounts for already. Please refer to Form C on the joint application for the figures you need. Thank you.

2. I completed the form you sent me with information about incomes of our guests. I explained on the form that we don't document, survey or question our guests to come and eat a free meal- this is our mission. I entered the total number of meals we served in funding year 2018. This is the best I can do. Thank you.

Thanks,
Ronda



Legacy Aid to Agencies Supplemental: Client Incomes

Please indicate the income of the population that your agency served in FY2018 according to the [linked income categories](#) (note that groups are based on percentages of median income and household size). If you do not collect income data, please estimate the income ranges of your clients served and indicate the basis for your estimate in Q3.

1. Please place an X showing whether these numbers are for the:

☒ Entire Agency

-OR-

☐ Specific program for which funds are requested

2. What are the estimated incomes of clients by income group

Income Group	Number of Persons Assisted	Percent Assisted
0 - 30% of Median Income	41,264	100
31 - 50% of Median Income		
51 - 80% of Median Income		
Over 80% of Median Income		
TOTAL		100%

3. Please describe the basis or methodology used to estimate the number of clients to be served:

☐ We do not collect income information or do surveys of the people who come to Free Lunch for a free meal. We served 41,264 meals during Fy18. The people who come to us for a free meal are not clients but rather our guests.

Free Medical/Dental Clinic

From: Kirk Lehmann
Sent: Monday, November 26, 2018 10:31 AM
To: 'bvinograde@freemedicalclinic.org'
Cc: Erika Kubly
Subject: HCDC Additional Aid to Agencies Question
Attachments: Legacy Aid to Agencies Supplemental.docx

Dear Barbara (Free Clinic),

At their November 15 meeting, the Housing and Community Development Commission (HCDC) continued discussions about Legacy Aid to Agencies applications and requested more information from the Free Medical/Dental Clinic to inform their next meeting. Please address the questions below in an email by December 13, or, if you would prefer to describe it in person, be prepared to attend HCDC's next meeting at 6:30 pm on Thursday, December 20 in Room 202 of the Senior Center.

HCDC's specific question was: what are the incomes of the clients that you serve? Please fill out the attached form as best you can, using the information you collect.

If you have any questions about their request for information, please feel free to give me a call at 319-356-5247.

Regards,

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Kirk Lehmann
Community Development Planner
Office: 319-356-5247
410 E Washington St
Iowa City, IA 52240



Legacy Aid to Agencies Supplemental: Client Incomes

Please indicate the income of the population that your agency served in FY2018 according to the [linked income categories](#) (note that groups are based on percentages of median income and household size). If you do not collect income data, please estimate the income ranges of your clients served and indicate the basis for your estimate in Q3.

1. Please place an X showing whether these numbers are for the:

☒ Entire Agency

-OR-

☐ Specific program for which funds are requested

2. What are the estimated incomes of clients by income group

Income Group	Number of Persons Assisted	Percent Assisted
0 - 30% of Median Income	1,183	69%
31 - 50% of Median Income	532	31%
51 - 80% of Median Income		
Over 80% of Median Income		
TOTAL	1,715	100%

3. Please describe the basis or methodology used to estimate the number of clients to be served:

All patients at the Free Clinic are asked to complete a demographic intake card; information requested includes number of people in household and household annual income. This information is entered into a database, which generates informational patient reports (monthly, quarterly, annually, etc.) documenting total clients, visits, gender, age, ethnicity, race, place of residence, and the percentage of patients with incomes below the Federal Poverty Level, between 100 and 200% of the Federal Poverty Level, and greater than 200% of the Federal Poverty Level.

In Fiscal Year 2018, 69% of patients reported household incomes below the Federal Poverty Level and 28% reported incomes between 100 and 200% of the Federal Poverty Level.

The **estimates** in the above chart are based on the below table, comparing the Federal Poverty Level numbers (which are used in the Clinic's database) and the CDBG "Extremely Low-Income Limits" and "Very Low Income Limits".



2018 Federal Poverty Level versus CDBG Income Limits (as of 6/1/18)

Number In Household	Federal Poverty Level	CDBG 30% Median Income ("extremely low income)	CDBG 50% Median Income ("very low income)
1	\$12,140	\$18,300	\$30,450
2	\$16,460	\$20,900	\$34,800
3	\$20,780	\$23,500	\$39,150
4	\$25,100	\$26,100	\$43,500
5	\$29,420	\$28,200	\$47,000
6	\$33,740	\$30,300	\$50,500
7	\$38,060	\$32,400	\$53,950
8	\$42,380	\$34,500	\$57,450

November 29, 2018

To: Members of the HCDC

From: Barbara Vinograde

Re: Clarification of the Iowa City Free Clinic's Legacy Aid to Agency Funding Request

The Free Clinic offers a comprehensive range of out-patient medical and dental services for the uninsured in our community. Of the 1,715 patients served in FY18, 970 (57%) were Iowa City residents.

During 6 weekly medical clinics, patients receive treatment for acute and chronic health conditions. On-site services include a medication dispensary, laboratory, and specialty clinics including gynecology, ophthalmology, dermatology and physical therapy. Radiology procedures, including mammography, ultrasounds and orthopedic x-rays, are available off-site through partnerships with Mercy Hospital and Steindler Clinic.

Aid to Agency grant funding will be used to provide Clinic patients with prescribed medications. Funds will provide the means to 1) purchase commonly prescribed medications, at cost, for the on-site dispensary, 2) fund the Medication Voucher Program, through which patients receive vouchers to use at local pharmacies to purchase medications not available at the Clinic, and 3) provide salary support for the Clinic's part-time Pharmacy Assistant.

The on-site dispensary is stocked through several sources. In addition to purchasing commonly prescribed medications at cost, such as antibiotics, anti-hypertensives, dermatological agents and analgesics, patients also receive medications through the Clinic's Medication Assistance Program. Through this program, after receiving needed forms and income documentation, pharmaceutical companies mail up to 3 months of a patient's medication to the Clinic, which is then dispensed. Lastly, the dispensary is stocked through the Iowa Drug Donation Repository Program, which provides limited medications to vulnerable populations in Iowa. The Clinic's part-time Pharmacy Assistance coordinates both the Medication Assistance Program and the Iowa Drug Donation Program.

In Fiscal Year 2018, volunteer pharmacists and technicians filled 2,589 patient prescriptions through the dispensary. The Clinic also provided 65 patients with vouchers to assist with the cost of medications not available on-site; patients may receive one voucher per year, for up to \$50.

In Fiscal Year 2018, medication costs totaled \$11,040; medication vouchers totaled \$3,250, and the Pharmacy Assistant's annual salary was \$8,791, for a total of \$23,261. Aid to Agency funding will contribute to these costs and to the medication needs of hundreds of patients in the coming year.

Iowa Valley Habitat for Humanity

From: Kirk Lehmann
Sent: Monday, November 26, 2018 10:24 AM
To: Heath Brewer
Cc: Erika Kubly
Subject: HCDC Additional Aid to Agencies Questions
Attachments: Legacy Aid to Agencies Supplemental.docx

Dear Heath (Habitat),

At their November 15 meeting, the Housing and Community Development Commission (HCDC) continued discussions about Legacy Aid to Agencies applications and requested more information from Habitat for Humanity to inform their next meeting. Please address the questions below in an email by December 13, or, if you would prefer to describe it in person, be prepared to attend HCDC's next meeting at 6:30 pm on Thursday, December 20 in Room 202 of the Senior Center.

HCDC's questions were as follows:

- 1) On Form C: Budget, what does the large amount of funds shown in "other expenses" entail?
- 2) What are the incomes of the clients that you serve? Please fill out the attached form as best you can, using the information you collect.

If you have any questions about their request for information, please feel free to give me a call at 319-356-5247.

Regards,

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Kirk Lehmann
Community Development Planner
Office: 319-356-5247
410 E Washington St
Iowa City, IA 52240

From: Heath Brewer <heath@iowavalleyhabitat.org>
Sent: Wednesday, November 28, 2018 10:49 AM
To: Kirk Lehmann
Subject: Re: HCDC Additional Aid to Agencies Questions
Attachments: image004.png

Kirk,
I attached the form you requested.

As for the "other expenses" line in Form C, this number represents cash flow expenses for Programming and Financing mechanisms for the organization. We have roughly \$1 million in new home construction and helping hands program costs as well as a large chunk of cash paid out to repay any financing used to develop projects. Also, the line includes any long term note payments paid by the affiliate for low interest loans to develop past projects.

Again, we used cash accounting figures to come up with the numbers for the last three years. We are also using short term financing to aid project costs since the implementation of the third party lending partnership started a little over a year ago.

Thanks,

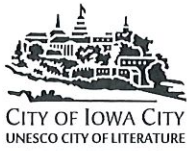
--

Heath Brewer
Executive Director

[Iowa Valley Habitat for Humanity](#)
[2401 Scott Blvd. SE](#)
[Iowa City, IA 52240](#)
Direct: (319) 519-6122 Office: [\(319\) 337-8949](#) ReStore: [\(319\) 338-5687](#)

www.iowavalleyhabitat.org

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Legacy Aid to Agencies Supplemental: Client Incomes

Please indicate the income of the population that your agency served in FY2018 according to the linked income categories (note that groups are based on percentages of median income and household size). If you do not collect income data, please estimate the income ranges of your clients served and indicate the basis for your estimate in Q3.

1. Please place an X showing whether these numbers are for the:

☒ Entire Agency

-OR-

☐ Specific program for which funds are requested

2. What are the estimated incomes of clients by income group

Income Group	Number of Persons Assisted	Percent Assisted
0 - 30% of Median Income	13	50
31 - 50% of Median Income	12	46
51 - 80% of Median Income	1	4
Over 80% of Median Income	0	0
TOTAL		100%

3. Please describe the basis or methodology used to estimate the number of clients to be served:

These are not estimates. We collect income data from all clients we serve. Many of the lower income clients, specifically under 30% AMI, we served through our Helping Hands program. This program helps with critical repairs and accessibility issues.

Hawkeye Area Community Action Program

From: Kirk Lehmann
Sent: Monday, November 26, 2018 10:24 AM
To: 'jdrapeaux@hacap.org'
Cc: Erika Kubly
Subject: HCDC Additional Aid to Agencies Questions
Attachments: Legacy Aid to Agencies Supplemental.docx

Dear Jane (HACAP),

At their November 15 meeting, the Housing and Community Development Commission (HCDC) continued discussions about Legacy Aid to Agencies applications and requested more information from the HACAP to inform their next meeting. Please address the questions below in an email by December 13, or, if you would prefer to describe it in person, be prepared to attend HCDC's next meeting at 6:30 pm on Thursday, December 20 in Room 202 of the Senior Center.

HCDC's questions were as follows:

- 1) Why was there such a large decrease in volunteers from last year to this year? Is it expected to pose a problem?
- 2) What are the incomes of the clients that you serve? Please fill out the attached form as best you can, using the information you collect.

If you have any questions about their request for information, please feel free to give me a call at 319-356-5247.

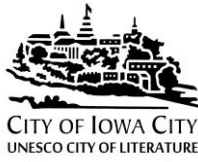
Regards,

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Kirk Lehmann
Community Development Planner
Office: 319-356-5247
410 E Washington St
Iowa City, IA 52240



Legacy Aid to Agencies Supplemental: Client Incomes

Please indicate the income of the population that your agency served in FY2018 according to the [linked income categories](#) (note that groups are based on percentages of median income and household size). If you do not collect income data, please estimate the income ranges of your clients served and indicate the basis for your estimate in Q3.

1. Please place an X showing whether these numbers are for the:

☐ Entire Agency

-OR-

☒ Specific program for which funds are requested (Head Start, Johnson County)

2. What are the estimated incomes of clients by income group

Income Group	Number of Persons Assisted	Percent Assisted
0 - 30% of Median Income	940	88%
31 - 50% of Median Income	120	11%
51 - 80% of Median Income	7	1%
Over 80% of Median Income	0	0%
TOTAL		100%

3. Please describe the basis or methodology used to estimate the number of clients to be served:

Numbers of persons assisted and median income data provided in the table above are actual (and not estimate) counts for the Head Start 2017-2018 program year (September 2017 through August 2018). At program enrollment income documents from all households that apply for Head Start or Early Head Start services are collected and income is verified; this is a federal requirement of the Head Start program. HHS requires reporting as per the Federal Poverty Threshold, which is a calculation based upon the number of people in the household and its annual income. Our agency database uses these two data elements to calculate a household's percent poverty and area median income simultaneously. Since median income is a county metric, the defined area for data in this table is based upon the median income of Johnson County.



HCDC's questions were as follows:

Why was there such a large decrease in volunteers from last year to this year? Is it expected to pose a problem?

The decrease in the number of volunteers is not expected to pose a program management problem for HACAP. As a certified Service Enterprise agency, HACAP strives to nurture valued volunteer relationships and provide quality volunteer opportunities. From a program operation's perspective agency leadership recognized the added value received from trained volunteers that return regularly compared with one time volunteers.

Individuals or small groups returning to volunteer at HACAP created the 35% reduction in the unduplicated count of volunteers from last year to this year. The use of trained volunteers improved service efficiency. More importantly the shift from larger one time group volunteer opportunities to the use of trained volunteers resulted in a 12% increase in logged volunteer hours during the same time period. While we still have large group volunteer opportunities, the focus on trained volunteers has improved program operations and enhanced the volunteer experience.

Housing Trust Fund of Johnson County

From: Kirk Lehmann
Sent: Monday, November 26, 2018 10:24 AM
To: Ellen McCabe
Cc: Erika Kubly
Subject: HCDC Additional Aid to Agencies Questions
Attachments: Legacy Aid to Agencies Supplemental.docx

Follow Up Flag: Follow up
Flag Status: Flagged

Dear Ellen (HTFJC),

At their November 15 meeting, the Housing and Community Development Commission (HCDC) continued discussions about Legacy Aid to Agencies applications and requested more information from the Housing Trust Fund to inform their next meeting. Please address the questions below in an email by December 13, or, if you would prefer to describe it in person, be prepared to attend HCDC's next meeting at 6:30 pm on Thursday, December 20 in Room 202 of the Senior Center.

HCDC's questions were as follows:

- 1) On Form C: Agency Budget, what makes up the large amount of restricted funds? How must those funds be used?
- 2) What are the incomes of the clients that you serve? Please fill out the attached form as best you can, using the information you collect.

If you have any questions about their request for information, please feel free to give me a call at 319-356-5247.

Regards,

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Kirk Lehmann
Community Development Planner
Office: 319-356-5247
410 E Washington St
Iowa City, IA 52240



Housing Trust Fund of Johnson County
26 E. Market Street #123
Iowa City, IA 52245
Mailing Address: PO Box 2446, Iowa City, IA 52244
Email: emccabe@htfjc.org Website: www.htfjc.org
Office: 319.358.0212

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*Estate*

Scott Schroeder, *MidWestOne*  
*Bank*

Rod Sullivan, *Johnson County*  
*Board of Supervisors*

November 30, 2018

Housing and Community Development Commission  
Attention: Kirk Lehmann, Community Development Planner  
410 E. Washington Street  
Iowa City, IA 52240

Dear Member of the Housing and Community Development Commission:

I am writing to provide additional detail on the **Restricted Funds** included on the Housing Trust Fund of Johnson County's (HTFJC) Legacy Aid to Agencies application, per your request.

In the table below, you will find the source, the amount in each restricted category, and the activities that are allowable by each source. In addition, you will see the key role that the Legacy Aid to Agency funding has in leveraging additional funding when used as required match for funding provided by the Iowa Finance Authority.

| Funding Source                                                                       | Amount Restricted  | Use and Restrictions<br>AMI = Area Median Income                                                                                                                                                                                                                                                                                                                                                                                           |
|--------------------------------------------------------------------------------------|--------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| State of Iowa – Iowa Finance Authority (IFA)                                         | \$302,250          | Loans and grants – at least 30% (\$90,075) must be used for a variety of projects benefiting households with max 30% AMI, 80% (\$190,958) must be used for maximum 80% AMI, and the remainder (\$21,217) is the maximum allowable amount for administration of the grant and loan programs funded. This funding source requires a local match for both levels of maximum AMI projects and for administration– see Local Governments below. |
| Local Governments – City of Iowa City, Johnson County, Coralville, and North Liberty | \$1,161,350        | Loans and grants – a mix of households with 30% maximum AMI (required for IFA match), households with a maximum 80% AMI, and a small portion for administration of loans and grants. This funding is used, in part, to make the required local match for the State of Iowa IFA funding – see IFA above.                                                                                                                                    |
| Federal Home Loan Bank (FHLB)                                                        | \$65,000           | If awarded, can be used for owner-occupied rehabilitation projects outside the City of Iowa City limits (roofs, windows, siding, plumbing, electrical, etc.) for households with a max 80% AMI and a small portion for administration and management of the forgivable loan projects.                                                                                                                                                      |
| <b>Total Restricted Funds</b>                                                        | <b>\$1,528,600</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                            |

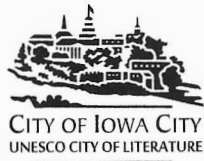
As of October 30, 2018, the amount of HTFJC funding that has been **committed** to specific planned affordable housing projects that has not been expensed stood at \$3,089,834.

### Staff

Ellen McCabe,  
Executive Director

Sincerely,

  
Ellen McCabe  
Executive Director



## Legacy Aid to Agencies Supplemental: Client Incomes

### Housing Trust Fund of Johnson County (HTFJC)

Please indicate the income of the population that your agency served in FY2018 according to the [linked income categories](#) (note that groups are based on percentages of median income and household size). If you do not collect income data, please estimate the income ranges of your clients served and indicate the basis for your estimate in Q3.

1. Please place an X showing whether these numbers are for the:

☒ Entire Agency

-OR-

☐ Specific program for which funds are requested

2. What are the incomes of clients served by income group

| Income Group              | Number of Persons Assisted | Percent Assisted |
|---------------------------|----------------------------|------------------|
| 0 - 30% of Median Income  | 70                         | 44%              |
| 31 - 50% of Median Income | 59                         | 37%              |
| 51 - 80% of Median Income | 30                         | 19%              |
| Over 80% of Median Income | 0                          | 0%               |
| <b>TOTAL</b>              | 159                        | 100%             |

3. Please describe the basis or methodology used to estimate the number of clients to be served:

The basis is income verification. **No estimates** were used to determine Income Group.



## Inside Out

---

**From:** Kirk Lehmann  
**Sent:** Monday, November 26, 2018 10:26 AM  
**To:** 'insideoutreentry@gmail.com'  
**Cc:** Erika Kubly  
**Subject:** HCDC Additional Aid to Agencies Questions  
**Attachments:** Legacy Aid to Agencies Supplemental.docx

Dear Michelle (Inside Out),

At their November 15 meeting, the Housing and Community Development Commission (HCDC) continued discussions about Legacy Aid to Agencies applications and requested more information from the Inside Out Reentry Community to inform their next meeting. Please address the questions below in an email by December 13, or, if you would prefer to describe it in person, be prepared to attend HCDC's next meeting at 6:30 pm on Thursday, December 20 in Room 202 of the Senior Center.

HCDC's questions were as follows:

- 1) How will inside out maintain its financial viability when it loses its free rent space?
- 2) How will Inside Out sustain itself if it does not get Aid to Agencies funding, which is shown as comprising 32% of its proposed budget?
- 3) What are the incomes of the clients that you serve? Please fill out the attached form as best you can, using the information you collect.

If you have any questions about their request for information, please feel free to give me a call at 319-356-5247.

Regards,

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**Kirk Lehmann**  
**Community Development Planner**  
**Office:** 319-356-5247  
410 E Washington St  
Iowa City, IA 52240

**From:** Inside Out <insideoutreentry@gmail.com>  
**Sent:** Monday, December 10, 2018 10:02 AM  
**To:** Kirk Lehmann  
**Subject:** Re: HCDC Additional Aid to Agencies Questions  
**Attachments:** Legacy Aid to Agencies Supplemental - Client Incomes (1).pdf

Hello Kirk,

Below are the answers to your questions. Please let us know if additional information is needed.

1. **How will inside out maintain its financial viability when it loses its free rent space?** Inside Out will not be losing its free rent space. Spirit of Christ Church accepted an offer to purchase the church building from another local faith community, One Ancient Hope. The closing is set for Spring 2019. As part of the offer, One Ancient Hope offered Inside Out Reentry continued rent-free space for the next three (3) years.
2. **How will Inside Out sustain itself if it does not get Aid to Agencies funding, which is shown as comprising 32% of its proposed budget?** Inside Out continues to increase its visibility in the wider community, and build its base of individual and faith community donors. Inside Out also continues to seek other grant opportunities. In addition, Spirit of Christ Church has pledged to give Inside Out a generous percentage of the proceeds from the sale of its church building, some of which will likely be in the form of an endowment.
3. **What are the incomes of the clients that you serve?** Please see attached form.

Thank you and please let me know if you have any other questions,  
Michelle

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contained in this  
communication from

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--

**Michelle Heinz, LMSW**  
Executive Director  
Inside Out Reentry Community  
500 N. Clinton St., Iowa City, IA 52245  
319-338-7996  
319-621-6263 (cell)



### Legacy Aid to Agencies Supplemental: Client Incomes

Please indicate the income of the population that your agency served in FY2018 according to the [linked income categories](#) (note that groups are based on percentages of median income and household size). If you do not collect income data, please estimate the income ranges of your clients served and indicate the basis for your estimate in Q3.

1. Please place an X showing whether these numbers are for the:

☒ Entire Agency

-OR-

☐ Specific program for which funds are requested

2. What are the estimated incomes of clients by income group

| Income Group              | Number of Persons Assisted | Percent Assisted |
|---------------------------|----------------------------|------------------|
| 0 - 30% of Median Income  | 96                         | 88%              |
| 31 - 50% of Median Income | 12                         | 12%              |
| 51 - 80% of Median Income |                            |                  |
| Over 80% of Median Income |                            |                  |
| <b>TOTAL</b>              | 108                        | 100%             |

3. Please describe the basis or methodology used to estimate the number of clients to be served:

We reviewed the intake forms and demographic records of all the persons we served in FY18, which contain information about a participant's employment, housing and disability status. Many of the individuals we serve are homeless, unemployed, disabled, or employed in low wage jobs. We also provide information education to individuals who are still incarcerated.



## Neighborhood Centers of Johnson County

---

**From:** Kirk Lehmann  
**Sent:** Monday, November 26, 2018 10:23 AM  
**To:** 'Brian Loring'  
**Cc:** Erika Kubly  
**Subject:** HCDC Additional Aid to Agencies Questions  
**Attachments:** Legacy Aid to Agencies Supplemental.docx

Dear Brian (NCJC),

At their November 15 meeting, the Housing and Community Development Commission (HCDC) continued discussions about Legacy Aid to Agencies applications and requested more information from Neighborhood Centers of Johnson County to inform their next meeting. Please address the questions below in an email by December 13, or, if you would prefer to describe it in person, be prepared to attend HCDC's next meeting at 6:30 pm on Thursday, December 20 in Room 202 of the Senior Center.

HCDC's questions were as follows:

- 1) Could you please clarify about why Q9 states that NCJC receives little income from fees, but Form C: Agency budget shows more than a million dollars in fee revenue?
- 2) What are the incomes of the clients that you serve? Please fill out the attached form as best you can, using the information you collect.

If you have any questions about their request for information, please feel free to give me a call at 319-356-5247.

Regards,

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**Kirk Lehmann**  
**Community Development Planner**

**Office:** 319-356-5247

410 E Washington St  
Iowa City, IA 52240

**From:** Brian Loring <brian-loring@ncjc.org>  
**Sent:** Monday, November 26, 2018 2:27 PM  
**To:** Kirk Lehmann  
**Cc:** Erika Kubly  
**Subject:** Re: HCDC Additional Aid to Agencies Questions  
**Attachments:** Legacy Aid to Agencies Supplemental.docx

Hi Kirk,

As far as "fees" go, we understood the question to be asking if recipients of our programs or services pay a fee. And with that interpretation, our answer to question 9 is accurate. However, it's easy to understand the confusion. In Form C we are referring mostly to income from Child Care Assistance (CCA) for before and after school programs (BASP) and early childhood programs. That line also includes fees billed to the Iowa City Community School District (ICCSd) for children that attend our BASPs under the 21st Century Community Learning Centers project. In other words, the "fees" line from Form C is not money collected from participants, but rather from the Department of Human Services under CCA or ICCSD for 21<sup>st</sup> Century education and enrichment programming.

I've attached the form you asked for. Let me know if you have other questions.

Thanks Kirk.

--Brian



Brian Loring

Executive Director  
Neighborhood Centers of Johnson County  
319-358-0438

Follow us on:





### Legacy Aid to Agencies Supplemental: Client Incomes

Please indicate the income of the population that your agency served in FY2018 according to the [linked income categories](#) (note that groups are based on percentages of median income and household size). If you do not collect income data, please estimate the income ranges of your clients served and indicate the basis for your estimate in Q3.

1. Please place an X showing whether these numbers are for the:

☐ Entire Agency

-OR-

☒ Specific program for which funds are requested

2. What are the estimated incomes of clients by income group

| Income Group              | Number of Persons Assisted | Percent Assisted |
|---------------------------|----------------------------|------------------|
| 0 - 30% of Median Income  | 454                        | 73%              |
| 31 - 50% of Median Income | 42                         | 7%               |
| 51 - 80% of Median Income | 21                         | 3%               |
| Over 80% of Median Income | 102                        | 17%              |
| <b>TOTAL</b>              | 619                        | 100%             |

3. Please describe the basis or methodology used to estimate the number of clients to be served:

We use the HUD's *Household Survey* to collect this information directly from families.



## Pathways

---

**From:** Kirk Lehmann  
**Sent:** Monday, November 26, 2018 10:26 AM  
**To:** 'Lauri Mitchell'  
**Cc:** Erika Kubly  
**Subject:** HCDC Additional Aid to Agencies Questions  
**Attachments:** Legacy Aid to Agencies Supplemental.docx

Dear Lauri (Pathways),

At their November 15 meeting, the Housing and Community Development Commission (HCDC) continued discussions about Legacy Aid to Agencies applications and requested more information from Pathways to inform their next meeting. Please address the questions below in an email by December 13, or, if you would prefer to describe it in person, be prepared to attend HCDC's next meeting at 6:30 pm on Thursday, December 20 in Room 202 of the Senior Center.

HCDC's specific questions for Pathways were as follows:

- 1) Why are volunteers shown on Form A: Agency Salaries & Benefits, but not as in-kind support on Form C: Agency Budget.
- 2) Who completes the repairs in the Chore Home Repair program? Pathways staff, businesses, volunteers, or others?
- 3) If Pathways is an adult daycare, why are assisted living facilities list as partners in Q5?
- 4) What are the incomes of the clients that you serve? Please fill out the attached form as best you can, using the information you collect.

If you have any questions about their request for information, please feel free to give me a call at 319-356-5247.

Regards,

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**Kirk Lehmann**  
**Community Development Planner**  
**Office:** 319-356-5247  
410 E Washington St  
Iowa City, IA 52240



### Legacy Aid to Agencies Supplemental: Client Incomes

Please indicate the income of the population that your agency served in FY2018 according to the [linked income categories](#) (note that groups are based on percentages of median income and household size). If you do not collect income data, please estimate the income ranges of your clients served and indicate the basis for your estimate in Q3.

1. Please place an X showing whether these numbers are for the:

☐ Entire Agency

-OR-

☒ Specific program for which funds are requested (Pathways only)

2. What are the estimated incomes of clients by income group

| Income Group              | Number of Persons Assisted | Percent Assisted |
|---------------------------|----------------------------|------------------|
| 0 - 30% of Median Income  | 95                         | 83%              |
| 31 - 50% of Median Income | 10                         | 9%               |
| 51 - 80% of Median Income | 4                          | 4%               |
| Over 80% of Median Income | 5                          | 4%               |
| <b>TOTAL</b>              |                            | 100%             |

3. Please describe the basis or methodology used to estimate the number of clients to be served:

The income information listed here is what is provided to our staff at admission to our  
program. The data above relates to specific individuals served during FY18.

HCDC's specific questions for Pathways were as follows:

- 1) Why are volunteers shown on Form A: Agency Salaries & Benefits, but not as in-kind support on Form C: Agency Budget.

Pathways has not assigned a dollar amount per project or volunteer group in the past. These are tasks staff would otherwise do on an ongoing basis, such as washing the dishes and wiping down tables. We also have students and other individuals/small groups who join us for one time activities to clean up the patio, share in art projects, and complete small repairs. I tallied our hours for July through September of this year to collect a three month total of \$4,840.49 at \$22.25/hour. We are able to document this data going forward.

- 2) Who completes the repairs in the Chore Home Repair program? Pathways staff, businesses, volunteers, or others?

Chore repairs are completed by contractors and volunteers depending on the repair needed. If it is a leak in a sink or toilet, we are likely to hire a plumber. On the other hand, if someone needs a new lock or a lightbulb replaced, we will try to find a volunteer first. Then we only have to use our funding for replacement parts to avoid labor costs. Lawn and snow services are provided by contracted services as well.

- 3) If Pathways is an adult daycare, why are assisted living facilities list as partners in Q5?

Adult day health services provide a respite for caregivers and an opportunity for individuals to be social, healthy, engaged, and safe in an environment outside of their home. Assisted Living is a housing setting where individuals can choose to have some services provided for them such as meals, medication management, bathing, and/or dressing. They are still able to come and go as they please.

What we have found is that when couples move to Assisted Living, one spouse may have more needs than the other. By partnering with the ALF's in our community, we are letting them know that Aging Services and Pathways are available to provide respite so that one spouse can maintain as much independence as possible (shopping, hair appointments, their own doctor's appointments, etc.), knowing their loved one is safely cared for at Milestones. They can also attend our Caregiver support groups while their loved one is at our center.

- 4) What are the incomes of the clients that you serve? Please fill out the attached form as best you can, using the information you collect.

Included



## Prelude

---

**From:** Kirk Lehmann  
**Sent:** Monday, November 26, 2018 10:32 AM  
**To:** 'Ron Berg'  
**Cc:** Erika Kubly  
**Subject:** HCDC Additional Aid to Agencies Question  
**Attachments:** Legacy Aid to Agencies Supplemental.docx

Dear Ron (Prelude),

At their November 15 meeting, the Housing and Community Development Commission (HCDC) continued discussions about Legacy Aid to Agencies applications and requested more information from Prelude to inform their next meeting. Please address the questions below in an email by December 13, or, if you would prefer to describe it in person, be prepared to attend HCDC's next meeting at 6:30 pm on Thursday, December 20 in Room 202 of the Senior Center.

HCDC's specific question was: what are the incomes of the clients that you serve? Please fill out the attached form as best you can, using the information you collect.

If you have any questions about their request for information, please feel free to give me a call at 319-356-5247.

Regards,

**CITY OF IOWA CITY**  
**UNESCO CITY OF LITERATURE**

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**Kirk Lehmann**  
**Community Development Planner**  
**Office:** 319-356-5247  
410 E Washington St  
Iowa City, IA 52240

**From:** Ron Berg <rberg@preludeiowa.org>  
**Sent:** Monday, November 26, 2018 12:13 PM  
**To:** Kirk Lehmann  
**Cc:** Erika Kubly  
**Subject:** RE: HCDC Additional Aid to Agencies Question  
**Attachments:** FY 18 client income report.xlsx

Kirk,

I don't have the client income by the specific categories of the income guidelines readily available. I was able to run a report for services from July 2017 through March 2018 before we switched our electronic health record that shows income by \$10,000 increments. This includes all patients who reported their income. Some chose not to report their income because of the service they are requesting or they don't provide the required income verification and are not included in this report.

Will this answer the committees question?

Ron

All patients for all programs, July 1, 2017 to March 31, 2018

Income guidelines

|                |      |      |      |           |        |        |
|----------------|------|------|------|-----------|--------|--------|
| 0 -9999        | 1537 | 59%  | 59%  | under 30% | 30% \$ | 18,300 |
| 10000-19999    | 430  | 16%  | 75%  | under 50% | 50% \$ | 30,450 |
| 20000-29999    | 293  | 11%  | 87%  |           |        |        |
| 30000-39999    | 155  | 6%   | 92%  | under 60% | 60% \$ | 36,540 |
| 40000-49999    | 54   | 2%   | 95%  | under 80% |        |        |
| 50000-59999    | 44   | 2%   | 96%  | over 80%  | 80% \$ | 48,750 |
| 60000-69999    | 20   | 1%   | 97%  |           |        |        |
| 70000-and over | 79   | 3%   | 100% |           |        |        |
|                | 2612 | 100% |      |           |        |        |



430 Southgate Ave. | Iowa City, IA 52240  
P 319.351.4357 | F 319.248.3826

rberg@preludeiowa.org  
www.preludeiowa.org



PRELUDE  
BEHAVIORAL SERVICES

## Rape Victim Advocacy Program

---

**From:** Kirk Lehmann  
**Sent:** Monday, November 26, 2018 10:23 AM  
**To:** 'adam-robinson@uiowa.edu'  
**Cc:** Erika Kubly  
**Subject:** HCDC Additional Aid to Agencies Questions  
**Attachments:** Legacy Aid to Agencies Supplemental.docx

Dear Adam (RVAP),

At their November 15 meeting, the Housing and Community Development Commission (HCDC) continued discussions about Legacy Aid to Agencies applications and requested more information from Rape Victim Advocacy Program to inform their next meeting. Please address the questions below in an email by December 13, or, if you would prefer to describe it in person, be prepared to attend HCDC's next meeting at 6:30 pm on Thursday, December 20 in Room 202 of the Senior Center.

HCDC's questions were as follows:

- 1) Could you please clarify as to why Q2 states much of RVAP's funding is restricted for direct services, but Form C: Agency Budget doesn't show any restricted funds for FY18 and FY19?
- 2) What are the incomes of the clients that you serve? Please fill out the attached form as best you can, using the information you collect.

If you have any questions about their request for information, please feel free to give me a call at 319-356-5247.

Regards,

**CITY OF IOWA CITY**  
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**Kirk Lehmann**  
**Community Development Planner**

**Office:** 319-356-5247

410 E Washington St  
Iowa City, IA 52240

## Kirk Lehmann

---

**From:** Robinson, Adam H <adam-robinson@uiowa.edu>  
**Sent:** Thursday, December 13, 2018 5:04 PM  
**To:** Kirk Lehmann  
**Cc:** Erika Kubly  
**Subject:** RE: HCDC Additional Aid to Agencies Questions  
**Attachments:** Legacy Aid to Agencies Supplemental\_12.2018.docx  
  
**Importance:** High

Hello Kirk,

Thank you very much for following up with me yesterday. I am very sorry for my delayed response. Here are the answers to the two questions that the Housing and Community Development Commission (HDOC) raised at their November 15<sup>th</sup> meeting:

- 1) Could you please clarify as to why Q2 states much of RVAP's funding is restricted for direct services, but Form C: Agency Budget doesn't show any restricted funds for FY18 and FY19?

The majority of RVAP's funding is received through state and federal grants, administered by the Crime Victim Assistance Division (CVAD) of Iowa's Attorney General's Office. All of these funds are awarded with specific stipulations outlined within our funding contracts. You are correct that the specific restrictions outlined in these funding contracts aren't explicitly outlined in the budget that RVAP submitted. Instead, the source of our funds is listed. However, all funds are explicitly designated for direct service, prevention services, hotline services, services for children and non-offending caregivers, or for our rural sexual assault response team initiative. I am happy to answer any specific questions HDOC has regarding these restrictions.

- 2) What are the incomes of the clients that you serve? Please fill out the attached form as best you can, using the information you collect.

Per the information on the attached form, RVAP does not track income levels for the people whom we serve. This decision is intentional, as doing so could unintentionally serve as an additional barrier for victims/survivors seeking support. All of our services are provided free of charge, and income level is one of the many pieces of information that we do not ask clients to disclose. We know that sexual violence impacts all communities and all income levels, and anecdotally we work with victim/survivors from a wide variety of income levels.

Thanks so much for your help,

Adam

Adam Robinson  
Pronouns: he/him/his  
Executive Director  
319.335.6001 | 24-Hour Support: 319.335.6000  
332 S. Linn St., Suite 100  
Iowa City, IA 52240





### Legacy Aid to Agencies Supplemental: Client Incomes

Please indicate the income of the population that your agency served in FY2018 according to the [linked income categories](#) (note that groups are based on percentages of median income and household size). If you do not collect income data, please estimate the income ranges of your clients served and indicate the basis for your estimate in Q3.

1. Please place an X showing whether these numbers are for the:

☒ Entire Agency

-OR-

☐ Specific program for which funds are requested

2. What are the estimated incomes of clients by income group

| Income Group              | Number of Persons Assisted | Percent Assisted |
|---------------------------|----------------------------|------------------|
| 0 - 30% of Median Income  |                            |                  |
| 31 - 50% of Median Income |                            |                  |
| 51 - 80% of Median Income |                            |                  |
| Over 80% of Median Income |                            |                  |
| <b>TOTAL</b>              | N/A                        | 100%             |

3. Please describe the basis or methodology used to estimate the number of clients to be served:

As an anti-oppression organization that provides all services free of charge, and works to reduce barriers for services, we do not track income levels for the people we serve.



## Shelter House

---

**From:** Kirk Lehmann  
**Sent:** Monday, November 26, 2018 10:32 AM  
**To:** 'Crissy Canganelli'  
**Cc:** Erika Kubly  
**Subject:** HCDC Additional Aid to Agencies Question  
**Attachments:** Legacy Aid to Agencies Supplemental.docx

Dear Crissy (Shelter House),

At their November 15 meeting, the Housing and Community Development Commission (HCDC) continued discussions about Legacy Aid to Agencies applications and requested more information from Shelter House to inform their next meeting. Please address the questions below in an email by December 13, or, if you would prefer to describe it in person, be prepared to attend HCDC's next meeting at 6:30 pm on Thursday, December 20 in Room 202 of the Senior Center.

HCDC's specific question was: what are the incomes of the clients that you serve? Please fill out the attached form as best you can, using the information you collect.

If you have any questions about their request for information, please feel free to give me a call at 319-356-5247.

Regards,

**CITY OF IOWA CITY**  
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**Kirk Lehmann**  
**Community Development Planner**  
**Office:** 319-356-5247  
410 E Washington St  
Iowa City, IA 52240



### Legacy Aid to Agencies Supplemental: Client Incomes

Please indicate the income of the population that your agency served in FY2018 according to the [linked income categories](#) (note that groups are based on percentages of median income and household size). If you do not collect income data, please estimate the income ranges of your clients served and indicate the basis for your estimate in Q3.

1. Please place an X showing whether these numbers are for the:

☐ Entire Agency

-OR-

☒ Specific program for which funds are requested

FY18 funding was applied to Emergency Shelter. The response below is for funds awarded in FY18 not requested.

2. What are the estimated incomes of clients by income group

| Income Group              | Number of Persons Assisted | Percent Assisted |
|---------------------------|----------------------------|------------------|
| 0 - 30% of Median Income  | 833                        | 94%              |
| 31 - 50% of Median Income | 54                         | 6%               |
| 51 - 80% of Median Income |                            |                  |
| Over 80% of Median Income |                            |                  |
| <b>TOTAL</b>              | 887                        | 100%             |

3. Please describe the basis or methodology used to estimate the number of clients to be served:

The numbers and income groups indicated are actual and are not estimated from FY2018. Records are maintained in the HUD mandated Homeless Management Information System (HMIS).

## Table to Table

---

**From:** Kirk Lehmann  
**Sent:** Monday, November 26, 2018 10:33 AM  
**To:** 'mail@table2table.org'  
**Cc:** Erika Kubly  
**Subject:** HCDC Additional Aid to Agencies Question  
**Attachments:** Legacy Aid to Agencies Supplemental.docx

Dear Nicki (Table to Table),

At their November 15 meeting, the Housing and Community Development Commission (HCDC) continued discussions about Legacy Aid to Agencies applications and requested more information from Table to Table to inform their next meeting. Please address the questions below in an email by December 13, or, if you would prefer to describe it in person, be prepared to attend HCDC's next meeting at 6:30 pm on Thursday, December 20 in Room 202 of the Senior Center.

HCDC's specific question was: what are the incomes of the clients that you serve? Please fill out the attached form as best you can, using the information you collect.

If you have any questions about their request for information, please feel free to give me a call at 319-356-5247.

Regards,

**CITY OF IOWA CITY**  
**JANESVILLE CITY OF LITERATURE**

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**Kirk Lehmann**  
**Community Development Planner**  
**Office:** 319-356-5247  
410 E Washington St  
Iowa City, IA 52240

**From:** Nicki Ross <nicki@table2table.org>  
**Sent:** Tuesday, December 11, 2018 4:09 PM  
**To:** Kirk Lehmann  
**Subject:** Re: HCDC Additional Aid to Agencies Question

Hi Kirk,

I've been meeting internally with folks here about question we received regarding client income reporting. We have some limitations that prevent us from reporting this number before tomorrow's meeting. There is potential for us to collect it. To the best of my ability, I have described our situation below:

Table to Table does not serve clients directly and has not, prior to 2017, asked the agencies we serve to formally report their client numbers or demographics. This past year, we did request that they send a metric of number of families/individuals they serve in a year and the number of visits by clients in a year. We have not yet asked for any demographic information. We think it is possible to collect both clients served, demographics as they are available, and the methodology behind this information if requested or required by the City. Right now, the agencies that already report client data to us receive 75% of our Iowa City food distribution. We are willing to establish a process by which we can collect data for the remaining 25% and ask organizations who already collect income demographic data to provide that as well. Some of the organizations we serve collect no demographic data and would not be able to, even if we required it.

We are happy to discuss further during the Q & A Thursday to address any concerns the reviewers have. Please let me know if there's anything further I can provide in advance of the meeting.

Nicki Ross  
Executive Director  
[319.337.3400](tel:319.337.3400) | [table2table.org](http://table2table.org)

**Note: We have new email addresses for Table to Table. Please add [nicki@table2table.org](mailto:nicki@table2table.org) to your contact list.**



Table to Table  
840 S. Capitol Street  
Iowa City, IA 52240

## United Action for Youth

---

**From:** Kirk Lehmann  
**Sent:** Monday, November 26, 2018 10:34 AM  
**To:** 'Genevieve.Anglin@unitedactionforyouth.org'  
**Cc:** Erika Kubly  
**Subject:** HCDC Additional Aid to Agencies Question  
**Attachments:** Legacy Aid to Agencies Supplemental.docx

Dear Genevieve (UAY),

At their November 15 meeting, the Housing and Community Development Commission (HCDC) continued discussions about Legacy Aid to Agencies applications and requested more information from United Action for Youth to inform their next meeting. Please address the questions below in an email by December 13, or, if you would prefer to describe it in person, be prepared to attend HCDC's next meeting at 6:30 pm on Thursday, December 20 in Room 202 of the Senior Center.

HCDC's specific question was: what are the incomes of the clients that you serve? Please fill out the attached form as best you can, using the information you collect.

If you have any questions about their request for information, please feel free to give me a call at 319-356-5247.

Regards,

**CITY OF IOWA CITY**  
**UNESCO CITY OF LITERATURE**

[WWW.ICGOV.ORG](http://WWW.ICGOV.ORG)



**Kirk Lehmann**  
**Community Development Planner**  
**Office:** 319-356-5247  
410 E Washington St  
Iowa City, IA 52240



### Legacy Aid to Agencies Supplemental: Client Incomes

Please indicate the income of the population that your agency served in FY2018 according to the [linked income categories](#) (note that groups are based on percentages of median income and household size). If you do not collect income data, please estimate the income ranges of your clients served and indicate the basis for your estimate in Q3.

1. Please place an X showing whether these numbers are for the:

☒ Entire Agency

-OR-

☐ Specific program for which funds are requested

2. What are the estimated incomes of clients by income group

| Income Group              | Number of Persons Assisted | Percent Assisted |
|---------------------------|----------------------------|------------------|
| 0 - 30% of Median Income  | 188                        | 17.2%            |
| 31 - 50% of Median Income | 319                        | 29.2%            |
| 51 - 80% of Median Income | 540                        | 49.4%            |
| Over 80% of Median Income | 47                         | 4.2%             |
| <b>TOTAL</b>              | 1094                       | 100%             |

3. Please describe the basis or methodology used to estimate the number of clients to be served:

UAY does an individual intake for all youth involved in any UAY program, except for the Health Education Program. This intake includes information such as sex, ethnicity, age, family income, and any services UAY provides to that youth. The Health Education Program takes place in schools, and a shorter version of the intake with only basic information is done for each youth in those classes. UAY has income data on 43.1% of its clientele, income data is gathered on all youth served in it's homeless youth, teen parent, and crisis, counseling and family mediation programs. Additionally, any youth who is seen at the youth center on a regular basis has income data collected (we have income data on about 2/3 of youth seen at the youth center). Not included in income data collection are any youth we primarily see through our Health Education Program, where youth are provided with sexual health information directly in the schools. In FY18, this included 893 youth who's only contact with UAY was through the health education program.

TO: City Council for the City of Iowa City  
FROM: Housing Community Development Commission  
DATE: December 20, 2018  
RE: Additional Funds for NEX Apartments Project



**CITY OF IOWA CITY**

410 East Washington Street  
Iowa City, Iowa 52240-1826  
(319) 356-5000  
(319) 356-5009 FAX  
[www.icgov.org](http://www.icgov.org)

To the Mayor and City Council of the City of Iowa City,

On October 11, the Housing and Community Development Commission (HCDC) unanimously recommended that City Council commit \$200,000 from the FY19 Affordable Housing Fund local funds to the proposed NEX Apartments Low Income Housing Tax Credit (LIHTC) Project. At their subsequent October 16 meeting, Council approved this commitment.

HCDC also unanimously recommended that Council consider allocating additional funding if the developer could further lower the rents of affordable units. HCDC hoped to add more units in a range of sizes to be rented for less than \$450 per month. The developer has provided staff with the attached scenario which provides four additional units with rents of \$450 per month for an additional \$200,000 in City funds.

While providing additional funds was briefly discussed at the City Council meeting on October 16, HCDC would like Council to reconsider this opportunity for the NEX Apartments project to provide more units affordable to those at 30% of the area median income. HCDC feels this is an important request, and hopes you will reconsider.

Sincerely,

Paula Vaughan  
Housing and Community Development Commission, Chair  
On behalf of the Housing and Community Development Commission



# CITY OF IOWA CITY MEMORANDUM

---

Date: December 14, 2018

To: Housing and Community Development Commission

From: Erika Kubly, Neighborhood Services Coordinator

Re: NEX Apartments Low Income Housing Tax Credit (LIHTC) Proposal

---

Sand Development provided staff the attached proposal after discussion in City Council about whether rents could be reduced on some units if the City of Iowa City provided additional funding for the NEX Apartments LIHTC project. The scenario suggests that an additional \$200,000 would allow the developer to lower rents to \$450 per month on four units of varying sizes, as follows:

| AMI Restriction | Bedroom Size | Current Rent | Proposed Rent | Difference | Annual  |
|-----------------|--------------|--------------|---------------|------------|---------|
| 30%             | 2            | \$533        | \$450         | \$83       | \$996   |
| 30%             | 3            | \$628        | \$450         | \$178      | \$2,136 |
| 30%             | 3            | \$628        | \$450         | \$178      | \$2,136 |
| 40%             | 1            | \$612        | \$450         | \$162      | \$1,944 |
| Totals:         |              |              |               | \$601      | \$7,212 |

Notes:

- The developer proposed that reduced rents remain in place until the loan with the City is paid off. The City's loan term is 17 years. After this, rents would remain affordable at LIHTC levels for the remainder of the 30-year LIHTC affordability period.
- Rents would increase annually to keep up with increasing expenses. For proforma and underwriting purposes, banks assume a two percent increase in revenues and a three percent increase in expenses. These assumptions are used in this scenario.
- The developer suggested they could keep rents flat at \$450 over time, but this would increase the amount of funding necessary upfront.
- The project must maintain a debt coverage ratio of 1.15 in year one.
- The proposed scenario was provided by the developer as a starting point for further discussion.

To date, the City has allocated \$200,000 to the project. An additional \$775,000 was allocated by the Housing Trust Fund of Johnson County, which received \$500,000 in City of Iowa City funds in FY19. In total, \$975,000 in local funding has been allocated for 32 affordable units (4 market rate) with a 30-year compliance period.

If HCDC approves a letter to City Council requesting reconsideration of additional funding for this project, it will be submitted in the following week's City Council Information Packet.

## Kirk Lehmann

---

**From:** Jamie J. Thelen <JJThelen@SandCompanies.com>  
**Sent:** Monday, November 26, 2018 9:00 AM  
**To:** Kirk Lehmann; Erika Kubly  
**Cc:** Nicole (Nikki) D. Sand; Megan Sand Carr  
**Subject:** NEX Apartments  
**Attachments:** Contract Rent Options - Iowa City - NEX 11-26-18.pdf

Good Morning Kirk & Erika,

I attended the Iowa City HCDC meeting back on October 11<sup>th</sup> in which the Commission approved \$200k in funding for our NEX project. One thing requested at the meeting was that we consider an option to have additional units with rents at \$450 to provide more affordable rents in exchange for additional City funding. I was also at the Council meeting last Tuesday in which they approved the rezoning of our site. The Council also discussed the possibility of making more units with lower rents.

Attached is a summary of one potential option based on the current project proforma. The constant factor we need to maintain is a debt service coverage ratio of not less than 1.15 in year one. As you will find, it appears the project could support four additional units at \$450 rents with an additional \$200k in City funding. We thought this was a good starting point for further discussion. If you like, we could run options with more or less City funding & see how that effects the number of units with \$450 rents.

If you want to have a short call on this, let us know. We will continue to move the project forward as currently planned, but if this is an option to pursue we would like to move it along in the next month or two so we can finalize our underwriting. Thanks.

**Jamie J Thelen** | President/Chief Executive Officer | *Sand Companies, Inc.* | 366 South Tenth Avenue, PO Box 727, Waite Park, Minnesota 56387-0727 | 320.202.3100 (ph) | 320.202.3139 (fax) | [www.SandCompanies.com](http://www.SandCompanies.com)

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NEX APARTMENTS - CONTRACT RENT OPTIONS FOR IOWA CITY

Current Development Plan

| Unit Type                      | # of Units | Rent Restr | Contact Rent | Annual Rent |
|--------------------------------|------------|------------|--------------|-------------|
| 1 Bedroom                      | 1          | 30%        | \$ 450       | \$ 5,400    |
| 2 Bedroom                      | 1          | 30%        | \$ 533       | \$ 6,396    |
| 3 Bedroom                      | 1          | 30%        | \$ 628       | \$ 7,536    |
| 3 Bedroom                      | 1          | 30%        | \$ 628       | \$ 7,536    |
|                                |            |            |              |             |
| 1 Bedroom                      | 1          | 40%        | \$ 612       | \$ 7,344    |
| 2 Bedroom                      | 5          | 40%        | \$ 729       | \$ 43,740   |
| 3 Bedroom                      | 5          | 40%        | \$ 839       | \$ 50,340   |
|                                |            |            |              |             |
| 1 Bedroom                      | 2          | 60%        | \$ 804       | \$ 19,296   |
| 2 Bedroom                      | 5          | 60%        | \$ 959       | \$ 57,540   |
| 3 Bedroom                      | 10         | 60%        | \$ 1,104     | \$ 132,480  |
|                                |            |            |              |             |
| 1 Bedroom                      | 2          | Mkt Rate   | \$ 974       | \$ 23,376   |
| 2 Bedroom                      | 1          | Mkt Rate   | \$ 1,163     | \$ 13,956   |
| 3 Bedroom                      | 1          | Mkt Rate   | \$ 1,339     | \$ 16,068   |
|                                |            |            |              |             |
| Annual Gross Potential Revenue |            |            |              | \$ 391,008  |
| Occupancy Rate                 |            |            |              | 93%         |
| REVENUE                        |            |            |              | \$ 363,637  |

| Year                  | 1            | 2            | 3            | 4            | 5            |
|-----------------------|--------------|--------------|--------------|--------------|--------------|
| REVENUE               | \$ 363,637   | \$ 370,910   | \$ 378,328   | \$ 385,895   | \$ 393,613   |
| G & A EXPENSES        | \$ (62,200)  | \$ (64,066)  | \$ (65,988)  | \$ (67,968)  | \$ (70,007)  |
| R & M EXPENSES        | \$ (30,400)  | \$ (31,312)  | \$ (32,251)  | \$ (33,219)  | \$ (34,215)  |
| UTILITIES             | \$ (44,000)  | \$ (45,320)  | \$ (46,680)  | \$ (48,080)  | \$ (49,522)  |
| INSURANCE             | \$ (12,000)  | \$ (12,360)  | \$ (12,731)  | \$ (13,113)  | \$ (13,506)  |
| TAX CREDIT            | \$ (5,508)   | \$ (5,673)   | \$ (5,843)   | \$ (6,019)   | \$ (6,199)   |
| REAL ESTATE TAXES     | \$ (43,200)  | \$ (44,496)  | \$ (45,831)  | \$ (47,206)  | \$ (48,622)  |
| REPLACEMENT RESERVES  | \$ (14,400)  | \$ (14,832)  | \$ (15,277)  | \$ (15,735)  | \$ (16,207)  |
| NET OPERATING INCOME  | \$ 151,929   | \$ 152,851   | \$ 153,727   | \$ 154,556   | \$ 155,334   |
|                       |              |              |              |              |              |
| DEBT SERVICE          |              |              |              |              |              |
| First Mortgage        | \$ (99,630)  | \$ (99,630)  | \$ (99,630)  | \$ (99,630)  | \$ (99,630)  |
| Housing Trust Fund    | \$ (26,253)  | \$ (26,253)  | \$ (26,253)  | \$ (26,253)  | \$ (26,253)  |
| Iowa City             | \$ (6,775)   | \$ (6,775)   | \$ (6,775)   | \$ (6,775)   | \$ (6,775)   |
| TOTAL DEBT SERVICE    | \$ (132,658) | \$ (132,658) | \$ (132,658) | \$ (132,658) | \$ (132,658) |
|                       |              |              |              |              |              |
| CASH FLOW             | \$ 19,272    | \$ 20,193    | \$ 21,070    | \$ 21,898    | \$ 22,676    |
|                       |              |              |              |              |              |
| DEBT SERVICE COVERAGE | 1.15         | 1.15         | 1.16         | 1.17         | 1.17         |
|                       |              |              |              |              |              |
| First Mortgage:       | \$ 1,500,000 |              |              |              |              |
| Interest Rate         | 5.75%        |              |              |              |              |
| Monthly Payment       | \$ 8,303     |              |              |              |              |
| Amortization          | 35           |              |              |              |              |
|                       |              |              |              |              |              |
| Housing Trust Fund:   | \$ 775,000   |              |              |              |              |
| Interest Rate         | 1.00%        |              |              |              |              |
| Monthly Payment       | \$ 2,188     |              |              |              |              |
| Amortization          | 35           |              |              |              |              |
|                       |              |              |              |              |              |
| Iowa City Loan:       | \$ 200,000   |              |              |              |              |
| Interest Rate         | 1.00%        |              |              |              |              |
| Monthly Payment       | \$ 565       |              |              |              |              |
| Amortization          | 35           |              |              |              |              |
|                       |              |              |              |              |              |
| TOTAL DEBT            | \$ 2,475,000 |              |              |              |              |

Optional Development Plan

| Unit Type                      | # of Units | Restriction | Contact Rent | Annual Rent |
|--------------------------------|------------|-------------|--------------|-------------|
| 1 Bedroom                      | 1          | 30%         | \$ 450       | \$ 5,400    |
| 2 Bedroom                      | 1          | 30%         | \$ 450       | \$ 5,400    |
| 3 Bedroom                      | 1          | 30%         | \$ 450       | \$ 5,400    |
| 3 Bedroom                      | 1          | 30%         | \$ 450       | \$ 5,400    |
|                                |            |             |              |             |
| 1 Bedroom                      | 1          | 40%         | \$ 450       | \$ 5,400    |
| 2 Bedroom                      | 5          | 40%         | \$ 729       | \$ 43,740   |
| 3 Bedroom                      | 5          | 40%         | \$ 839       | \$ 50,340   |
|                                |            |             |              |             |
| 1 Bedroom                      | 2          | 60%         | \$ 804       | \$ 19,296   |
| 2 Bedroom                      | 5          | 60%         | \$ 959       | \$ 57,540   |
| 3 Bedroom                      | 10         | 60%         | \$ 1,104     | \$ 132,480  |
|                                |            |             |              |             |
| 1 Bedroom                      | 2          | Mkt Rate    | \$ 974       | \$ 23,376   |
| 2 Bedroom                      | 1          | Mkt Rate    | \$ 1,163     | \$ 13,956   |
| 3 Bedroom                      | 1          | Mkt Rate    | \$ 1,339     | \$ 16,068   |
|                                |            |             |              |             |
| Annual Gross Potential Revenue |            |             |              | \$ 383,796  |
| Occupancy Rate                 |            |             |              | 93%         |
| REVENUE                        |            |             |              | \$ 356,930  |

| Year                  | 1            | 2            | 3            | 4            | 5            |
|-----------------------|--------------|--------------|--------------|--------------|--------------|
| REVENUE               | \$ 356,930   | \$ 364,069   | \$ 371,350   | \$ 378,777   | \$ 386,353   |
| G & A EXPENSES        | \$ (62,200)  | \$ (64,066)  | \$ (65,988)  | \$ (67,968)  | \$ (70,007)  |
| R & M EXPENSES        | \$ (30,400)  | \$ (31,312)  | \$ (32,251)  | \$ (33,219)  | \$ (34,215)  |
| UTILITIES             | \$ (44,000)  | \$ (45,320)  | \$ (46,680)  | \$ (48,080)  | \$ (49,522)  |
| INSURANCE             | \$ (12,000)  | \$ (12,360)  | \$ (12,731)  | \$ (13,113)  | \$ (13,506)  |
| TAX CREDIT            | \$ (5,508)   | \$ (5,673)   | \$ (5,843)   | \$ (6,019)   | \$ (6,199)   |
| REAL ESTATE TAXES     | \$ (43,200)  | \$ (44,496)  | \$ (45,831)  | \$ (47,206)  | \$ (48,622)  |
| REPLACEMENT RESERVES  | \$ (14,400)  | \$ (14,832)  | \$ (15,277)  | \$ (15,735)  | \$ (16,207)  |
| NET OPERATING INCOME  | \$ 145,222   | \$ 146,010   | \$ 146,749   | \$ 147,438   | \$ 148,074   |
|                       |              |              |              |              |              |
| DEBT SERVICE          |              |              |              |              |              |
| First Mortgage        | \$ (86,346)  | \$ (86,346)  | \$ (86,346)  | \$ (86,346)  | \$ (86,346)  |
| Housing Trust Fund    | \$ (26,253)  | \$ (26,253)  | \$ (26,253)  | \$ (26,253)  | \$ (26,253)  |
| Iowa City             | \$ (13,550)  | \$ (13,550)  | \$ (13,550)  | \$ (13,550)  | \$ (13,550)  |
| TOTAL DEBT SERVICE    | \$ (126,148) | \$ (126,148) | \$ (126,148) | \$ (126,148) | \$ (126,148) |
|                       |              |              |              |              |              |
| CASH FLOW             | \$ 19,074    | \$ 19,861    | \$ 20,601    | \$ 21,290    | \$ 21,925    |
|                       |              |              |              |              |              |
| DEBT SERVICE COVERAGE | 1.15         | 1.16         | 1.16         | 1.17         | 1.17         |
|                       |              |              |              |              |              |
| First Mortgage:       | \$ 1,300,000 |              |              |              |              |
| Interest Rate         | 5.75%        |              |              |              |              |
| Monthly Payment       | \$ 7,196     |              |              |              |              |
| Amortization          | 35           |              |              |              |              |
|                       |              |              |              |              |              |
| Housing Trust Fund:   | \$ 775,000   |              |              |              |              |
| Interest Rate         | 1.00%        |              |              |              |              |
| Monthly Payment       | \$ 2,188     |              |              |              |              |
| Amortization          | 35           |              |              |              |              |
|                       |              |              |              |              |              |
| Iowa City Loan:       | \$ 400,000   |              |              |              |              |
| Interest Rate         | 1.00%        |              |              |              |              |
| Monthly Payment       | \$ 1,129     |              |              |              |              |
| Amortization          | 35           |              |              |              |              |
|                       |              |              |              |              |              |
| TOTAL DEBT            | \$ 2,475,000 |              |              |              |              |

**CONSIDERATION OF RECOMMENDATIONS TO CITY COUNCIL REGARDING COMMITMENT OF LOCAL FUNDS TO PROPOSED LOW INCOME HOUSING TAX CREDIT PROJECTS:**

Lehmann provided a table to summarize the basic information of the project.

| <b>Project</b>       | <b>NEX Apartments IC<br/>Housing Group</b>                                                                        |
|----------------------|-------------------------------------------------------------------------------------------------------------------|
| Planning District    | Northeast                                                                                                         |
| Units                | 36                                                                                                                |
| Affordable           | 32 = 4 (30%), 11 (40%), 17 (60%)                                                                                  |
| Market Rate          | 4                                                                                                                 |
| Rezoning Required    | Yes                                                                                                               |
| Project cost         | \$8,437,281                                                                                                       |
| City funds requested | \$200,000                                                                                                         |
| Target demographic   | General occupancy, single heads of households with children, families/ individuals of color, single men and women |

|                           |           |
|---------------------------|-----------|
| Sidewalk access           | Yes       |
| Transit Service           | No        |
| Walking distance to elem. | 1.1 miles |

Kubly noted this project is a little unique in that they have already been allocated the tax credit forms, typically when they come forward they are about to apply for next year's funds, but this project received late funds from last year so they already have the tax credits in place.

Lehmann noted the project is east of Scott Boulevard on Herbert Hoover Highway, it is 36 units, 32 of which are affordable.

Eastham inquired if it is possible for this project to have rents that are lower than projected. The current lowest rent is \$448 for a one-bedroom unit per month. If the City were to provide additional funds for the project could the project reduce rents for some additional units?

Jamie Thelen (President, CEO, Sand Companies, Inc) said they would have to see how much additional funding and how much it would reduce their first mortgage, allowing them to borrow less. He noted right now they show four units at 30% and perhaps could add more if there were funds to fill in the gap.

Eastham noted he is not interested in thinking of rents as 30% of income but rather just to get more units at the \$448 amount. Thelen said to add additional units at reduced rent is an easy calculation to run, however noted interest rates are rising so that adds a challenge.

Eastham asked Lehmann and Kubly what funds the City might have to add to this project to increase affordability. Kubly said for FY19 the City has \$200,000 (20% of the affordable housing fund budget) to allocate to affordable housing tax credit projects. Lehmann said there is an emergent funding portion of the affordable housing budget fund, if that is not spent on tenant displacement in a given fiscal year those funds would be rolled into land banking.

Thelen added if they changed the unit mix they would have to get Iowa Finance Authority (IFA) approval.

Vaughan asked how long the units would remain affordable. Thelen believes it is for 30 years, but at a minimum 25. He noted Sand Companies has built 25 affordable projects (mostly in Minnesota, some in Iowa) and only one have they sold after the tax credits were expended, all others were rolled into new tax credit projects and continued to keep them affordable. They own and manage all their properties.

Vaughan also noted the lack of public transit to this area of Iowa City. Lehmann showed the nearest bus stop on Scott Boulevard. Thelen noted it is a growing area of the city and in their experience have found most their residents do have vehicles.

**Alter moved to recommend to City Council to commit local funds to the proposed NEX Apartments Low Income Housing Tax Credit Project, Harms seconded the motion.**

Eastham would like to ask the Council for additional funds for this project to lower the rents, he believes the other rents are still too high for what most people in this area consider low income affordable. He feels the Commission should ask the Council to provide an additional \$200,000 in capital to this project to provide five to seven additional units that could also rent for \$448. He feels the developer and staff can work out the details together.

**A vote was taken and the motion passed 8-0.**

Eastham asked the developer and staff work together to make an additional request of capitalization for the project that would reduce the monthly rental cost on additional units to \$448 per month.

Lehmann asked if this was for one-bedroom units or two-bedroom. Eastham would like to see it for two-bedroom and even three-bedroom units to also have lower rents. Thelen noted it would be difficult to get two-bedroom or three-bedroom units at the \$448 rate, but will look at it.



# CITY OF IOWA CITY MEMORANDUM

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Late Handouts Distributed

Date: October 12, 2018

To: City Council

10/15/18

From: Erika Kubly, Neighborhood Services Coordinator

(Date)

Re: HCDC Recommendation Update – Council Agenda Item #12 LIHTC Project

On your October 16 agenda, City Council will consider committing \$200,000 to IC Housing Group, LLC for a Low Income Housing Tax Credit (LIHTC) project. At the time of the Council packet, the Housing and Community Development Commission (HCDC) had not reviewed the proposal yet. HCDC met the evening of October 11 and unanimously recommended funding the project with the \$200,000 available from the FY19 Affordable Housing Fund (vote of 8-0). HCDC expressed concerns with transit availability and the desire for a bus stop to be located closer to the project in the near future.

There was a consensus of commission members who supported additional funding, if available, if the developer could provide additional units affordable to those at 30% of the area median income. Staff agreed to pursue if additional funding was available.

Salih: I just, first I wanna say this is awesome, you know, this is really great that out of 36 we have 32 (unable to understand) which is great. Great, you know, I love it. Uh, the only thing is, um, I was really wishing to see the....the (unable to understand) could be like more than that, at 60% of the area median income. I understand that you guys request 200, but also I hear there is some discussion going on on HCDC about how the City can increase that 200 so we can have more unit like....some of the unit like less price, es....especially for the, you know, the 60....40 or 60 area, you know, percent of the area median income. I....again, this is great. I know that you guys also (unable to understand) Coral Ridge Apartment or somethin' like that. Yeah. I really concern about the management. How you guys (unable to understand) management because I know there is concern on Coralville about the management. I start hearing people saying, you know, some, uh, like there is no like on-site management and some people have to call, no answer. There is why some time (unable to understand) like some kind of concern. That's why I would like to know even though you have it affordable and I know 32....32 will be affordable, which is people who are low income gonna live there and everything, but....we need a good management for them as well.

Sand-Carr: Absolutely!

Salih: And can you tell me about what you thinking the management will be look like over there?

Sand-Carr: Yeah. So we manage around 35 low income housing tax credit communities in Minnesota and Iowa. Um, Coral Ridge has our manager on-site. Um, I believe two to three days a week. So I think some of it, um, it's.....they are shared between two properties. One in, uh, Cedar Rapids and one in Coralville. Um, and so they're both low income housing tax credit communities, so they're split between the two properties, and then we hired, um, to address some of the call-backs, we hired additional part-time, temporary leasing agent, um, on-site to answer your phone calls and get phone calls back and make sure someone was in the office. So, um, and I'm always available if....if there's a particular resident or something that would like to speak directly with me, they can reach out to me directly. I can give you my card if you would like, um, and we've been in contact with the city about any....any concerns that residents have voiced to them or what not, and we've been also talking with the Housing Trust Fund, uh, to address any concerns. Um, Coralville's a new area to us, so there was some bumps along the way, but we're hoping that we got those all worked out. We have, um, I believe by the end of this week we should have 51 out of the 56 units occupied. Um, 48 out of the 50 tax credit units in the building.....are hopefully occupied by the end

of the week. So I think we have one....we're at 46 or 47, as of today, and there were movements happening this week. So....

Salih: Yeah, and....I don't know if this question for you or for the City Manager. I...I know that like say for the Riverfront Crossing, the 10% that affordable that, you know, it come with the Riverfront Crossing, uh, regardless. I don't know how you monitoring the...the....the affordability on that, like how the City will know if they're really renting it this way or not. Uh, for this, is this gonna be monitoring by the tax credit policies or something like that, or the City have also to track that?

Sand-Carr: Yes, so we, um, record, uh, land use restriction agreement, um, on the property, which agrees to keep it affordable for, uh, 30 years, a minimum of 30 years, and then with that there's a syndicator who buys the tax credits and they closely monitor, uh, to make sure that....they audit every single file, uh, initial files and then on an annual basis, and IFA does a, Iowa Finance Authority does the same. They, uh, do file reviews and audits to make sure that all the tenants are within the guidelines, um, to...the initial, when they initially occupy they're within the guidelines. So, um, and then what happens is if a tenant moves in, let's just say they move in and they're at a 60% area median income and then maybe, um, they get a higher paying job or something changes in their income status, um, they're not requi....it's required to be annually certified, because it is a mixed income. So it's low income and market rate. Um, but they can continue to live there, but then the next available unit that becomes available, regardless if it's a market rate or tax credit, needs to go to a tax credit recipient. So we keep the balance.

Salih: Sure. Okay. Yeah, just checking, making sure. Yeah, thank you (both talking)

Sand-Carr: I'd be happy to leave my card if you (both talking) to reach out to me.

Salih: Great. Thank you. This is real awesome.

Sand-Carr: I know you asked something about the three bedrooms and 30%.

Salih: Yes.

Sand-Carr: There are two three-bedrooms that are at 30% levels. And five three-bedrooms that are at 40% levels. So it's a....it's a mix. We have, um, to kind of balance it out with being able to, um, afford a mortgage on the property. Um, so we have,

um.....four units that are at 30%, 11 at 40%, and those are a mix of one, two, and three-bedroom units.

Salih: Yeah, I....I just, because I saw like one bedroom of the 30% over here and one for the two bedroom, and two for the two-bedroom only for the (unable to understand) 30% of the area median income. I just was wondering if, even if you get like more money you can have more units, so like (both talking) like because at the 60% we have high, even though (unable to understand) for one bedrooms, 60% is 774. This is....this is, you can find like even not affordable units in the city, you can find 'em less than that, you know, one bedroom you can find it for 600, you can find it for 740. I know a lot of, you know, one bedroom could be fine for 740. That's why I'm thinking just if we can reduce that, if you being receiving more money from the City or from....

Sand-Carr: Yeah, we can easily run the numbers if the City's interested and we can have more discussions, um, with the Housing Commission, and Tra....and Tracy (several talking) to determine what number that would look like. I mean it's just a matter of plugging in the....the numbers and kind of making (both talking)

Salih: Yeah, but really thank you for doing this. This is good and I hope like more developer to come and follow your footstep on that. Thanks!

Taylor: That's what I'd like to say also. I....I really like this project because I think it is a nice mix of one, two, and three-bedroom units. We haven't seen many, uh, projects coming before us that are three bedroom, and the income levels also, uh, and I would hope, as Mazahir just touched on, that other developers will, uh, follow this lead, uh, because this projects shows that, uh, there are financial resources available, uh, to develop affordable housing units. You folks have obviously, uh, found...found that out and rather than continuing to build, uh...um, trying to reach the over-saturation point in this community, uh, why not these developers lead the way by leveraging these same resources, uh, that are available and bring a project before us that will, uh, truly benefit the entire community, like this one. Thank you.

Throgmorton: So I wanna make sure I understand a couple facts here. Uh, and just make sure they're fully on the table. In this project there would be 32 affordable units, housing units. Four of them would be for people who earn less than 30% of area median income. Eleven would be for people, households that earn less than 40% of area median income. Seventeen would be for households that earn less than 60% of area median income. So....yeah, so that's one thing, and I'm looking at a

table about proposed sources of funding that was in a document I think you put together. I don't know about you personally but you know, from (both talking)

Sand-Carr: I just have to pull it up to make sure I (both talking)

Throgmorton: ....number, uh, Roman numeral 12, proposed sources of funding, and I wanna make sure I'm reading it correctly. What I see is \$450,000 coming from the Housing Trust Fund of Johnson County. New request is the way it's listed. And another \$325,000 coming from the Housing Trust Fund, and \$200,000 coming from the City of Iowa City for low income housing tax credit projects, right? So that's just under one million dollars being invested in affordable housing. In that part of the city, which is a pretty dramatic shift from the way things have been done before. So we have a mix of very high....well, high quality of affordable units at....at varying levels of income, and a substantial amount of money being invested in this. So, this....this is no simple thing. It's....it's nothing to sneeze at. Uh, it's a major action on our part.

Mims: Tracy, do you know....we give a lot of money to....the City gives a lot of money to the Housing Trust Fund of Johnson County. Is some of this money that's coming from the Housing Trust Fund of Johnson County actually City money?

Salih: Yes.

Mims: I mean I just....people talk about the City giving even more money, I think people need to understand how much of that million dollars is actually Iowa City money.

Andrew: Yeah, the lion's share of it is. It....it pulls in some of the State funding that goes to the Housing Trust Fund but the lion's share is from, uh, our check to the Housing Trust Fund.

Mims: Cause we gave 'em what, over 600,000 or....500,000, each of the (both talking)

Andrew: ...325 the year before.

Mims: Okay. So I....I just wanted to clarify that most of that money coming from the Housing Trust Fund of Johnson County is actually Iowa City taxpayer money.

Salih: (unable to understand) anything to do with this?

Andrew: Some of the additional funds would have come from them.

Salih: Okay!

Andrew: The, uh, Johnson County funds have to be, uh, loans. Some of ours can be in the form of grants. Um, ours has to be within Iowa City. There's some other caveats there (both talking)

Salih: But it still (mumbled) Iowa City too. We are in Johnson County (both talking)

Andrew: Yep, they all go into the same pot so....in the accounting of it, you know, some of those dollars can be shifted from one project to another, but um, yes, the....the State, the County, and the City are the three significant funders of the (both talking)

Salih: Sure, yeah! Thank you.

Throgmorton: Any further discussion? Hearing none, roll call please. Motion carries 7-0.