

Agenda

Housing & Community Development Commission (HCDC)

Thursday, February 21, 2019
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 January 17, 2019 minutes
3. Public comment of items not on the agenda
4. Monitoring Reports
 - The Housing Fellowship (FY17, FY18, and FY19 Rental Rehab, FY19 Rental Acquisition, and FY19 CHDO Operating)
 - Habitat for Humanity (FY17 Acquisition on N. Governor, FY18 Acquisition at 2629 Blazing Star, and FY19 Acquisitions at 2764-2774 Blazing Star)
 - Mayor's Youth Empowerment Program (FY19 Acquisition)
5. Question/answer session for FY2020 Emerging Aid to Agencies applications – available online at www.icgov.org/actionplan
6. Question/answer session for FY2020 Community Development Block Grant (CDBG) and HOME Investment Partnership Program (HOME) applications – available online at www.icgov.org/actionplan
7. Staff/commission comment
8. Adjournment

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CITY OF IOWA CITY MEMORANDUM

Date: February 14, 2019
To: Housing and Community Development Commission (HCDC)
From: Neighborhood Service Staff
Re: February 21, 2019 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 January 17, 2019 minutes*

Item 3. Public comment of items not on the agenda

Item 4. Monitoring Reports

We invite CDBG and HOME recipients to provide annual updates on projects. The updates help inform the commissioners about the progress and learn about the agencies' roles serving the community. Staff or project recipients will provide updates on the following projects:

- The Housing Fellowship (FY17, FY18, and FY19 Rental Rehab, FY19 Rental Acquisition, and FY19 CHDO Operating)
- Habitat for Humanity (FY17 Acquisition on N. Governor, FY18 Acquisition at 2629 Blazing Star, and FY19 Acquisitions at 2764-2774 Blazing Star)
- Mayor's Youth Empowerment Program (FY19 Acquisition)

Item 5. Question/answer session for FY2020 Emerging Aid to Agencies applications

Applications can be found online at www.icgov.org/actionplan. At this meeting, HCDC will host a question and answer session with applicants. Applicants are strongly encouraged to send a representative to answer any questions. No action will be taken. HCDC's funding recommendations for Council will be made next meeting (March 21).

Item 6. Question/answer session for FY2020 Community Development Block Grant (CDBG) and HOME Investment Partnership Program (HOME) applications

Applications can be found online at www.icgov.org/actionplan. At this meeting, HCDC will host a question and answer session with applicants. Ranking sheets should help guide any questions, and applicants are strongly encouraged to attend. Applicants have also been instructed that this session is not for them to provide an agency presentation, simply to answer HCDC's questions concerning their application.

Applicants are instructed not to submit additional documents at this meeting. If HCDC requests additional information, the applicant will submit the requested item and staff send it to all members to ensure everyone has the same information. Funding recommendations and finalized rankings will be due on March 7. No action will be taken. HCDC's funding recommendations for Council will be made next meeting (March 21).

Item 8: Staff/Commission Comment

Item 9: Adjournment*

MINUTES**PRELIMINARY****HOUSING AND COMMUNITY DEVELOPMENT COMMISSION
JANUARY 17, 2019 – 6:30 PM
SENIOR CENTER, ASSEMBLY ROOM**

MEMBERS PRESENT: Megan Alter, Mitch Brouse, Charlie Eastham, Christine Harms, John McKinstry, Maria Padron and Paula Vaughan

MEMBERS ABSENT: Vanessa Fixmer-Oraiz

STAFF PRESENT: Kirk Lehmann, Erika Kubly

OTHERS PRESENT: Kristie Doser, Lauri Mitchell, Christi Regan, Ellen McCabe, Sara Barron, Barbara Vinograde, Susan Gray, Ron Berg, Brian Loring, Becci Reedus, Genevieve Anglin, Mark Serterh, Jamie Kearney, Jenny Winegarden, Nicki Ross, Sara Barron

RECOMMENDATIONS TO CITY COUNCIL:

By a vote of 7-0 the Commission recommends to City Council funding the full requested amount of Legacy Aid to Agencies applications as shown below for FY20 and FY21, and that Council invite HCDC to discuss this recommendation at their soonest available work session.

Agency	Request
4 Cs Community Coordinated Child Care	\$20,000
Arc of Southeast Iowa	\$20,000
Big Brothers Big Sisters of Johnson County	\$25,000
Crisis Center of Johnson County	\$66,000
Domestic Violence Intervention Program	\$50,000
Elder Services Inc.	\$40,000
Free Lunch Program	\$16,000
HACAP	\$25,000
Housing Trust Fund of Johnson County (HTFJC)	\$30,000
Inside Out Reentry Community	\$30,000
Iowa City Free Medical Clinic/Dick Parrott Free Dental Clinic	\$17,500
Iowa Valley Habitat for Humanity	\$25,000
Neighborhood Centers of Johnson County	\$55,000
Pathways Adult Day Health Center/ Aging Services, Inc.	\$25,000
Prelude Behavioral Services	\$20,000
Rape Victim Advocacy Program	\$23,000
Shelter House	\$85,000
Table to Table	\$20,000
United Action for Youth	\$33,000
Total	\$625,500

CALL MEETING TO ORDER:

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

APPROVAL OF THE DECEMBER 20, 2018 MINUTES:

McKinstry noted that Eastham is active member of the Johnson County Affordable Housing Coalition but not a member of the Board as listed on page 5.

Eastham moved to approve the minutes of December 20, 2018, with correction. McKinstry seconded. A vote was taken and the motion passed 7-0.

PUBLIC COMMENT FOR TOPICS NOT ON THE AGENDA:

Becci Reedus (Crisis Center) appreciates the effort of the Commission as this is her 10th year of application cycles. In those 10 years the allocation from the Crisis Center has gone from \$40,000 to \$39,000 and hasn't seen any increases. In 2008, pre-flood numbers for food services at the Crisis Center was about 32,000 for the year and this year they will see about 54,000 to 55,000 and the \$40,000 allocation is slipping in terms of its impact for the agency. Reedus noted that each agency could talk about how the impact and the dollars received is not growing and that is concerning. Reedus noted she sits on the steering committee for the Access Center and greatly supports it but is concerned by the number of dollars that is being considered for its support. For example, the City is proposing to raise the utility tax to support the Access Center but Reedus wonders why the City cannot raise the utility tax to support nonprofits in the community. She attended Council's budget work session and asked some councilors if they get requests for increased nonprofit funding and the answer was no. There was no information in the budget workshop information that indicated there was communication at all from this Commission to City Council to alert them nonprofits are falling behind. Reedus has seen the growth in the budget and city population, and is concerned that with that growth comes more problems, more people that need to be fed each year, and more people relying solely on the food bank for food. Other issues the City talked about were the closing of Proctor & Gamble which also concerns the Crisis Center. There is not a lot of corporate support in Iowa City, there are not a lot of big foundations to turn to, and nonprofits trying to increase their budgets are doing so using development staff who need to be paid well. Reedus feels this Commission could help nonprofits advocate to City Council for additional money each year. Council even talked about a local option sales tax which Reedus supports, but Council is not talking about any of that additional income going towards nonprofit funding. Nonprofits address needs that exist in the community, they do not create the need, and without addressing the need, problems will be even greater in this community. She thinks the Commission needs to address this with City Council.

Vaughan thanked Reedus for her comments and asked Staff to put this item on next month's agenda.

Sara Barron (The Johnson County Affordable Housing Coalition) will be resuming their community meetings on the fourth Friday of every month presenting housing topics of interest to people. The topic in January will be Habitat for Humanity sharing initiatives they are working on as well as talking about the new interfaith committee that they are developing. The meeting is at noon on Friday, January 25 at the Johnson County Health and Human Services Building.

MONITORING REPORTS:

Kristie Doser reported on the Domestic Violence Intervention Program (FY19 Aid to Agencies). She noted CDBG and Aid to Agencies funding supports their shelter services, specifically staffing so they can have additional support for individuals staying in the shelter. She shared a couple of stats on shelter services for FY18, they housed 298 individuals and children in the shelter (pretty much a 50/50 split on adults and

children), they are full 100% of the time and therefore also sheltered 72 adults and children in hotels for short periods until space opened in the shelter. Doser noted they had 170 families that contacted them that they were not able to house when needed and therefore had to negotiate with those families about their safety, and work on options with them on how to respond to their situation. Doser noted that about five years ago services for domestic violence and sexual violence in Iowa was restructured, which reduced domestic violence shelters from 26 to 8 in the entire state. Therefore, CDBG money is incredibly important and allows DVIP to do support services for victims such as support groups, counseling, and advocacy in court and help victims work with DHS and other systems within the community. Doser noted they are looking to expand nights of safety services, last year they served 13,030 nights (meaning for every person that stayed at the shelter, they calculated how many nights they stayed there), which is higher, meaning the average length of stay in shelter is growing, which relates to resources that are or aren't available. The average night length of stay has been as low as 21 nights per family to the current average of 26 nights. That means they lose resources in the community, or housing is difficult to find, so they stay in shelter longer and fewer people can get in. The 170 families not able to get in would have equated to 4,470 nights needed. Doser gave an example of how devastating domestic violence is and how much a dollar can leverage. When people think of domestic violence, the first question is "why did they stay". She says the question is what would it take for a person to remain safe from the one person that knows everything about them including their home (does the partner have access to it), the children, the car, money, the job, etc. For domestic violence, perpetrators have more leverage than most criminals, so the amount of impact they can have on a victim's life is tremendous. On average, perpetrators will stalk their partners for 21 months, that is almost two years of harassment that affect your job, children, school, etc. These services are immediate and urgent and that is why the funds are so important to DVIP.

Eastham asked to see what a fully funded DVIP program would look like in the future. Doser said she would be happy to have that conversation. Eastham stated he has heard a major issue is placing people from DVIP into housing and wonders what types of available housing are needed. Doser noted their services are in no way comprehensive, they are crisis intervention solely and the care and healing they must give to the victims and how to support them moving forward.

Mark Sertterh reported for Shelter House (FY17 Cross Park Place, FY19 A2A & Rental Acquisition). He began with the Cross Park Place project which funded land acquisition for the new facility at 820 Cross Park Place. It just held its open house and will have 24 units of permanent housing for the chronically homeless. The land was purchased in April 2016 and individuals should be able to move in at the end of this month. With FY19 Rental Acquisition funds, they are looking to purchase a fourth house for permanent housing but are still finding other funding streams to buy a home. If they cannot obtain the additional funding they will then go to a bank to see about a possible mortgage to proceed. Sertterh noted with the Aid to Agencies money is used for staff support at the emergency shelter, which provides for the immediate needs of people in housing crisis. They serve more people every year, last year they served over 900 people in shelter. Aid to Agencies provides staff support for people's needs and safety. He noted that DVIP and Shelter House have partnered in the past couple years for Rapid Rehousing dollars from HUD to help people who experiencing homelessness. It has been a win/win for both agencies.

Eastham asked for clarification on how the Rapid Rehousing money from HUD is used. Sertterh said the money is for anyone who is literally homeless and on the streets or in shelter to be used for short-term rental assistance (up to one year).

Vaughan expressed congratulations as she attended the open house for the new facility.

Eastham made the same request to Shelter House he made for DVIP, if they could provide what a fully funded program would look like. Sertterh agreed it would be a great discussion to have.

Ron Berg from Prelude gave an update on their project (FY19 Rental Rehab). The CDBG funds are to replace a hot water heater at their 12 unit transitional housing complex. They expect to have the bid documents out for that project in the next couple of weeks.

Susan Gray from 4Cs presented an update on their project (FY19 Daycare Technical Assistance). She

noted all agencies do amazing work and it is hard to compete with domestic violence, free medical or free lunch programs and other first level of needs for families to survive, but if the community doesn't support childcare no one has an opportunity to break out of the cycle of poverty. They just received the CDBG funding in November but Johnson County Empowerment funding allowed them to fund their project before the CDBG funding. The 4 C's program works with childcare providers that serve at least 51% of children on childcare assistance, that is, lower income and at-risk children. Currently, they actually serve 100% of children with childcare assistance which shows the lowest income providers (87.5% of the providers) participating in this program are at 0-30% income. Last year there were 17 on the program and they now have 21, 12 of which have their first language as something other than English and the other 9 are English speaking but serve minority children. 18 of the 21 have become registered with the Iowa Department of Human Services and 2 more are ready to submit. Gray noted last year they worked really closely with 5 providers to get them registered which was a lot of work. Another issue the providers work with is that everyone in the child's family needs a physical which requires to educating them on cultural differences that doctor visits are needed when healthy as well as when sick. The program helps childcare providers become more financially viable with their small business. Gray noted that childcare assistance is a huge problem in Johnson County due to childcare fees being so much higher and they struggle to find places for children. CDBG funding helps increase the opportunities for childcare and it is critical that young children receive good quality care and are well nurtured to have a better chance in school. 4C's motto is to support the providers until the work is done. A challenge of the past few months has been when providers must move from one apartment to another due to landlord issues and they can lose the DHS funding during the move time. 4C's held a meeting recently at the Neighborhood Centers with 100% of the providers and they are incredibly appreciative of the support and are excited to learn more. This meeting on business practices, keeping records up-to-date, and other business tips was well received.

Harms asked how many children are in each of the 21 providers. Gray said the immigrant family childcare providers can have up to 6 children, but those in apartments will usually have 3 or 4. Other home facilities can have 12 children with 2 providers and 4 extra after school. Overall Gray feels around 200 children are impacted.

Harms asked for an estimate in Johnson County for the number of children ages 0-5 who need childcare versus number of available slots. Gray does not have that statistic, but noted that Johnson County is not as bad as other areas in Iowa. She noted there is a difference in slots available in childcare centers versus homes, home childcare is now down to 10% which may be impacted by places such as North Liberty that have centers with 200-300 slots in one center.

Lehmann noted these were CDBG Economic Development dollars and is technical business assistance for low income children providers. This comes from a different pot of funds than Aid to Agencies.

UPDATE ON ARTHUR STREET HEALTHY LIFE CENTER PUBLIC FACILITY PROJECT:

Lehmann noted the presenter had a conflict with students so she was not able to get away. She instead sent a brief written statement. The Arthur Street Healthy life Center is still working to engage stakeholders for the building purchase. The proforma for the clinic practice looks promising and potential partners looked at the building last week. She would like to be able to give another update at the next meeting.

Eastham asked if there was a deadline they were working against for using the funds allocated. Lehmann said the deadline was originally June 30 but the fact that they haven't signed an agreement means another deadline in March will be initiated as half of their funds should be expended per HCDC policy. Lehmann said it is a local deadline based on fiscal years and can be flexible as long as other CDBG projects are expending funds.

DISCUSS FY2020-2021 LEGACY AID TO AGENCIES FUNDING REQUESTS AND CONSIDER BUDGET RECOMMENDATION TO CITY COUNCIL:

Lehmann asked if the Commission wanted to discuss the priorities first or go off the points allocated. The

priorities come into play in the point totals and based on their allocation targets. Vaughan suggested starting with the priorities because that will determine the funding. Based on the initial allocations most Commissioners agreed with a few exceptions.

For 4C's Harms had a different priority. Harms noted at the last meeting, HCDC decided to determine the priority based on the use for funding requested. She changed her priority to medium because it is employment training to certify caregivers and not as much childcare services. Padron asked if they are ranking based on the mission of the whole agency or just the project because the Commission needs to be consistent. Vaughan noted they clarified last time they would rank based on the project. Alter offered a counter perspective that there is such a need and it is difficult to get certified this type of training, so it creates better quality childcare and therefore should be a high priority. Padron agreed it should be a high priority as the training is necessary for quality childcare. Brouse stated the intent of the program is to create more caregivers through the training which will help people sustain a job and have a career. Harms agrees to the consensus of a high priority.

Vaughan noted Arc of Southeast Iowa is next, which is evenly divided as a medium or high priority. Padron added her priority of medium. Brouse noted he originally had it as a medium but after HCDC's conversation last meeting, it seemed to him they intend to spend the money on a daycare program so he switched it to high. Padron noted it is not daycare of everyone but for special needs and that is why she ranked it medium for disability services. Harms admitted she was unsure but feels it could be a high priority because it is for childcare, and while it is not impacting many people it is so specialized and so needed because it is difficult to find this type of childcare. Vaughan agreed with Harms but agrees it could be high priority. It was decided to leave it as a Medium/High category.

Vaughan moved on to Big Brothers Big Sisters, most Commissioners ranked it as medium but a couple said high. Alter ranked it as high because of the mental health services aspect of the children served, the kids come from homes with single parents, parents in jail, substance abuse, have many siblings and underlying mental health issues that are sometimes overlooked by parents and schools. A lot of these children can feel overlooked and no one takes the time to do anything about it. This organization can spot some of these issues and pair children with caregivers and bring stability into their lives. Vaughan and Padron both chose medium priority as it is a youth service, the majority agreed.

Elder Services was majority of medium but Alter also gave that a high priority because it is Meals on Wheels and transportation which are both high priorities. Vaughan noted the majority of the Commission ranked it medium and with no further discussion it would remain listed as medium.

Vaughan moved on to The Housing Trust Fund of Johnson County (HTFJC), everyone else listed it as high priority, Vaughan ranked it low because it would be used for operations rather than direct services. McKinstry noted that with HTFJC many municipalities designate certain projects with their funding and therefore HTFJC is limited on how they cover operating expenses. Additionally HTFJC multiplies by many times the money that is given to them through other sources (federal funds, tax credits, etc.) and for that reason he feels it is a high priority. Vaughan concurred with the group and agreed it could be a high priority. Harms noted the impact HTFJC is huge.

Next discussed was Inside Out Reentry. Vaughan also noted she was the only one that ranked it as low since it was to be used for services and administration but again consented to the majority of high priority.

Vaughan moved along to Neighborhood Centers and noted she ranked it medium because it was listed as indirect costs but is okay with high priority if that is the rank of the group. McKinstry noted it will go directly to subsidized childcare and Vaughan agreed that was a high priority.

Prelude was next, Alter feels they are addressing the homelessness and mental health, many of their clients have mental health issues that result in substance abuse which results in homelessness, a lot of these clients have worn out their welcome with friends, family and because of their issues with mental health they turn to alcohol and drugs and are put out on the street. Harms agreed and would be willing to change her ranking to high. Padron understands that everything is high priority but they cannot rank everything high priority, Harms understands and notes everyone's heart says high but the reality is they

cannot all be. Alter agreed and is fine with a medium priority ranking. Finally was United Action for Youth, Alter felt it was a high priority as it funded homelessness and mental health for the youth. Teenagers have a child, their parents kick them out, they have nowhere to go, and it is a big issue and needs to be addressed. Vaughan also rated it high because of the homelessness piece. Padron agreed it should be high. The consensus of the group was to change it to a high priority.

Vaughan thought moving to allocations they would start with low priority allocations, as there is only one agency that scored as a low priority, the Iowa Valley Habitat for Humanity. Eastham noted 5% of the total allocation was targeted to low priority activities and there is a minimum of \$15,000 for any agency. Eastham therefore he feels Habitat should be allocated \$15,000. The rest of the Commission agreed.

Next agencies with a medium priority ranking were discussed. Everyone assigned the Iowa City Free Medical Clinic \$15,000. Vaughan suggested funding \$15,000 to all medium priorities to see how funding played out. The Commission agreed.

That left high priority agencies to discuss, the highest ranked was the Crisis Center followed by Shelter House. Vaughan noted some of the average allocations came in below the minimum of \$15,000 so they either need to be raised to \$15,000 or not given any funding. Padron said they should be moved to \$15,000 because all the ones in the medium category below a \$15,000 average were moved to \$15,000. Brouse noted the Crisis Center ranked the highest and the average allocation was \$33,500. Eastham supported the Crisis Center having a higher allocation because it emphasized shelter and food services. Brouse agreed and had a higher allocation as well. HCDC decided to round the average of the Commissioner's individual funding down to the nearest \$1,000 and see what the tally looked like. That brought the total allocation to \$368,000 which was \$13,000 over the total funds to allocate. Discussion began on how to reallocate to stay within budget. Vaughan suggested taking \$1,000 off of each of the high priority categories that are above the minimum which left HCDC \$6,000 over budget.

Eastham asked about Habitat and why they have not received funds the past few years. Lehmann noted they received CDBG/HOME funds for specific projects but not funding for operating funds since FY15. Eastham suggested allocating zero dollars to Habitat and redistribute that it to cover the overage and use the \$9,000 to support other agencies. Vaughan noted no one in the low category would receive funding.

Harms noted that the Commission agreed that whatever is allocated this year to an agency, the same amount is guaranteed next year, so agencies can have some consistency. That would mean if nothing was given to an agency this year, such as Habitat, then they would also not receive any funding next year. Lehmann said Habitat would no longer be eligible for legacy Aid to Agencies but could apply for emerging funds if that happened.

Padron stated while it is a low priority on the list, it is still a high priority in the community as homeownership is important.

McKinstry agreed that homeownership an important part of overall services in the City but understands it doesn't score as high on priorities, but the Commission also committed to fund lower priority agencies.

Eastham feels Habitat will continue to function without funding and the \$9,000 should be allocated to Shelter House which does provide homes to people who are in dire straits.

Becci Reedus (Crisis Center) asked to have all the priorities read to the audience as well as the allocations from the previous year. Lehmann read through the spreadsheet which totaled up to \$361,000, \$6,000 over budget as follows:

	Priority	FY19 allocation	Recommended FY20-21 allocation
Iowa City Free Medical Clinic/Dick Parrott Free Dental Clinic	Medium	\$15,000	\$15,000
Prelude Behavioral Services	Medium	\$16,000	\$15,000

Elder Services Inc.	Medium	\$20,000	\$15,000
Big Brothers Big Sisters of Johnson County	Medium	\$15,000	\$15,000
Pathways Adult Day Health Center/ Aging Services, Inc.	Medium	\$15,000	\$15,000
Arc of Southeast Iowa	Medium	\$0	\$15,000
Iowa Valley Habitat for Humanity	Low	\$0	\$15,000
Crisis Center of Johnson County	High	\$40,000	\$33,000
Shelter House	High	\$50,000	\$47,000
HACAP	High	\$15,000	\$15,000
Neighborhood Centers of Johnson County	High	\$34,300	\$25,000
Domestic Violence Intervention Program	High	\$40,000	\$27,000
4 Cs Community Coordinated Child Care	High	\$15,000	\$15,000
Rape Victim Advocacy Program	High	\$20,000	\$15,000
Table to Table	High	\$15,000	\$15,000
Free Lunch Program	High	\$15,000	\$15,000
Housing Trust Fund of Johnson County (HTFJC)	High	\$24,000	\$15,000
United Action for Youth	High	\$27,400	\$19,000
Inside Out Reentry Community	High	\$15,000	\$15,000

Reedus questioned if the Crisis Center was the highest scorer in the highest category then why aren't they receiving a bigger allocation than others. She would like to have justification so she can relay that back to her board of directors.

A member of the audience asked if there was less funding this year than allocated last year. Vaughan stated the allocation was \$391,000 last year and \$355,000 this year. Lehmann noted part of the change is splitting off money for emerging agencies.

Eastham responded to Reedus' question on the Crisis Center allocation, he acknowledged it was a good point, the average ranking for the Crisis Center was 58 which was the highest ranking and is willing to revise the allocations to reflect the higher ranking.

Vaughan noted since they are already over the budgeted allocation, they would need to figure out a way to allocate more to higher ranked agencies. The first discussion is whether to keep the allocation to the low priority, it was decided that the Commission would fund low priorities at an earlier meeting.

Alter stated she was for funding it initially but after listening to the discussion about the long-term repercussions she would be okay with reallocating that \$15,000 to other agencies. Vaughan asked for the consensus of the Commission to drop the low priority category and to allocate those funds elsewhere.

Brouse would be in favor of taking the \$9,000 from the allocation and giving \$3,000 to Shelter House to get them to \$50,000 and the other \$6,000 to the Crisis Center. That would put Crisis Center at 59% of the funding they asked for and the Shelter House at 58% of the funding they asked for.

Eastham supports that reallocation, but notes the ranking scores rest on several considerations not all of which strictly applicable to his thinking of the need for the specific kind of service the application is for and the need for that service and activity. He is inclined to support a higher dollar allocation to Shelter House than Crisis Center at this point. It is his assessment that sheltering people is a bit of a greater need than food distribution, which is also a big need.

Genevieve Anglin (United Action for Youth) noted that it is understood there are limited dollars but part of what was discussed was the need of nonprofits in the community to have reliable funding from year to year and while she doesn't want to take money away from Crisis Center or Shelter House but they are

getting close to what they got last year whereas UAY is going down by \$8,000 which is less than 1/3 of what they received this year. In the last five years their allocation has reduced more than 50%.

Padron stated the Commission talked about giving new agencies money so it is hard to fulfill every need.

Padron wanted to hear from the Shelter House as to why they asked for \$35,000 more this year than last.

Mark Serterh (Shelter House) stated the amount of services they are providing is exponentially more with the new services and new project they have coming online with the Cross Park Place building and will be doing more services for the community.

Becci Reedus (Crisis Center) asked if there was no chance for the Commission to go to Council and ask for more money to fund nonprofits. Lehmann stated the Commission could request additional funding from Council with their allocation recommendation. Eastham agreed the Commission should do so. Lehmann noted some preliminary allocations made here may change based on unknown federal CDBG allocations. Lehmann said they are using a conservative estimate at this time because last year's funding was so unusual. Eastham noted that the Johnson County Board of Supervisors is now awarding \$1.5 million to basically this same group of service providers.

Kristie Doser (Domestic Violence Intervention Program) shared that because they received reduced local and state funding over the past five years they are in jeopardy of losing federal funding which would be a loss of \$200,000 to \$400,000. She knows they are not the only program dealing with this issue.

Eastham asked for the timeline for these recommendations. Lehmann said it is taken to Council in May when CDBG/HOME allocations are made. He added the next two Commission meetings will be used for question and answer for CDBG/HOME applications and for allocating CDBG/HOME funds.

Vaughan noted that when the Commission makes a recommendation tonight they can also request more funding from Council. Lehmann agreed, noting the Commission makes recommendations while Council makes the final allocation decision.

Eastham stated that if Council were to allocate an additional \$270,000 to the Aid to Agency budget it would allow the full requests from all applicants. The full request total is \$625,500, the current budget is \$355,000 so an additional \$270,500 would meet the requests. Padron agrees with Eastham to ask for the full amount. After added that Council is discussing the FY20 budget right now so it is urgent to ask for additional funding now rather than waiting. Eastham noted at the budget meeting last week the City Manager pointed out that Council had \$2.5 million in funds from this current fiscal year that is available for a variety of purposes and the City Manager suggested four of five specific allocations for those funds. \$1.5 million or so of those funds was for a reserve fund to build another repair/maintenance facility which the City needs, but that reserve funding can also come from bonding so he is suggesting to taking \$270,500 from the reserve fund to cover the nonprofit allocations.

Lehmann said the Commission could recommend what they want Council to consider in the motion, he suggests they make allocations based on the amount they have been given and suggest that additional funds be awarded to meet the agency requests. Lehmann said they did not need to specifically state where they want the funds to come from. Kubly agreed they didn't need to say where the money would come from.

McKinstry suggested sending along a statement that says with the funds that have been allocated the allocations are as such, but with shrinking funds over the past several years and the needs are increasing, and additional funding should be considered because agencies need some relief. Lehmann stated they could defer the recommendation. Eastham stated he thinks it should be on the agenda as soon as possible because it seems to take Council time to absorb recommendations from this Commission.

Ellen McCabe (Housing Trust Fund Johnson County) mentioned that if the Commission were to submit the table showing full recommendations along with requested amounts perhaps a column should be

added to show the net impact from current allocations. Vaughan agreed showing the Council all the information is important.

Ron Berg (Prelude) noted if the trend continues as it is currently it won't be long before every agency is just getting \$15,000.

Eastham feels if a recommendation is made to Council for allocations that total \$355,000 he would vote against that as he doesn't want Council to be able to start off their discussion that option. He wants them to have the \$625,500 as the option to consider. He feels this needs to go before Council sooner rather than later and that membership from this Commission should be present at the meetings where these allocations are discussed as well as the agency representatives.

Kubly noted that the Council agenda is already set for the next meeting, if a letter was to be drafted from HCDC it could go in next week's Council information packet. Eastman added Council will have to vote on the FY20 budget in March so he would want this on their agenda before the March budget vote.

McKinstry asked if they were to send a letter to Council from this meeting that requests full funding for A2A, if Council comes back and states HCDC only has the \$355,000 to spend will there be time for the Commission to make those allocations. Lehmann said they might have to add in a special meeting.

Padron noted the Neighborhood Centers scored pretty high and the first three agencies are around 58% of ask and the Neighborhood Centers is less than 50%.

Alter feels it is best to table the discussion on the allocations, send in the recommendation request for full funding and see what Council does.

Barbara Vinograd (Iowa City Free Medical Clinic) acknowledged the Commission has an impossible task, but wanted to note that had she known there was a possibility of getting more than the \$17,500 she would have asked for more, she made a small request knowing in the past how small the allocations had been. If the City really has money available many of the agencies would advocate for more.

Eastham moved to recommend that City Council fund the full requested amount of Legacy Aid to Agencies applications as shown below for FY20 and FY21, and that Council invite HCDC to discuss this recommendation at their soonest available work session. Harms seconded the motion.

Agency	Request
4 Cs Community Coordinated Child Care	\$20,000
Arc of Southeast Iowa	\$20,000
Big Brothers Big Sisters of Johnson County	\$25,000
Crisis Center of Johnson County	\$66,000
Domestic Violence Intervention Program	\$50,000
Elder Services Inc.	\$40,000
Free Lunch Program	\$16,000
HACAP	\$25,000
Housing Trust Fund of Johnson County (HTFJC)	\$30,000
Inside Out Reentry Community	\$30,000
Iowa City Free Medical Clinic/Dick Parrott Free Dental Clinic	\$17,500
Iowa Valley Habitat for Humanity	\$25,000
Neighborhood Centers of Johnson County	\$55,000
Pathways Adult Day Health Center/ Aging Services, Inc.	\$25,000
Prelude Behavioral Services	\$20,000

Rape Victim Advocacy Program	\$23,000
Shelter House	\$85,000
Table to Table	\$20,000
United Action for Youth	\$33,000
Total	\$625,500

Eastham strongly suggested that Vaughan, as chair of HCDC, contact the Mayor and discuss the results of this meeting and let him know HCDC would like to come to the next available work session to discuss. Vaughan agreed to reach out.

Kubly added that anyone can go to the Council meetings and talk during the “items not on the agenda” public comment portion of the meeting. Eastham stated he doesn’t like that opportunity because he feels Vaughan needs to talk directly to the Mayor.

Sara Barron (Johnson County Affordable Housing Coalition) asked if the funding for Habitat for Humanity is included in recommendation to Council. Eastham agreed it would be included in the recommendation.

A vote was taken and the motion passed 7-0.

OVERVIEW OF HOUSING PRO FORMA TEMPLATE:

Lehmann gave an update on the Housing Pro Forma noting it only affects rental housing projects, though HCDC will have expected rents and sales prices for owner-occupied projects from the application. Lehmann explained various items on the Pro Forma. The Pro Forma spreadsheet has instructions which explains each line item and what they need. Generally when looking at rental projects, costs are anticipated to increase faster than rents, so the City assumes 2% rent and 3% expense increases. The Gross Amount of Income is revenue coming in from rents based on the HUD-allowable rent times by the number of units. There is a line for other income, but it is almost never used because it can be difficult to anticipate what that income might be, usually it’s things like money-operated laundry machines, etc. Tenant Contribution is other payments like parking or storage space. Gross revenue is all those items added up. For vacancy loss, we generally assume 5% but it can be higher depending on demographics or clientele. Revenue minus vacancy creates the Effective Gross Income which is the amount of revenue expected in a given year. Expenses are pretty straightforward; insurance, maintenance and structural repairs (which is generally around 1% of the price of the property), management fees (usually between 5% and 7% but some nonprofits don’t charge management fees), miscellaneous expenses (accounting, legal, advertising, etc.). Lehmann noted the City bases their estimates on the Iowa Finance Authority. With regards to property taxes, a lot of nonprofits do not have to pay property taxes other than the first year which may result in a negative cash flow that year. The actual cash flow is revenue minus expenses. Operating reserves should be no less than \$350 per unit, it is better to see more as IFA has higher reserve requirements than the City. Finally the debt coverage ratio is important, a 1:1 debt coverage ratio means the operating income exactly matches operating expenses. The City needs to see a minimum of 1.2:1 by year three to show enough cash flow to support the project in case something not anticipated occurs. Some affordable housing lenders use a debt coverage ratio of 1.15.

Vaughan thanked Lehmann for the information as it is very helpful.

Eastham feels the City should follow IFA levels, that their standards are currently different. Lehmann agreed and will double check that for the future to make sure the City is lined up with IFA for consistency.

STAFF/COMMISSION COMMENT:

Lehmann announced that Bob Lamkins has officially resigned from HCDC due to time constraints. The vacancy will be announced on January 22 and per bylaws, the preference is for someone who is

receiving rental assistance or for someone with a financial background.

Lehmann noted the next meeting is February 21. The agenda will include monitoring reports, CDBG/HOME application question and answer session (applications are due January 18), the emerging funds applications and the fair housing study. Regarding emerging applications Lehmann wanted to know the Commission's preference on doing a question/answer period or just allocating amounts due to the small funding. The consensus of the Commission was to see how many applications and if there were more than 5 applications to do two sessions, but if under 5 then review at the next meeting with the CDBG/HOME applications. Brouse noted that if the deadline for applications has to be flexible so more agencies can get them submitted they should extend the deadline. Currently there is only one application. Lehmann has talked to others so thinks there are a few more applications in process; he will extend the deadline if they don't receive at least 3 applications.

Lehmann passed out to the Commission an *Income by Age, Race, and Location* table that the City put together after receiving questions, he thought the Commission might be interested in the data.

The Request for Proposals is out for the Consolidated Plan so that review will begin shortly. The City is also reviewing affordable housing programs and staff will bring it to the Commission when it is complete.

Eastham asked about the Housing Pro Forma template and if there would be a rental table included. Lehmann confirmed it is included in the application.

Eastham noted the Council decided not to follow HCDC's recommendation to allocate an additional \$200,000 to the NEX Project to further reduce rents. He stated the project will build 32 units termed "affordable" and they provided a rent table for each of those units. He examined the rent table from the perspective of a tenant making \$18,000 annually, which is higher than the average income for the City's Section 8 program, and within the range of households with rent costs more than 50% of their income (called high cost burden households). When reviewing the proposed rents from that perspective, 27 of the 32 so-called affordable units would require more than 50% of the income of the tenants. He wanted HCDC to be aware that low income housing tax credit (LIHTC) projects are not automatically an avenue for low cost burden rental housing. In fact most LIHTC projects' proposed rents provide high cost burden housing. That is why he requested HCDC to ask Council for additional funds. The Council declined the request in part because they interpreted \$200,000 resulting in only an increase of three units having very low rents over the one unit in the developer's original proposal. The reason Council thought \$200,000 would not "buy" enough additional low rent units was because in the developer's scenario presented to Council, the \$200,000 would reduce the commercial borrowing and the debt from the commercial borrowing by about \$12,000 per year but the \$200,000 would be paid back to the City at 1% over a 17 year period which would be additional debt service. Eastham feels Council did not get accurate and complete information on HCDC's wishes to understand how much that \$200,000 would decrease rents over how many units. Looking at the letter the developer wrote to Council with their suggestion, they did not have all the information and didn't realize they didn't have to pay that \$200,000 back and it would not increase their debt service. Eastham proposes that future LIHTC applicants be instructed better on measures to decrease their proposed rents down to a level that is actually affordable to low income households. He added that just using 40% or 60% of the AMI as a rent guide is not actually affordable as most rent prices are well above what can be afforded at the average medium income. It is important to look at what the rents are, not want the percent of AMI is and if the Commission is going to negotiate with Council we need to make sure Council understands clearly what is being negotiated.

McKinstry acknowledged it was good Eastham brought this topic up and that the Commission made that recommendation because it is a process of education for Council, the Commission, and the applicants.

ADJOURNMENT:

Brouse moved to adjourn. Alter seconded. Passed 7-0

**Housing and Community
Development Commission
Attendance Record**

Name	Terms Exp.	7/10	9/20	10/11	11/15	12/20	1/17					
Alter, Megan	7/1/21	X	X	X	X	X	X					
Brouse, Mitch	7/1/21	X	X	X	X	X	X					
Eastham, Charlie	7/1/20	X	X	X	X	X	X					
Fixmer-Oraiz, Vanessa	7/1/20	X	O/E	X	X	X	O/E					
Harms, Christine	7/1/19	X	X	X	X	X	X					
Lamkins, Bob	7/1/19	O/E	O/E	X	O/E	O/E	■	■	■	■	■	■
McKinstry, John	7/1/17	X	X	X	X	X	X					
Padron, Maria	7/1/20	X	X	O/E	O/E	X	X					
Vaughan, Paula	7/1/19	X	X	X	X	X	X					

- Resigned from Commission

Key:

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

FY20 CDBG/HOME Applications Summary

Housing Projects (CDBG & HOME eligible unless noted)	Requested Amount	CDBG Recomm.	HOME Recomm.
Habitat - Lot Acquisition	\$120,000		
MYEP - Lot Acquisition	\$200,000		
Successful Living - Rental Acquisition	\$240,000		
Successful Living - Rental Rehabilitation	\$75,000		
THF - CHDO Operating (HOME-eligible only)	\$26,500	NA	Max: \$23,000
THF - Rental Rehabilitation	\$69,108		Min: \$70,000
Subtotal	\$730,608	\$0	\$0

Public Facilities Projects - CDBG eligible only

DVIP - Shelter Repair	\$120,000		NA
Little Creations Academy - Renovation Phase 3	\$51,968		NA
Old Brick - ADA Improvements	\$40,553		NA
Old Brick - Structural Fortification/Water Mitigation	\$67,670		NA
Subtotal	\$280,191	\$0	

TOTAL:	\$1,010,799	\$0	\$0
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Funds Available \$640,000 \$100,000 \$540,000

CDBG Eligible Only

Parts of project may not be eligible

Project Name	Iowa Valley Habitat - Homebuyer Lot Acquisition
Project Address	2752 Whispering Meadows and 2612, 2784, & 2794 Blazing Star
Activity Type	Homebuyer Housing
CITY STEPS Priority	Expanding affordable rental and owner housing opportunities
CITY STEPS Goal	Improve access to affordable owner housing
Amount Requested	\$120,000
Project Description	Acquire four lots and construct four zero lot homes to be sold to low income homebuyers (<60% AMI). Mortgage payments will be affordable (i.e. less than 30% of household income) and are typically well below Fair Market Rent for a similar-sized unit.
Repayment Terms	Coniditional Occupancy Loan with Recapture Provision: portion of loan repaid upon sale if during the affordability period; forgiven if maintained as primary residence through affordability period.
Affordability Period	15 years proposed (10 years required)
Property Taxes	Esimated \$4,700/property (\$18,800 total)
% CDBG/HOME Funded	16%
Project Budget Discussion	Total budget is \$760,000 with matching funds coming from private financing and fundraising. Total CDBG/HOME cost per unit is \$30,000. Expected sales price of \$200,000 per unit (minus forgiven CDBG/HOME and Habitat funds). If not awarded full funding, properties will be available only to higher income households and Habitat's capacity for future projects will decrease.
Beneficiaries	1 five-or-more person household at 31-50% AMI 3 five-or-more person households at 51-60% AMI
Project Coordination with Existing Services & other Services Available in the Community	IVHFH partners with local vendors, many of whom offer discounts in labor and/or materials at a range of 25-100% off normal pricing. Also use over 1200 hours of volunteer labor.
Timeliness and Capacity to Successfully Complete the Proposed Project	Applicant is in good standing and has successfully completed previous CDBG/HOME homebuyer projects, though some projects have been delayed. Staff has no current concerns about capacity to successfully administer this project.
Staff Concerns/Notes	<p>1) May need to comply with federal procurement standards (competitive bids) for the proposed work.</p> <p>2) Section 3 may require opportunities for training and employment for LMI persons if a contractor performs construction duties which total \$100,000 in HUD funds.</p> <p>3) Construction must begin within one year and units must be sold within 9 months of completion.</p> <p>4) Sales price must be below HUD HOME sales price limits, currently at \$228,000 for single family new construction.</p> <p>5) Project will require two forms of underwriting, developer and homebuyer</p>

General Information and Project Need

 Select Language | ▼

Community Development Block Grant (CDBG) and/or HOME Investment Partnership (HOME) programs provide funding to aid in the development of viable urban communities and in the provision of safe and decent affordable housing. Applications are due Tuesday, January 18, 2019 at noon. This year, \$625,000 are estimated to be available through this competitive process. Please review the [FY20 CDBG/HOME Application Guide](#) for more information about eligible activities. Please submit one project proposal per application. Questions can be directed to kirk-lehmann@iowa-city.org or contact Neighborhood Services at 319-356-5230. Additional assistance, and hard copy applications, are available upon request

Project Information

Project name *

Saddlebrook Meadows

Project Address *

Street Address

2752 Whispering Meadows, 2612 Blazing Star, 2784 Blazing Star, 2794 Blazing Star

Address Line 2

City

Iowa City

Postal / Zip Code

52240

State / Province / Region

IA

Country

USA

Type of Project (?)

☐ Rental Housing

☒ Owner Housing

☐ Public Facility

☐ Other

Type of Activity (?)

☒ Acquisition

☒ New Construction

☐ Rehabilitation

☐ Direct Assistance

☐ Other

Applicants

Applicant Name *

Iowa Valley Habitat for Humanity

Applicant Address *

Street Address

2401 Scott Blvd. SE

Address Line 2

City

Iowa City

Postal / Zip Code

52240

State / Province / Region

IA

Country

USA

Contact Person, Title *

Heath Brewer, Executive Director

Phone Number *

319-519-6122

Email *

heath@iowavalleyhabitat.org

DUNS Number (?)

123204880

DUNS # Verification * (?)

Go to <http://fedgov.dnb.com/webform> to look up or create a DUNS number. Provide a copy of the email you receive with your confirmed DUNS number.

SAM.gov verification email.pdf

97.28KB

CAGE Code (?)

Obtain by registering on SAM.gov

83S48

SAM.gov Registration * (?)

All subrecipients must register on SAM.gov before a legally binding agreement can be signed. Attach your SAM.gov Entity Registration Summary as evidence that this has been completed.

SAM.gov Entity Reg. Summary.pdf

95.88KB

General Information

Type of Lead Applicant *

- ☐ Community Housing Development Organization
- ☒ Private non-profit organization
- ☐ Private for-profit, individual or partnership applicant
- ☐ Public Organization

W-9 Form * (?)

(Request for Taxpayer ID# & Certification)

IVHFH W9.pdf

74.57KB

Organizational Status * (?)

Go to <https://sos.iowa.gov/search/business> to look up the organization applying for funds. Provide a copy of the Business Entity Summary screen.

Business Entity Summary Screen.pdf

60.63KB

Amount of Funds Requested *

\$ 120,000.00

Did you attend an Applicant Workshop? *

☐ Yes ☒ No

Provide a few lines describing the proposed project *

IVHFH is hoping to develop several new homes for affordable home ownership in SE Iowa City. The HOME/CDBG funds will be used to acquire 4 lots for \$30,000 each. The 4 lots hold two units of two separate zero lot homes. The addresses 2752 Whispering Meadows and 2612 comprise lots 1 and 2 of one duplex and addresses 2784 and 2794 Blazing Star represent lots 19 and 20 of the second duplex.

In total, the projects will cost roughly \$190,000 each and be sold to a Habitat applicant with income under 60% AMI in Johnson County, however we will target homebuyers under 50%, if available. The homes will maintain affordability and stay owner-occupied for no less than 15 years.

The following is an example of the financing structure for our latest Habitat project:

Sale/Appraisal Price: \$225,000

1st Mortgage - Hills Bank: \$140,000 (30 years 4.875% fixed)

2nd Mortgage - IVHFH: \$85,000 Silent for first 7 years, forgiven 1/7th per year for 7 years. Fully forgiven year 15.

The homebuyer income is 54% AMI and the payment for mortgage, taxes, and insurance was 26% of gross income.

Based on the partnership with Hills Bank, this will be similar to the projected financing for the proposed project. However, the financing from Hills will most likely be lower in order to serve <50% AMI households. Also, the projected appraisals will be closer to \$200,000.

As suggested, the value of these projects has a generational affect on wealth as equity is made available at a much quicker rate than typical.

Please specify the one or two most applicable priority need(s) this application addresses, as shown in the 2016-2020 CITY STEPS Plan. Explain how this project will meet this/those need(s). *

Expanding Affordable Owner Housing Opportunities is a High priority in the CITY STEPS Plan. Specifically, projects serving low-income populations with large families including children. One of the featured goals of the priority is to assist with down payment assistance. While this proposal does not directly fulfill this goal, it does aid the organization in the development of a more affordable property that does not require a down payment from the buyer beyond sweat equity.

Iowa Valley Habitat for Humanity is one of the very few organizations in Iowa City working with the low-income population to provide affordable opportunities for homeownership. For the last 26+ years the organization has developed over 100 new affordable homeownership opportunities in the area. With the use of volunteers, community partners, and a knowledgeable staff, IVHFH is able to build a home that will maintain affordability for a low-income homebuyer for the foreseeable future.

The funds granted will be used as a forgivable loan to the homebuyer to reduce payable costs of a new home that will be built to house a family of up to 7 people. The grant investment will be included in the purchase price of the home, but will remain silent for up to 15 years upon which time it will be fully forgiven. The mortgage placed on the property for this amount of money acts much like a down payment, reducing the payable portion of the purchase price and increasing equity in the property.

IVHFH has been given the opportunity to purchase the lots at a steeply discounted rate. This opportunity and price will be difficult to match in the future making the award of funds even more important to our organization and the affordable housing objectives of our community.

Budget and Resources

Type of Funding Requested*

Financing terms will be based on project feasibility and the ability to repay. Terms approved by City Council may be different than what is requested.

Grant

Requested Grant Terms

Principal Amount

\$ 120,000.00

Affordability Period (?)

15 years

Source of Funds

Please enter below the types of funding and amounts requested for the proposed project, including if the funding is committed. If not a loan, leave loan terms blank. Select the blank space for possible sources of income, or enter your own.

Public Resources

Funding Source and Type (?)	Amount	Interest rate	Term (?)	Committed
Iowa City HOME/CDBG	\$ 120000.00	0	0	No

Total Public Funds

\$ 120,000.00

For uncommitted funds, please indicate when the applicant will apply for funds

This application represents the request for funds.

Private Resources

Funding Source & Type (?)	Amount	Interest rate	Term (?)	Committed
Applicant Equity	\$ 260,000.00	0	0	Yes
Bank Loan	\$ 260,000.00	4.5	12 months	No
Fundraising	\$ 120,000.00	0	0	No

Total Private Funds

\$ 640,000.00

Total Project Funding

\$ 760,000.00

Evidence of Funding Commitments* (?)

Up to four pages of additional information about the capacity of the organization may be included. Examples of may include graphics supporting the previous questions, resumes of key staff, additional descriptions of organizational activities, or other relevant information.

Proof of funding.docx

12.31KB

Use of Funds

Please enter below the uses of funding and amounts requested for the proposed project, including whether formal cost estimates were received. Select the blank space for possible use of funds, or enter your own."

Type (?)	Amount	Formal Cost Estimate	Name of Entity providing cost estimate
Land Acquisition	\$ 120,000.00	Yes	Sycamore Developers/Monica Hayes, Skogman Realty
Total Use of Funds Amount \$ 120,000.00			
Scope of work (?) Attach any documentation used for cost estimates Lot agreement.pdf 443.86KB			

Other Considerations

Number of households or persons served *
4

Total cost per household or person served
\$ 190,000.00

What percentage of the proposed budget will be made up of private funds? *
84.21

Dollars Leveraged Per City Dollar Spent
\$ 5.33

Describe any community partnerships or volunteers that will contribute to the project.
 IVHFH partners with local vendors of whom share in the mission of providing affordable homeownership opportunities. Many of the vendors offer discounts in labor and/or materials at a range of 25-100% off normal pricing. These partnerships paired with the use of over 1200 hours of volunteer labor make the development of a truly affordable unit a reality.

Describe any identity of interest (IOI) relationships with the applicant and/or project owner, i.e. General Partner has a financial interest in the construction company, etc. *
 No conflicts of interest recognized for this project.

**Iowa Valley Habitat for Humanity
Secured Funding – Saddlebrook Meadows**

IVHFH will use operational cash flows from Financing Activities, Fundraising, and ReStore sales to provide the necessary cash for the development of the four properties in Saddlebrook Meadows. The project will take 12 months to complete from receipt of funding, upon time of sale, the homebuyer will finance a portion of the purchase with traditional financing through a program offered by Hills Bank. The remainder of the purchase will be a combination of a silent mortgage from the City of Iowa City for HOME/CDBG funds; 0% interest loan from Habitat; and silent/forgivable mortgage from Habitat. The payable portion will be structured so the homebuyer does not pay more than 27% of their gross income to mortgage payments, taxes, and insurance.

The financing provided by Hills Bank will allow IVHFH to acquire funds through a construction line of credit from Hills Bank to assist in payment for materials and labor. This note will carry an interest rate of approximately 4.5% on drawn funds. Each project will take 4-6 months to complete and will have minimum carrying costs.



RESIDENTIAL LOTS/VACANT LAND PURCHASE AGREEMENT

This form approved by the Iowa City Area Association of REALTORS®



Date of Agreement 09/08/2017

TO Brad Houser - Saddlebrook Meadows Development Inc, Member

(SELLERS)

1. REAL ESTATE DESCRIPTION. The undersigned BUYERS hereby offer to buy real estate in Johnson County County, Iowa, locally known as: Saddlebrook Meadows Development Lots 40, 41, 42, 1-2, 17-18, 19-20 AND FOLLOWING THE LEGAL DESCRIPTION CONTAINED IN THE TITLE DOCUMENT BY WHICH SELLERS RECEIVED TITLE TO THE PROPERTY, SUBJECT TO APPROVAL OF BUYERS' ATTORNEY, or described as follows:

with any easements and appurtenant servient estates.

2. PURCHASE PRICE. The purchase price shall be \$ 300,000.00 *See Section 23* (Three hundred thousand dollars and 00/100) and the method of payment shall be as follows: \$ 25,000.00

with this offer to be deposited upon acceptance of this offer, in the trust account of Skogman Realty to be delivered to the SELLERS upon performance of SELLERS' obligations and satisfaction of BUYERS' contingencies, if any, and the balance of the purchase price as designated below.

Select: (A) (B) and/or (C) or (D)

A. ☐ NEW MORTGAGE.

This agreement is contingent upon the BUYERS obtaining a written commitment for a first real estate mortgage for _____% of the purchase price with interest on the promissory note secured thereby of not more than _____% amortized over a term of not less than _____ years, with a balloon due date of not less than _____ years. BUYERS agree to pay no more than _____% for loan origination fees and points, and to pay in addition all other customary loan costs. BUYERS agree upon acceptance of this offer to immediately make application for such mortgage with a commercial mortgage lender and to exercise good faith efforts to obtain a mortgage commitment as above provided. Upon receiving written loan commitment, (supported by the lender's required appraisal), BUYERS shall release this contingency in writing. If BUYERS have not obtained a written mortgage loan commitment containing the above terms, or terms acceptable to BUYERS on or before the _____ day of _____, either SELLERS or BUYERS may declare this agreement null and void and all payments made hereunder shall be returned. BUYERS shall pay the balance of the purchase price at the time of the closing by combination of BUYERS' personal funds and the net mortgage proceeds.

B. ☒ CASH: BUYERS will pay the balance of the purchase price in cash at the time of closing. This agreement is not contingent upon BUYERS obtaining such funds.

C. ☐ OTHER FINANCING TERMS:

D. ☐ If a Mortgage Assumption, Installment contract Assumption, or Installment contract Sale, see attached addendum.

3. POSSESSION. If BUYERS timely perform all obligations, possession for the Real Estate shall be delivered to BUYERS on See section 23 with any adjustments of rent, taxes, interest, and other applicable matters to be made as of the date of transfer of possession. Closing of the transaction shall occur after approval of title and all personal property and equipment is removed from the premises by the SELLERS. Possession shall not be delivered to the BUYERS until completion of the closing, which shall mean delivery to the BUYERS of all title transfer documents and receipt of the purchase price funds then due from BUYERS. If by mutual agreement the parties select a different possession or closing date, they shall execute a separate agreement setting forth the terms thereof.

4. REAL ESTATE TAXES. SELLERS shall pay all real estate taxes which are due and payable, as of the date of possession, and constitute a lien against the above described Real Estate and any unpaid real estate taxes for any prior years. Except for the tax proration hereinafter set forth. BUYERS shall pay all subsequent real estate taxes. SELLERS shall also pay a prorated share, based on the date of possession, of the real estate taxes for the fiscal year ending

June 30, 2018, and payable in the fiscal year commencing July 1, 2018, based upon one of the following formulas:
Select (A) or (B)

A. ☐ Net taxes payable in the current fiscal year in which possession is given to BUYERS.

B. ☒ An amount calculated based upon the assessed valuation, legislative tax rollback, and real estate tax exemptions that will actually be applicable to and used for the calculation of taxes payable in the fiscal year commencing July 1, 2018. If, at the time of closing, the tax rate is not certified, then the most current, certified tax rate shall be used. *See section 23*

5. SPECIAL ASSESSMENTS. Select: (A) or (B)

A. ☒ SELLERS shall pay all special assessments which are a lien on the Real Estate as of the date of closing.

B. ☐ SELLERS shall pay all installments of special assessments which are a lien on the Real Estate and, if not paid, would become delinquent during the calendar year this offer is accepted, and all prior installments thereof. All other special assessments shall be paid by BUYERS.

6. DEED. Upon payment of the purchase price, SELLERS shall convey the Real Estate to BUYERS or their assignees, by General Warranty Deed, free and clear of all liens, restrictions, and encumbrances. Any general warranties of title shall extend only to the time of acceptance of this offer, with special warranties as to acts of SELLERS continuing up to time of delivery of the deed.

7. TIME IS OF THE ESSENCE. Time is of the essence in this contract.

Buyer's Initials

[Signature]

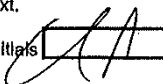
Seller's Initials

SHC

8. OPTIONAL CONDITIONS. Provisions 8-A through 8-E, if initialed by BUYERS are included in this agreement:

- ☐ ☐ A. SURVEY. Upon acceptance of this offer, BUYERS shall have the property surveyed by a licensed surveyor at the expense of the ☐ BUYERS ☐ SELLERS. The surveyor shall set and flag all property pins, to be approved by BUYERS before _____. If the survey, certified by a Registered Land Surveyor, shows any encroachment on said property or if any improvements (not excluding landscaping, plantings or fencing) located on the subject property encroach on lands of others, such encroachments shall be treated as a title defect.
- ☐ ☐ B. SOILS TEST. Upon acceptance of this offer, BUYERS shall have the right to have soils investigations conducted by a licensed soils engineer, including, but not limited to, percolation tests, to ascertain whether the property is suitable for the improvements which BUYERS propose to make. All expenses for the tests shall be borne by ☐ BUYERS ☐ SELLERS. BUYERS shall be responsible for the repair and restoration of any damage to the property which may be caused by such tests. If in the reasonable opinion of the soils engineer, the property is not suitable for the proposed development, this agreement, at the option of BUYERS, may be terminated and all earnest money shall be refunded.
- BUYERS shall be deemed to have waived this condition unless written notice to the contrary is delivered to SELLERS' agent within _____ days of acceptance.
- ☐ ☐ C. COVENANTS. SELLERS shall provide the BUYERS with the covenants within _____ days of acceptance of this offer. BUYERS shall then have _____ days from receipt of these covenants to review and provide written approval to SELLERS' agent.
- ☐ ☐ D. WELL WATER TEST. Upon acceptance of this offer, BUYERS shall obtain a water test limited to sanitary or safe water supply, per the State Hygienic Laboratory report, at the expense of ☐ BUYERS ☐ SELLERS. BUYERS shall be deemed to have approved said report unless written notice is delivered to SELLERS' agent within _____ days of acceptance. In the event of disapproval, BUYERS may terminate this agreement and all earnest money shall be returned.
- ☐ ☐ E. WELL REPORT. Upon acceptance of this offer, BUYERS shall obtain a well report of the existing well(s) from a licensed well drilling contractor at the expense of the ☐ BUYERS ☐ SELLERS. BUYERS shall be deemed to have approved said report unless written notice to the contrary is delivered to SELLERS' agent within _____ days of acceptance. In the event of disapproval, BUYERS may terminate this agreement and all earnest money shall be returned.
9. PROPERTY INVESTIGATIONS. This agreement is contingent upon BUYERS' independent investigation within _____ days from the acceptance of this offer of the following examples of conditions relating to the property:
- A. Zoning, other ordinances, general plan description, environmentally protected areas, flood zones, master plans of drainage, dedication of land for public use, topography, or (other) _____
- B. Availability of utilities and costs of development.
- C. Building Department requirements, fees, and costs of offsite and onsite improvements.
- D. Any easements of record for public utilities, roads or highways. Also consider liens, other easements, and interests of others.
- BUYERS shall be deemed to have approved of said investigations unless written notice is delivered to SELLERS' agent within _____ days of acceptance of this Purchase Agreement. In the event of disapproval, BUYERS may terminate this agreement and all earnest money shall be returned.
10. USE OF PURCHASE PRICE. At time of settlement, funds of the purchase price may be used to pay taxes and other liens and to acquire outstanding interests, if any, of others.
11. ABSTRACT AND TITLE. SELLERS, at their expense, shall promptly obtain an abstract of title to the Real Estate continued through the date of acceptance of this offer, and deliver it to BUYERS for examination. It shall show merchantable title in SELLERS' names in conformity with this agreement, Iowa law, and Title Standards of the Iowa State Bar Association. The abstract shall become the property of the BUYERS when the purchase price is paid in full. SELLERS shall pay the costs of any additional abstracting and title work due to any act or omission of SELLERS, including transfers by or the death of SELLERS or their assignees. If, at the time of closing there remain unresolved title objections, the parties agree to escrow from the sale proceeds a sufficient amount to protect the BUYERS' interests until said objections are corrected, allowing a reasonable time for the corrections of said objections: provided however that if the commercial mortgage lender of the BUYERS will not make the mortgage funds available with such escrow, the provisions for escrow for title defects shall not be applicable.
12. JOINT TENANCY IN PROCEEDS AND IN REAL ESTATE. If SELLERS, immediately preceding acceptance of the offer, hold title to the Real Estate in joint tenancy with full right of survivorship, and the joint tenancy is not later destroyed by operation of law or by acts of the SELLERS, then the proceeds of this sale, and continuing or recaptured rights of SELLERS in the Real Estate, shall belong to SELLERS as joint tenants with full rights of survivorship and not as tenants in common; and BUYERS, in the event of the death of either SELLER, agree to pay any balance of the price due SELLERS under this contract to the surviving SELLER and to accept a deed from the surviving SELLER consistent with paragraph 7.
13. JOINDER BY SELLER'S SPOUSE. SELLER'S spouse, if not a title holder immediately preceding acceptance of this offer, executes this contract only for the purpose of relinquishing of all rights of dower, homestead and distributive share or in compliance with Section 561.13 of the Iowa Code and agrees to execute the deed or real estate contract for this purpose.
14. REMEDIES OF THE PARTIES.
- A. If BUYERS fail to timely perform this contract, SELLERS may forfeit it as provided in the Iowa Code, and all payments made shall be forfeited or, at SELLERS' option, upon Thirty (30) days written notice of intention to accelerate the payment of the entire balance because of such failure (during which thirty days such failure is not corrected) SELLERS may declare the entire balance immediately due and payable. Thereafter this contract may be foreclosed in equity and the Court may appoint a receiver.
- B. If SELLERS fail to timely perform this contract, BUYERS ☐ have the right to have all payments made returned to them.
- C. BUYERS and SELLERS also are entitled to utilize any and all other remedies or actions at law or in equity available to them and shall be entitled to obtain judgement for costs and attorney fees as permitted by law.
- D. In the event BUYERS fail to perform their obligations hereunder and the SELLERS successfully forfeit any payments made under this contract, the Broker shall receive from the SELLERS one-half of the forfeited payment, said one-half not to exceed the total commission due to the Broker. In the event the SELLERS fail to perform SELLERS' obligations under this contract when required to do so, SELLERS shall pay to Broker the Broker's commission in the amount set forth in the SELLERS' Listing Agreement with the SELLERS' Broker.
15. STATEMENT AS TO LIENS. If BUYERS intend to assume or take subject to a lien on the Real Estate, SELLERS shall furnish BUYERS with a written statement prior to closing from the holder of such lien, showing the correct balance due.
16. APPROVAL OF COURT. If the sale of the Real Estate is subject to Court approval, the fiduciary shall promptly submit this contract for such approval. If this contract is not so approved by the NA day of _____, either party may declare this contract null and void, and all payments made hereunder shall be returned to BUYERS.
17. CONTRACT BINDING ON SUCCESSORS IN INTEREST. This contract shall apply to and bind the successors and interest of the parties.
18. CONSTRUCTION. Words and phrases shall be construed as in the singular or plural number, and as masculine, feminine or neuter gender, according to context.

Buyer's Initials



Seller's Initials



19. AGENCY DISCLOSURE. The Listing and Selling Agents/Brokers are agents of the parties hereto as outlined below, and their fiduciary duties of loyalty and faithfulness are owed to the party they represent. However, they must treat the other party with honesty and fairness.

The SELLERS in this transaction are represented by:

Brad Houser and Monica Hayes
(Agent/Brokerage Names).

Skogman Realty

The BUYERS in this transaction are represented by:

Brad Houser and Monica Hayes
(Agent/Brokerage Names).

Skogman Realty

If Agent (including Appointed Agency) and/or Brokerage (including Consensual Dual Agency) Names are shown as representing both parties, a detailed explanation of representation shall be attached. Further, the BUYERS and SELLERS acknowledge that prior to signing this agreement that their respective Listing or Selling Agent made a written disclosure of type of representation being provided.

20. NOTICE. Any notice required under this agreement shall be deemed perfected when it is received in writing either by personal delivery or upon the date of the posting of said notice posted by Certified Mail. Copies of all such notices shall be also sent to the Listing Agent and Selling Agent as designated in this agreement, or their Brokers.

For the SELLERS: Saddlebrook Meadows Development

Address: Heinz Ave Iowa City IA 52240

For the SELLERS: Iowa Valley Habitat for Humanity

Address: 2401 Scott Blvd Iowa City IA

21. REPRESENTATIONS. It is understood that no representations made by the agent in the negotiation of this sale are being relied upon unless incorporated herein or endorsed in writing.
22. COUNTER PARTS CLAUSE. All parties agree to be bound to this contract even if every party does not sign on one original, as long as each copy that is signed is identical to every other signed copy.
23. OTHER PROVISIONS.

1. Buyer understands that one or more sellers are licensed real estate agents.

Possession: Lot closings will occur with 30 day notice from buyer to seller. All Lots will be closed no later than October 1, 2019

Tax Proration: Tax proration will be calculated based on fiscal year in which closing happens. Could be 2019 or 2020

Lot Pricing is as follows

Lot 1-2	\$60,000
Lot 17-18	\$60,000
Lot 19-20	\$60,000
Lot 40	\$40,000
Lot 41	\$40,000
Lot 42	\$40,000

Buyer's Initials

JA

Seller's Initials

SMC

24. TIME FOR ACCEPTANCE. If this offer is not accepted by SELLERS on or before _____ o'clock (☐ A.M. ☐ P.M.) on _____ it shall become void and all payments shall be repaid to the BUYERS.

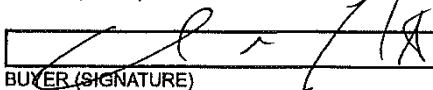
*** THIS IS A LEGAL, BINDING CONTRACT. IF NOT UNDERSTOOD, SEEK COMPETENT LEGAL ADVICE ***

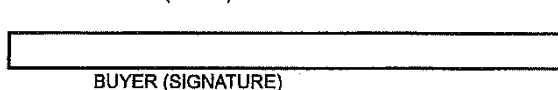
DATED: 9-14, 20 17, at 10:00 (☒ A.M. ☐ P.M.)

Mark Patton
BUYER (PRINT)

for Iowa Valley Habitat for Humanity

BUYER (PRINT)


BUYER (SIGNATURE)

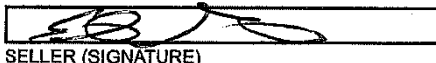

BUYER (SIGNATURE)

This offer is accepted: 9-14, 20 17, at 10:00 (☒ A.M. ☐ P.M.)

Steve Gordon

~~Dead Houses~~ - Saddlebrook Meadows Development Inc, Member
SELLER (PRINT)

SELLER (PRINT)


SELLER (SIGNATURE)


SELLER (SIGNATURE)

For Information only.

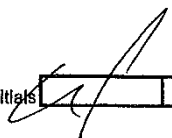
The Seller(s) acknowledge receipt of the offer

(DATE)

(TIME)

(INITIALS)

Buyer's Initials



Seller's Initials

SGM

Feasibility and Community Impact

Outline the proposed timetable and expected impact for the project. For the timetable, include when requested funding will be committed, project milestones such as rezoning or construction, and when funds will be spent. If applicant plans to apply for funds not committed, include the anticipated date for application and when funds will be awarded. For expected impact, break out beneficiaries by income group. If funded, both the schedule and income breakdown will be used for any project agreement.

Project Benefit Narrative

Describe project benefits and requirements

Such as beneficiary eligibility requirements, targeted beneficiaries, etc.

In order to be eligible for purchase of a home in this project the applicant must:

- be approved into the IVHFH program through an application process that determines income, ability to pay (debt-to-income <43%), and need (e.g. overcrowding, unsafe living conditions, cost burdened, etc.)
- have an income less than 60% AMI for Johnson County
- have agreed to partner with IVHFH
- willing to perform 250 hours of sweat equity per qualified adult
- have a family size of at least 5 members

Owner Housing

Expected Number of Units *	Expected Sales Price *
1	\$ 200,000.00
1	\$ 200,000.00
1	\$ 200,000.00
1	\$ 200,000.00

Time Table

Date	Description of Activity
8/1/2019	Use of HOME/CDBG funds to purchase 4 lots

To promote the efficient use of public funds, describe how the project will continue to provide public benefits through and beyond the required compliance period. Describe how the project will provide public benefits below rates in the existing market

The project will require the units maintain affordability and owner-occupancy for at least 15 years. IVHFH will also maintain a right of first refusal for the life of the mortgage. Historically, Habitat homeowners stay in their homes as they recognize the benefit of a truly affordable home. Of over 100 new homes sold to low income buyers, less than 10 have been sold on the open market.

With the value of a well-built home, the community stands to benefit from a reliable source of property tax payments and a sustainable, efficient home that will provide value to the entire neighborhood.

In what manner or form will the project proceed if it is awarded less than full funding? If there are several components, how will they be prioritized?

The projects will be developed as scheduled with or without funding. However, without the requested funding, the properties will be available to any income at or below 80% AMI. Also, without funding, the homebuyer will be responsible for a substantially higher payment as the lot purchase price will need to be included in the payable portion of the mortgage.

The overall cascading affect of less/no funding will result in the decreased number of projects by IVHFH as the need for org. funds goes up.

Income Breakdown

Please indicate the population to be served by the proposed program according to the linked [income categories](#). If requesting money for a specific administrative expense (like a staff member's salary), indicate the population served by your entire agency.

(Please Note: If funded, this information will be used as income targeting for your Agreement).

Median Income	Number of Persons
---------------	-------------------

0 - 30%	
---------	--

31 - 50%	5
----------	---

51 - 60%	15
----------	----

61 - 80%	
----------	--

Over 80%	
----------	--

Total Persons/Households	
--------------------------	--

20	
----	--

Percent LMI	
-------------	--

100.00	
--------	--

Please note the basis for these estimates *

The average family size served by MHFH is 5. Also, the design projected for use for these projects have the capacity for 5 bed. Based on current approved applicants the organization projects to serve 3 households under 60% AMI and one under 50% AMI.

Capacity and Applicant History

Please list amount of CDBG and/or HOME funds received within the last four City fiscal years and the status of the project(s) undertaken.

CDBG and/or HOME funds received

Fiscal Year Funds Received	Budgeted Amount	Amount Expended	Date Project Completed
July 1, 2015 to June 30, 2016	\$ 70,000.00	\$ 70,000.00	6/30/2016
July 1, 2017 to June 30, 2018	\$ 40,000.00	\$ 40,000.00	11/30/2019
July 1, 2018 to June 30, 2019	\$ 80,000.00	\$ 70,000.00	7/31/2019

Please describe your organization's structure, officers, and staff. *

Iowa Valley Habitat for Humanity is a 501(c)3 nonprofit housing organization. It is governed by a Board of Directors and staffs 12 individuals in various areas of the organization. There are currently 17 members of the Board made up of area professionals and supporters. Our Board President is a Principal at Neumann Monson Architects and the Vice President is a Commercial Lender at MidwestOne Bank.

IVHFH staffs an Executive Director, Development Director, Finance Manager, Volunteer Coordinator, Community Outreach Director, Helping Hands Coordinator, 2 Construction Managers, 2 Americorps Construction Staff, and 4 ReStore employees (2 managers, 2 staff).

IVHFH has been in existence for over 26 years and has been building capacity for the last 15.

Please describe the education and experience of key staff who will implement the project (excluding volunteers, board members, and consultants). If consultants are utilized, identify what role they will play in the project. *

Heath Brewer is in his second year as Executive Director and sixth year on staff. Heath ran the ReStore in his previous position and helped increase sales over \$500,000 annually and net proceeds over \$215,000 annually. Heath attended UNI and Iowa and majored in Accounting and worked in construction throughout high school and college.

Christy Shipley, Construction Manager, is in her 15th year with the organization and has overseen the development of over 60 new/rehabbed homes. Christy is trained in the HVAC field and has learned a tremendous amount about energy efficiency throughout her time with Habitat. She is responsible for building our program into one that only builds 5 Star Energy Star rated homes.

Tami Bonnett, Development Director, is in her 6th year with the organization. Tami is a graduate from the University of Iowa with strong community ties. Tami is responsible for building a sustainable and consistent pipeline of funding for the organization.

Theresa Burns, Finance Manager, is in her 12th year with IVHFH. Theresa has developed and maintained all accounting and finance practices for the organization which currently carries over \$4 million in mortgage receivables. Theresa is very familiar with all aspects of grant reporting and assists in administering all IVHFH programming.

Steve Van Abbema, Construction Manager, is in his 4th year with the organization. Steve previously lived in Maryland where he owned his own residential construction firm.

Please summarize your organization's portfolio, including how many units you own and/or manage, how many homes you have built/rehabilitated/sold, and what projects are underway. *

IVHFH

Mortgage Portfolio: \$4.5 million

Homes built/rehabbed: 110

Currently underway: New home construction in Tipton. In design process for 3 new homes in Iowa City to begin construction in March. Two will be completed in July and the third in November.

Evidence of Fiscal Capacity (?)

Audit Summary

Issued Financial Statements (1).pdf

289.35KB

Evidence of Organizational Capacity (?)

Up to four pages of additional information about the capacity of the organization may be included. Examples of possible evidence may be resumes of key staff, additional descriptions of organizational activities, or other relevant information.

Is the applicant (including partners, co-applicants, etc.) currently in compliance with all federal, state and local laws, rules and regulations, including any CDBG and/or HOME funded projects? *

- ☒ Yes
- ☐ No
- ☐ Currently in litigation

Please identify relevant market factors that verify the demand for the proposed project based on the City of Iowa City Housing Program Guidelines policy. The City may require a Market Analysis for large or complicated projects to support the need before entering an agreement.

*This does not apply to tenant based rental assistance, homeowner rehabilitation, down payment assistance, or CHDO operating expenses.

IOWA VALLEY HABITAT FOR HUMANITY



FINANCIAL STATEMENTS

YEARS ENDED JUNE 30, 2018 AND 2017

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INDEPENDENT AUDITORS' REPORT

Board of Directors
Iowa Valley Habitat for Humanity
Iowa City, Iowa

We have audited the accompanying financial statements of Iowa Valley Habitat for Humanity (the Organization), which comprise the statements of financial position as of June 30, 2018 and 2017, and the related statements of activities, functional expenses, and cash flows for the years then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Board of Directors
Iowa Valley Habitat for Humanity

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Iowa Valley Habitat for Humanity as of June 30, 2018 and 2017, and the changes in its net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

CliftonLarsonAllen LLP

CliftonLarsonAllen LLP

Cedar Rapids, Iowa
December 18, 2018

IOWA VALLEY HABITAT FOR HUMANITY
STATEMENTS OF FINANCIAL POSITION
JUNE 30, 2018 AND 2017

	<u>2018</u>	<u>2017</u>
ASSETS		
CURRENT ASSETS		
Cash and Cash Equivalents	\$ 40,382	\$ 71,272
Restricted Cash	26,065	44,587
Accounts Receivable	23,389	12,101
Contribution and Grant Receivables	27,761	-
Inventory - Land	239,816	225,235
Inventory - Houses	-	53,930
Inventory - Houses Under Construction	246,891	369,361
Current Portion of Land and Building Usage Lease	70,000	70,000
Current Maturities of Mortgages Receivable	<u>335,713</u>	<u>330,561</u>
Total Current Assets	1,010,017	1,177,047
PROPERTY AND EQUIPMENT		
Land	85,500	85,500
Buildings and Improvements	377,039	377,039
Leasehold Improvements	43,129	43,129
Equipment	<u>107,004</u>	<u>132,385</u>
Total	612,672	638,053
Less: Accumulated Depreciation	<u>(178,879)</u>	<u>(175,338)</u>
Net Property and Equipment	433,793	462,715
OTHER ASSETS		
Prepaid Loan Reserve	21,379	21,379
Investment in ICD Habitat Leverage, LLC	741,212	749,071
Guaranty Fee, Net Amortization of \$21,548 and \$17,854, Respectively	4,310	8,004
Present Value of Land and Building Usage Lease, Less Current Portion Above	175,363	241,985
Mortgages Receivable, Less Current Maturities and Unamortized Mortgage Discount of \$2,797,004 and \$2,737,993, Respectively	<u>2,137,095</u>	<u>2,138,056</u>
Total Other Assets	<u>3,079,359</u>	<u>3,158,495</u>
Total Assets	<u><u>\$ 4,523,169</u></u>	<u><u>\$ 4,798,257</u></u>

See accompanying Notes to Financial Statements.

IOWA VALLEY HABITAT FOR HUMANITY
STATEMENTS OF FINANCIAL POSITION
JUNE 30, 2018 AND 2017

	<u>2018</u>	<u>2017</u>
LIABILITIES AND NET ASSETS		
CURRENT LIABILITIES		
Accounts Payable	\$ 68,002	\$ 127,999
Accrued Payroll Liabilities	31,583	24,167
Accrued Expenses	8,070	8,070
Short-Term Notes Payable	206,323	168,379
Current Maturities of Long-Term Notes Payable	172,364	200,792
Current Maturities of Grants Payable	<u>158,498</u>	<u>68,664</u>
Total Current Liabilities	644,840	598,071
 LONG-TERM LIABILITIES		
Notes Payable, Less Current Maturities and Unamortized Loan Closing Costs of \$10,596 and \$11,751, Respectively	2,436,030	2,532,635
Grants Payable, Less Current Maturities Above	<u>421,714</u>	<u>499,090</u>
Total Long-Term Liabilities	<u>2,857,744</u>	<u>3,031,725</u>
 Total Liabilities	3,502,584	3,629,796
 NET ASSETS		
Unrestricted	624,412	710,973
Temporarily Restricted	<u>396,173</u>	<u>457,488</u>
Total Net Assets	<u>1,020,585</u>	<u>1,168,461</u>
 Total Liabilities and Net Assets	<u><u>\$ 4,523,169</u></u>	<u><u>\$ 4,798,257</u></u>

See accompanying Notes to Financial Statements.

IOWA VALLEY HABITAT FOR HUMANITY
STATEMENTS OF ACTIVITIES
YEARS ENDED JUNE 30, 2018 AND 2017

	2018			2017		
	Unrestricted	Temporarily Restricted	Total	Unrestricted	Temporarily Restricted	Total
PUBLIC SUPPORT AND REVENUE						
Public Support						
Contributions	\$ 118,579	\$ 40,042	\$ 158,621	\$ 217,668	\$ 48,121	\$ 265,789
Contributed Goods and Services	34,407	-	34,407	84,397	-	84,397
Grants	125,231	-	125,231	104,619	-	104,619
Special Events, Net of Costs of \$15,245 and \$14,853, Respectively	52,481	-	52,481	60,624	-	60,624
Total Public Support	<u>330,698</u>	<u>40,042</u>	<u>370,740</u>	<u>467,308</u>	<u>48,121</u>	<u>515,429</u>
Revenue						
Mortgages Received	1,360,338	-	1,360,338	675,641	-	675,641
Mortgage Discount Amortization	194,205	-	194,205	204,919	-	204,919
ReStore Sales	488,694	-	488,694	507,976	-	507,976
Other Construction Income	6,170	-	6,170	28,581	-	28,581
Miscellaneous Income	48,282	-	48,282	11,913	-	11,913
Interest Income	287	-	287	179	-	179
Gain (Loss) on Sale of Assets	(2,263)	-	(2,263)	13,145	-	13,145
Total Revenue	<u>2,095,713</u>	<u>-</u>	<u>2,095,713</u>	<u>1,442,354</u>	<u>-</u>	<u>1,442,354</u>
Net Assets Released for Expiration of Time and Satisfaction of Purpose Restrictions	<u>101,357</u>	<u>(101,357)</u>	<u>-</u>	<u>109,014</u>	<u>(109,014)</u>	<u>-</u>
Total Public Support and Revenue	<u>2,527,768</u>	<u>(61,315)</u>	<u>2,466,453</u>	<u>2,018,676</u>	<u>(60,893)</u>	<u>1,957,783</u>
EXPENSES						
Program Services	2,345,310	-	2,345,310	1,926,160	-	1,926,160
Management and General	176,774	-	176,774	142,464	-	142,464
Fundraising	92,245	-	92,245	81,554	-	81,554
Total Expenses	<u>2,614,329</u>	<u>-</u>	<u>2,614,329</u>	<u>2,150,178</u>	<u>-</u>	<u>2,150,178</u>
CHANGE IN NET ASSETS						
	(86,561)	(61,315)	(147,876)	(131,502)	(60,893)	(192,395)
Net Assets - Beginning of Year	<u>710,973</u>	<u>457,488</u>	<u>1,168,461</u>	<u>842,475</u>	<u>518,381</u>	<u>1,360,856</u>
NET ASSETS - END OF YEAR	<u>\$ 624,412</u>	<u>\$ 396,173</u>	<u>\$ 1,020,585</u>	<u>\$ 710,973</u>	<u>\$ 457,488</u>	<u>\$ 1,168,461</u>

See accompanying Notes to Financial Statements.

IOWA VALLEY HABITAT FOR HUMANITY
STATEMENT OF FUNCTIONAL EXPENSES
YEAR ENDED JUNE 30, 2018

	Program Services		Supporting Activities		Total Expenses
	Program Services	ReStore	Management and General	Fundraising	
EXPENSES					
Salaries and Wages	\$ 244,727	\$ 179,734	\$ 66,488	\$ 56,962	\$ 547,911
Employee Benefits	26,534	18,517	7,589	6,835	59,475
Employee Pension	6,048	171	986	1,669	8,874
Payroll Tax	19,432	15,168	6,649	4,941	46,190
Professional Fees	6,698	-	19,184	-	25,882
Advertising and Marketing	976	6,421	7,243	5,065	19,705
Office and General Supplies	31,704	27,985	12,212	13,225	85,126
Occupancy	17,597	90,710	5,421	2,039	115,767
Travel	9,038	8,083	3,741	884	21,746
Conferences	290	750	533	550	2,123
Interest	35,424	747	38,874	75	75,120
Depreciation and Amortization	32,874	-	-	-	32,874
Insurance	11,702	12,444	7,854	-	32,000
Cost of Homes Transferred	1,246,834	-	-	-	1,246,834
Discount on Mortgages Issued	253,216	-	-	-	253,216
Other Construction Expenses	2,500	-	-	-	2,500
Tithe - Habitat for Humanity					
International	9,000	-	-	-	9,000
Other	18,522	11,464	-	-	29,986
Total Expenses	<u>\$ 1,973,116</u>	<u>\$ 372,194</u>	<u>\$ 176,774</u>	<u>\$ 92,245</u>	<u>\$ 2,614,329</u>

IOWA VALLEY HABITAT FOR HUMANITY
STATEMENT OF FUNCTIONAL EXPENSES
YEAR ENDED JUNE 30, 2017

	Program Services		Supporting Activities		Total
	Program Services	ReStore	Management and General	Fundraising	Expenses
EXPENSES					
Salaries and Wages	\$ 199,445	\$ 176,462	\$ 54,568	\$ 54,194	\$ 484,669
Employee Benefits	21,629	16,200	5,657	6,504	49,990
Employee Pension	4,983	171	2,085	1,584	8,823
Payroll Tax	16,509	17,292	6,393	5,130	45,324
Professional Fees	1,190	-	21,295	-	22,485
Advertising and Marketing	1,216	3,755	7,809	4,992	17,772
Office and General Supplies	22,603	18,196	10,239	6,505	57,543
Occupancy	14,426	87,802	4,588	1,996	108,812
Travel	7,232	8,696	4,489	359	20,776
Conferences	1,262	300	1,549	290	3,401
Interest	51,732	1,026	15,271	-	68,029
Depreciation and Amortization	36,827	-	-	-	36,827
Insurance	11,675	11,461	8,521	-	31,657
Cost of Homes Transferred	871,918	-	-	-	871,918
Discount on Mortgages Issued	280,584	-	-	-	280,584
Other Construction Expenses	-	-	-	-	-
Tithe - Habitat for Humanity	-	-	-	-	-
International	12,000	-	-	-	12,000
Other	16,602	12,966	-	-	29,568
Total Expenses	<u>\$ 1,571,833</u>	<u>\$ 354,327</u>	<u>\$ 142,464</u>	<u>\$ 81,554</u>	<u>\$ 2,150,178</u>

See accompanying Notes to Financial Statements.

IOWA VALLEY HABITAT FOR HUMANITY
STATEMENTS OF CASH FLOWS
YEARS ENDED JUNE 30, 2018 AND 2017

	2018	2017
CASH FLOWS FROM OPERATING ACTIVITIES		
Change in Net Assets	\$ (147,876)	\$ (192,395)
Adjustments to Reconcile Decrease in Net Assets to Net Cash Used by Operating Activities:		
Bad Debt	7,363	3,374
Depreciation and Amortization	32,874	36,827
In-Kind Contributions	(23,002)	(91,590)
Forgiveness of Debt	(57,542)	(176,780)
Discount on Contributed Lease	66,622	65,827
Amortization of Mortgages Receivable Discount	(59,011)	(75,665)
Decrease in Deposits Restricted for Operating Purposes	18,522	15,196
(Gain) Loss on Sale of Assets	2,263	(13,145)
Changes in Operating Assets and Liabilities:		
Accounts and Grants Receivable	(46,412)	(13,067)
Inventory	(156,373)	(479,684)
Accounts Payable	(15,599)	(12,651)
Accrued Expenses	7,416	(13,237)
Net Cash (Used in) Provided by Operating Activities	<u>(370,755)</u>	<u>(946,990)</u>
CASH FLOWS FROM INVESTING ACTIVITIES		
Collections on Mortgages Receivable	355,218	361,954
Proceeds from Sale of Property and Equipment	2,000	-
Purchases of Property and Equipment	(2,800)	(104,642)
Distribution from Investment	7,859	7,859
Net Cash Provided by Investing Activities	<u>362,277</u>	<u>265,171</u>
CASH FLOWS FROM FINANCING ACTIVITIES		
Borrowings on Short-Term Debt	100,000	50,685
Payments on Short-Term Debt	(17,883)	(54,611)
Borrowings on Long-Term Debt	193,444	653,000
Payment on Long-Term Debt	(367,973)	(191,198)
Proceeds on Grants Payable	70,000	79,999
Net Cash (Used in) Provided by Financing Activities	<u>(22,412)</u>	<u>537,875</u>
NET INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS	(30,890)	(143,764)
Cash and Cash Equivalents - Beginning	<u>71,272</u>	<u>215,216</u>
CASH AND CASH EQUIVALENTS - ENDING	<u><u>\$ 40,382</u></u>	<u><u>\$ 71,272</u></u>
SUPPLEMENTARY CASH FLOW INFORMATION		
Interest Paid	<u>\$ 58,601</u>	<u>\$ 52,015</u>
NONCASH ITEMS		
Inventory and Equipment Contributed by Donors	<u>\$ 27,170</u>	<u>\$ 80,224</u>
Mortgages Received in Exchange for Homes Sold	<u>\$ 418,422</u>	<u>\$ 554,809</u>
Noncash Purchases of Property and Equipment	<u>\$ 15,968</u>	<u>\$ -</u>

See accompanying Notes to Financial Statements.

**IOWA VALLEY HABITAT FOR HUMANITY
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2018 AND 2017**

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Organizational Description

Iowa Valley Habitat for Humanity (the Organization) is an Iowa nonprofit corporation, incorporated in 1993. The Organization provides housing for persons that would not otherwise qualify for conventional financing in Iowa City, Iowa and surrounding areas. The Organization provides interest free mortgages to families with payments over fifteen to thirty year periods. Each family receiving a home is required to provide five hundred hours of donated labor to the construction of their home. The title of the home transfers to the homebuyer at the date of sale. The Organization funds its operations through contributions, grants, and other fundraising events, and uses these funds to construct the housing.

The Organization operates a "ReStore" facility that offers new and used construction materials and supplies to the public. The ReStore receives substantially all items for sale through donation from businesses and individuals. All proceeds from ReStore sales are used in the operations of the Organization.

The Organization's fiscal year ends on June 30. Significant accounting policies are presented below.

Use of Estimates in Preparing Financial Statements

The preparation of financial statements in conformity with generally accepted accounting principles in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues, expenses, gains, losses and other changes in net assets during the reporting period. Actual results could differ from those estimates.

Cash and Cash Equivalents

The Organization considers all highly liquid investments purchased with an initial maturity of three months or less to be cash and cash equivalents. At times, amounts may exceed FDIC insured limits.

Restricted Cash

Restricted cash consists of cash held in separate accounts for purposes designated by New Markets Tax Credit or donors.

Recognition of Contribution and Grant Revenue

All contribution and grant revenue are considered to be available for unrestricted use unless specifically restricted by the donor or by law. Amounts received which are designated for future periods or restricted by the donor for specific purposes are reported as temporarily restricted support. However, if a restriction is fulfilled in the same time period in which the revenue is received, the Organization reports the support as unrestricted.

**IOWA VALLEY HABITAT FOR HUMANITY
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2018 AND 2017**

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Recognition of Contribution and Grant Revenue (Continued)

When a donor restriction expires, that is, when a stipulated time restriction ends or purpose restriction is accomplished, temporarily restricted net assets are reclassified to unrestricted net assets and reported in the statement of activities as net assets released from restrictions. No allowance for doubtful accounts was deemed necessary. The Organization received donated materials for use in home construction. Donated materials not used in home construction are made available to the public at salvage values through the ReStore. The amount of donated materials used in construction are estimated and reflected as revenue and costs. Materials sold through the ReStore are recorded as revenue at the time of the sale.

Mortgages Receivable

Mortgage notes receivable represent the amount charged to the homeowners for Habitat houses built and secured by real estate that are to be paid back over an established and mutually agreed period of time. Mortgages are typically paid back on a monthly basis over 15-30 years. The mortgages receivable bear no interest. Notes are discounted for reporting purpose based on the date of origination. Habitat for Humanity International develops a discount rate once a year on June 30. The difference between the face amount of the note and its present value is accounted for as a discount that is recorded as a reduction to the mortgages receivable and amortized over the life of the mortgage.

At June 30, 2018 and 2017, the Organization has individually evaluated mortgage notes for impairment. Management believes all mortgages receivable are realizable through either collection or foreclosure proceeds therefore no allowance is deemed necessary.

Inventories

Inventories consist of land, houses, and houses under construction. Inventories are valued at cost based on a specific identification method. In-kind inventory is recorded at its estimated market value when received. Inventory for homeownership is expensed to cost of production sold at time of sale to homeowners.

Property and Equipment

Property and equipment purchased are stated at cost. The Organization typically capitalizes items over \$500. Contributed items are recorded at fair market value at date of donation. If donors stipulate how long the assets must be used, the contributions are recorded as restricted support. In the absence of such stipulation, contributions of property and equipment are recorded as unrestricted. Depreciation of property and equipment is computed on a straight-line basis over the estimated useful lives of the assets, which range from five to thirty-nine years.

**IOWA VALLEY HABITAT FOR HUMANITY
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2018 AND 2017**

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Impairment of Long-Lived Assets

The Organization reviews long-lived assets for impairment whenever events or changes in circumstances indicate the carrying value of an asset may not be recoverable. Recoverability of assets to be held and used is measured by a comparison of the carrying amount of an asset to the future undiscounted net cash flows expected to be generated by the asset. If such assets are considered to be impaired, the impairment to be recognized is measured by the amount of by which the carrying amount of the assets exceeds the fair value of the assets. Assets to be disposed of are reported at the lower of carrying amount or the fair value less costs to sell.

Investment in ICD Habitat Leverage, LLC

The Organization participates in a New Markets Tax Credit (NMTC) program. The program provides funds to eligible organizations for investment in “qualified low-income community investment”. Program compliance requirements include creations of a promissory note and investment in a qualified community development entity. Tax credit recapture is required if compliance requirements are not met over a seven-year period. Management records the investment at cost and estimates the fair value of the investment to be no less than cost.

Net Assets

Net assets and revenues, gains, and losses are classified based on donor imposed restrictions. Accordingly, net assets of the Organization and changes therein are classified and reported as follows:

Unrestricted – Resources over which the board of directors has discretionary control.

Temporarily Restricted – Those resources subject to donor imposed restrictions which will be satisfied by actions of the Organization or passage of time.

Permanently Restricted – Those resources subject to a donor imposed restriction that they be maintained permanently by the Organization.

Management has determined that the Organization has no permanently restricted net assets.

Advertising

The Organization expenses advertising costs as incurred.

Mortgages Received

Transfers to homeowners represent the amount of completed homes built by the Organization. These homes are sold to families that have qualified for a Habitat home (earn less than 80% of median income) during the current fiscal year. The home buyer secures some of all of the financing from a third party lender. At the time of the sale a mortgage is recorded as well as revenue for the sale. Total payments of all mortgages will not exceed the affordability factor. Noninterest-bearing mortgages have been discounted based upon prevailing market rates for low-income housing at the inception of the mortgages. Utilizing the effective interest method, this discount will be recognized as income over the term of the mortgage.

**IOWA VALLEY HABITAT FOR HUMANITY
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2018 AND 2017**

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Tithe to Habitat for Humanity International

The Organization disburses a voluntary approved tithe to Habitat for Humanity International.

Functional Allocation of Expense

The costs of providing various program and supporting activities have been summarized on a functional basis in the statement of functional expenses. Accordingly, certain costs have been allocated among the programs and supporting activities benefitted.

Income Taxes

The Organization is exempt from income taxes under Section 501(c)(3) of the Internal Revenue Code and a similar section of the Iowa income tax law, which provides income tax exemption for corporations organized and operated exclusively for religious, charitable, or educational purposes. The Internal Revenue Service has not classified the Organization as a private foundation.

The Organization files informational returns in the U.S. federal jurisdiction. The Organization follows the accounting standard for evaluating uncertain tax positions and has determined that it was not required to record a liability.

NOTE 2 RESTRICTED CASH

Restricted cash consists of the following for the years ending June 30:

	2018	2017
NMTC Purposes	\$ 18,573	\$ 37,095
Washington County Homeowners Escrow Payments	2,260	2,260
Helping Hands Projects	5,232	5,232
	<u>\$ 26,065</u>	<u>\$ 44,587</u>

NOTE 3 OPERATING LEASE

The Organization entered into a lease agreement with the City of Iowa City for office and warehouse space beginning in January 2012. The lease agreement calls for semi-annual rental payments of \$10,066. The lease expires in December 2021. The lease also has three options to renew for five-year terms each.

Based on the estimated fair value of the space, the Organization has recorded an asset for the present value of the land and building usage lease. The calculation of the present value of the lease and the related discount to present value, 1.2%, are based on certain estimates of the fair value of the space, its annual lease value, and a discount rate. The land and building usage receivable is amortized to rent expense over the life of the lease. For the years ending June 30, 2018 and 2017, the Organization recognized \$70,000, respectively, of rent expense under this lease.

**IOWA VALLEY HABITAT FOR HUMANITY
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2018 AND 2017**

NOTE 3 OPERATING LEASE (CONTINUED)

The calculation of the land and building usage receivable from the City of Iowa City and the related discount to present value is based on certain estimates of the fair value of the space, its annual lease value, and a discount. Management believes the land and building usage receivable and discount to present value are reasonable estimates based on information currently known. However, circumstances impacting these estimates could occur which could significantly changes these calculations.

Land and Building Usage Receivable	\$ 250,799
Less: Discount to Present Value	<u>(5,436)</u>
Net Present Value of Land and Building Usage Receivable	<u><u>\$ 245,363</u></u>

Amounts due in Years Ending June 30:

Less than One Year	\$ 70,000
One to Five Years	180,799
More than Five Years	<u>-</u>
Total	<u><u>\$ 250,799</u></u>

Future minimum rental payments to the City of Iowa City are as follows:

Year ending June 30:

2019	\$ 20,131
2020	20,131
2021	20,131
2022	<u>11,743</u>
	<u><u>\$ 72,136</u></u>

NOTE 4 MORTGAGES RECEIVABLE

Mortgages receivables consisted of 84 mortgages bearing no interest. The mortgages mature from January 2019 to February 2048. The mortgages are discounted for reporting purposes at rates ranging from 7.39% to 9.0%. Total mortgages receivable, less unamortized discounts were \$2,472,808 and \$2,468,617 at June 30, 2018 and 2017, respectively. Many of these mortgages serve as collateral for the various notes and grants payable of the Organization.

The mortgage receivables are noninterest-bearing mortgages. When the first mortgage on each home is less than the market value, the Organization also obtains a second mortgage for the difference between the first mortgage and market value. The second mortgage, which is forgiven at the end of the first mortgage term, is assumed to have no economic value and, accordingly, is not recognized in the Organization's financial statements.

IOWA VALLEY HABITAT FOR HUMANITY
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2018 AND 2017

NOTE 4 MORTGAGES RECEIVABLE (CONTINUED)

At June 30, the composition of mortgages receivable is as follows:

	2018	2017
Mortgages Receivable	\$ 5,269,812	\$ 5,206,610
Less: Unamortized Discount	(2,797,004)	(2,737,993)
Subtotal	2,472,808	2,468,617
Less: Current Portion	(335,713)	(330,561)
Mortgages Receivable, Net of Current Portion	<u>\$ 2,137,095</u>	<u>\$ 2,138,056</u>

The following tables show an aging analysis of the loan portfolio by time past due as of June 30:

June 30, 2018				
	Current	30-89 Days Past Due	90 Days or More Past Due	Total
Mortgages Receivable	<u>\$ 4,737,927</u>	<u>\$ 332,883</u>	<u>\$ 199,002</u>	<u>\$ 5,269,812</u>

June 30, 2017				
	Current	30-89 Days Past Due	90 Days or More Past Due	Total
Mortgages Receivable	<u>\$ 4,696,574</u>	<u>\$ 320,628</u>	<u>\$ 189,408</u>	<u>\$ 5,206,610</u>

NOTE 5 INVESTMENT IN ICD HABITAT LEVERAGE, LLC

In 2012, the Organization participated in a new Markets Tax Credit (NMTC) program to create an investment in a community development entity (CDE), namely ICD Habitat Leverage, LLC. The goal of the NMTC program is to spur revitalization efforts of low-income and impoverished communities across the United States and its Territories by providing tax credit incentives to investors in a certified community development entity.

NMTC financing allows organizations such as affiliates of Habitat for Humanity International to receive low-interest loans or investment capital from community development entities, primarily financial institutions, which allow their investors to receive tax credits.

As a result of participation in the NMTC program, the Organization has obtained low interest rate loans. The loans are guaranteed by Smith NMTC Associates, LLC which also provides administrative support for the NMTC program on behalf of affiliates participating in the NMTC program.

**IOWA VALLEY HABITAT FOR HUMANITY
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2018 AND 2017**

NOTE 5 INVESTMENT IN ICD HABITAT LEVERAGE, LLC (CONTINUED)

Transaction with the CDE for the years ended June 30 at cost basis is as follows:

	2018	2017
Investment - Beginning of Year	\$ 749,071	\$ 756,930
Distributions	(7,859)	(7,859)
Investment - End of Year	<u>\$ 741,212</u>	<u>\$ 749,071</u>

NOTE 6 NOTES PAYABLE

Short-term notes payable consist of the following as of June 30:

Description	2018	2017
Note payable to Great Western Bank, requiring monthly payments of \$389 at 0% interest, with final payment due November 2018. This note is secured by property located in Iowa City, Iowa.	\$ 68,853	\$ 73,521
Note payable to Hills Bank calling for monthly interest payments and a final payment of unpaid principal and interest in September 2017. The note carries an interest rate of 4.75% and is secured by a specific property located in Tiffin, Iowa.	-	50,685
Note payable to Hills Bank, requiring monthly interest payments, at 5% interest, with final payment of principal and interest due October 2018. This note is secured by substantially all assets of the Organization.	87,470	44,173
Note payable to Hills Bank, requiring monthly interest payments, at 4.75% interest, with final payment of principal and interest due January 2019. This note is secured by a specific property located in Iowa City, Iowa.	50,000	-
Total	<u>\$ 206,323</u>	<u>\$ 168,379</u>

**IOWA VALLEY HABITAT FOR HUMANITY
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2018 AND 2017**

NOTE 6 NOTES PAYABLE (CONTINUED)

Long-term notes payable consist of the following as of June 30:

<u>Description</u>	<u>2018</u>	<u>2017</u>
Notes payable to Habitat for Humanity of Iowa, requiring monthly installments ranging from \$246 to \$1,321, interest ranging from 2% to 4% with final payments due between February 2020 and December 2033. Notes are secured by certain mortgage notes secured by property in Coralville, Iowa City, Marengo, North Liberty, Tipton, and Washington, Iowa.	\$ 526,725	\$ 584,261
Notes payable to the City of Iowa City, requiring annual installments ranging from \$1,619 to \$2,320, at 0% interest, with final payment due March 2032. Notes are secured by certain mortgage notes that are also secured by property in Iowa City, Iowa.	55,555	59,494
Notes payable to the Housing Trust Fund of Johnson County, requiring monthly installments ranging from \$131 to \$647, with interest rates ranging from 0% to 3%, with final payments due between July 2020 and January 2029. Imputed interest totals \$41,801 as of June 30, 2018. Notes are secured by certain mortgage notes that are also secured by property in Iowa City, Coralville, and Hills, Iowa.	399,633	405,613
Note payable to the Housing Trust Fund of Johnson County, requiring annual payment of \$1,000, at 0% interest, with final payment due April 2025.	6,000	7,000
Note payable to WB Microloan Fund, requiring annual payments of \$500 and \$1,000 plus interest, at 2.5%, with final payments due in December 2022.	7,500	9,000
Note payable to US Bank, requiring monthly payments of \$521 at 2.5% interest, with final payment due November 2018. This note is unsecured.	2,693	9,042

**IOWA VALLEY HABITAT FOR HUMANITY
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2018 AND 2017**

NOTE 6 NOTES PAYABLE (CONTINUED)

<u>Description (Continued)</u>	<u>2018</u>	<u>2017</u>
Notes payable to MidWestOne Bank, requiring monthly payments ranging from \$385 to \$489 at interest rates ranging from 0% to 1.5%, with final payments due between October 2031 and October 2037. Imputed interest totals \$11,434 as of June 30, 2018. Notes are secured by property located in Iowa City, Iowa.	\$ 155,453	\$ 164,733
Note payable to ICD XIV, LLC, maturing August 2027, requiring semi-annual interest payments at an interest rate of 0.7309% for the first seven years of the loan. The loan has a put option that is exercisable after year seven at which time if the loan is not called, then fully amortizable semi-annual payments are required over the remaining term of the note. The loan is secured by substantially all the assets acquired by the Organization from project loan proceeds (See Note 5).	1,075,480	1,075,480
Note payable to University of Iowa Community Credit Union, requiring monthly payments of \$375, at 0% interest, with final payment due January 2034. Imputed interest totals \$15,311 as of June 30, 2017. This note is secured by property located in Iowa City, Iowa.	70,500	75,000
Note payable to Hills Bank, requiring monthly payments of \$333, at 0% interest, with final payment due October 2038. Imputed interest totals \$21,873 as of June 30, 2018. This note is secured by property located in Iowa City, Iowa.	81,334	85,333
Note payable to Hills Bank, requiring monthly payments of \$435, at 1.5% interest, with final payment due October 2033. Imputed interest totals \$8,608 as of June 30, 2018. This note is secured by property located in Iowa City, Iowa.	71,302	75,367

IOWA VALLEY HABITAT FOR HUMANITY
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2018 AND 2017

NOTE 6 NOTES PAYABLE (CONTINUED)

<u>Description (Continued)</u>	<u>2018</u>	<u>2017</u>
Notes payable to Hills Bank, requiring monthly payments ranging from \$1,292 - \$1,880, carrying interest rates of 4.75%, with final payments of principal and interest due between July 2021 and December 2021. The notes are secured by specific properties located in Iowa City and Kalona, Iowa.	\$ 255,550	\$ 280,648
Note payable to Sheffield, requiring monthly payments of \$115, at 0% interest, with final payment due August 2019. This note is secured by equipment.	1,956	3,337
Note payable to Direct Capital, requiring monthly payments of \$540, at 6.02% interest, with final payment due October 2019. This note is secured by a vehicle.	8,336	14,066
Total Notes Payable	2,718,017	2,848,374
Less: Current Portion	(172,364)	(200,792)
Less: Unamortized Loan Closing Costs	(10,596)	(11,751)
Less: Imputed Interest on 0% Loans	(99,027)	(103,196)
Long-Term Portion	<u>\$ 2,436,030</u>	<u>\$ 2,532,635</u>

Maturities of long-term notes payable are as follows:

Year ending June 30:	
2019	\$ 172,364
2020	169,390
2021	155,863
2022	289,752
2023	105,427
Thereafter	1,825,221
Total	<u>\$ 2,718,017</u>

NOTE 7 GRANTS PAYABLE

Grants received with conditions and or continuing compliance requirements are recognized when earned and conditions are satisfied. If mortgages are obtained to secure the grantor's interest, grant revenue is recognized over the term of mortgages. Grants payable consists of the following as of June 30:

**IOWA VALLEY HABITAT FOR HUMANITY
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2018 AND 2017**

NOTE 7 GRANTS PAYABLE (CONTINUED)

<u>Description</u>	<u>2018</u>	<u>2017</u>
Grants payable to the City of Iowa City at 0% interest, with release on dates ranging from July 2018 to February 2033, provided certain terms are fulfilled. These grants are pledged by certain mortgages that are secured by property located in Iowa City, Iowa.	\$ 412,120	\$ 357,120
Grants payable to the City of Iowa City at 0% interest, with amounts forgiven each year ranging from \$2,182 to \$7,333, with full release on dates ranging from October 2020 to October 2021. These grants are pledged by certain mortgages that are secured by property located in Iowa City, Iowa.	72,293	83,037
Grant payable to Iowa Finance Authority at 0% interest, with release based on five year retention by the owners of property located in Tipton, Iowa.	17,500	31,000
Grant payable to Iowa Finance Authority at 0% interest, with release based on ten year retention by the owners of property located in Iowa City, Iowa.	24,500	28,000
Grant payable to Housing Trust Fund of Johnson County at 0% interest, with release March 2022. This grant is pledged by certain mortgage notes that are secured by property located in Iowa City, Iowa.	25,000	25,000
Grant payable to Housing Trust Fund of Johnson County at 0% interest, with release evenly over five years until maturity January 2021. This grant is pledged by certain mortgage notes that are secured by property located in Tipton, Iowa.	14,999	19,999
Grants payable to Federal Home Loan Bank (FHLB) at 0% interest with release dates based on five year retention by the owners of property located in Iowa City, Iowa.	13,800	23,598
Total Grants Payable	580,212	567,754
Less: Current Portion	(158,498)	(68,664)
Long-Term Portion	<u>\$ 421,714</u>	<u>\$ 499,090</u>

IOWA VALLEY HABITAT FOR HUMANITY
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2018 AND 2017

NOTE 7 GRANTS PAYABLE (CONTINUED)

Grants are scheduled to be released over the following years:

Year ending June 30:	
2019	\$ 158,498
2020	30,412
2021	40,245
2022	41,928
2023	7,129
Thereafter	302,000
Total	<u>\$ 580,212</u>

NOTE 8 TEMPORARILY RESTRICTED NET ASSETS

Temporarily restricted net assets are available for the following purposes for the years ending June 30:

	<u>2018</u>	<u>2017</u>
Home Construction	\$ 33,229	\$ 5,232
Future Operations	99,028	103,196
NMTC	18,553	37,075
Building Lease	245,363	311,985
Total	<u>\$ 396,173</u>	<u>\$ 457,488</u>

NOTE 9 RETIREMENT PLAN

The Organization sponsors a SIMPLE IRA Plan (the Plan) covering all employees who received at least \$5,000 in compensation, as defined by the Plan, during the previous year and who are reasonably expected to receive at least \$5,000 in compensation during the current year. The Organization matches participant's contributions to the Plan up to 3% of the individual participant's compensation. The Organization's contribution into the Plan for the years ended June 30, 2018 and 2017 totaled \$8,874 and \$8,823, respectively.

NOTE 10 COMMITMENTS

The Organization entered into a contract with a third party service provider for communication services beginning February 2017. The contract is for 36 months calling for monthly payments of \$390. Commitments are as follows:

Year ending June 30:	
2019	\$ 4,680
2020	<u>3,120</u>
Total	<u>\$ 7,800</u>

**IOWA VALLEY HABITAT FOR HUMANITY
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2018 AND 2017**

NOTE 11 EQUIPMENT LEASE

The Organization entered into an agreement to lease equipment beginning May 2018. The lease agreement is for 60 months calling for monthly payments of \$236 plus applicable taxes. Commitments are as follows:

Year ending June 30:

2019	\$ 2,833
2020	2,833
2021	2,833
2022	2,833
2023	<u>2,597</u>
Total	<u>\$ 13,929</u>

NOTE 12 RELATED PARTY TRANSACTIONS

The Organization contributed \$9,000 and \$12,000 to Habitat for Humanity International for the years ended June 30, 2018 and 2017, respectively. The Organization paid \$7,500 to Habitat for Humanity International for association fees for each of the years ended June 30, 2018 and 2017. The Organization also paid \$4,800 and \$600 to Habitat for Humanity International for a ReStore collaborative project for the years ended June 30, 2018 and 2017, respectively.

The Organization has outstanding notes payable to Habitat for Humanity of Iowa (HFHIA) totaling \$526,725 and \$584,261 as of June 30, 2018 and 2017, respectively. Total payments to HFHIA were \$78,893 and \$57,269 for the years ended June 30, 2018 and 2017, respectively. The Organization also paid HFHIA \$20,400 and \$18,000 for Americorp fees for the years ended June 30, 2018 and 2017, respectively. The Organization also made a contribution to HFHIA in the amount of \$1,250 for the year ended June 30, 2018.

The Organization has one mortgage receivable from an employee. The mortgage agreement originated prior to employment of the individual. The Organization received \$4,452 in mortgage payments from this employee for each of the years ended June 30, 2018 and 2017.

The Organization sold a previously donated vehicle during the year ended June 30, 2018 to a previous employee of the organization for \$1,500 resulting in a gain on the sale of \$866.

During the year ended June 30, 2018, one of the homes sold on the open market was sold to a current employee of the Organization. The employee obtained financing with a third party financial institution and the Organization holds a silent second mortgage of \$25,500, of which, 50% is due to the Organization only upon future sale of the property.

NOTE 13 RECLASSIFICATION OF AMOUNTS

Certain amounts have been made to the 2017 financial statement presentation to correspond to the current year format. Total assets, net assets and change in net assets were unchanged due to these reclassifications.

**IOWA VALLEY HABITAT FOR HUMANITY
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2018 AND 2017**

NOTE 14 SUBSEQUENT EVENTS

Management has evaluated subsequent events through December 18, 2018, the date the financial statements were available to be issued. Events or transactions occurring after June 30, 2018, but prior to December 18, 2018, that provided additional evidence about conditions that existed at June 30, 2018, have been recognized in the financial statements for the year ended June 30, 2018. Events or transactions that provided evidence about conditions that did not exist at June 30, 2018, but arose before the financial statements were available to be issued, have not been recognized in the financial statements for the year ended June 30, 2018.

Subsequent to year end, the Organization obtained a line of credit with a local financial institution to finance construction costs. The line of credit allows for borrowings up to \$60,000 bearing a variable interest rate of 0.75% above the Index (which is the prime rate as published in the Wall Street Journal). Balance of principal and interest is due at maturity March 2019. In August 2018, the first draw was made in the amount of \$18,169.

In August 2018, subsequent to year end, the Organization sold a home to a partner family in which the homeowner financed with a local financial institution and the Organization holds a forgivable mortgage.

Two properties in Iowa City, Iowa were purchased for a total of \$60,000 with HOME funds from the City of Iowa City in September 2018, subsequent to year end.

Project Name	MYEP - Rental Acquisition		
Project Address	To be determined		
Activity Type	Rental Housing		
CITY STEPS Priority	Expanding affordable rental and owner housing opportunities		
CITY STEPS Goal	Increase the supply of affordable rental housing		
Amount Requested	\$200,000		
Project Description	Acquire two lots and construct two 3-bedroom, fully accessible homes to be operated as 6 SRO units in the Supported Community Living Program which provides supportive services to low income adults with intellectual disabilities.		
Repayment Terms	Conditional occupancy loan (forgiven if follows requirements)		
Affordability Period	10 years proposed		
Property Taxes	Tax exempt		
% CDBG/HOME Funded	33%		
Project Budget Discussion	Total budget is \$600,000 with matching funds coming from private financing. Total CDBG/HOME cost per unit is \$33,333. Expected rents of \$468 per SRO unit. If not awarded full funding, MYEP will make an effort to utilize any funds awarded.		
Beneficiaries	0-30% AMI	100%	6 households
Project Coordination with Existing Services & other Services Available in the Community	None noted for this project		
Timeliness and Capacity to Successfully Complete the Proposed Project	Applicant is in good standing and has successfully completed previous CDBG/HOME rental projects, often exceeding beneficiary targets. Staff has no current concerns about capacity to successfully administer this project.		
Staff Concerns/Notes	<p>1) May need to comply with federal procurement standards (sealed construction bids) for the proposed work.</p> <p>2) Section 3 may require opportunities for training and employment for LMI persons if a contractor performs construction duties which total \$100,000 in HUD funds.</p> <p>3) Construction must begin within one year and units must be occupied within 6 months of completion or a marketing plan will be required. Project location must also meet HUD site and neighborhood standards</p> <p>4) If 5 or more HOME-assisted units, must implement City's Affirmative Marketing Plan through the project's affirmative marketing plan.</p> <p>5) Project must comply with City underwriting requirements. With mortgage interest rates increasing and HOME rents expected to decrease, is there any concern about adequate cash flow or borrowing the required money for an expected monthly payment of \$870?</p> <p>6) Pro Forma should show first year loss from delay in tax exemption.</p>		

General Information and Project Need

 Select Language | ▼

Community Development Block Grant (CDBG) and/or HOME Investment Partnership (HOME) programs provide funding to aid in the development of viable urban communities and in the provision of safe and decent affordable housing. Applications are due Tuesday, January 18, 2019 at noon. This year, \$625,000 are estimated to be available through this competitive process. Please review the [FY20 CDBG/HOME Application Guide](#) for more information about eligible activities. Please submit one project proposal per application. Questions can be directed to kirk-lehmann@iowa-city.org or contact Neighborhood Services at 319-356-5230. Additional assistance, and hard copy applications, are available upon request

Project Information

Project name *

MYEP- Lots For Accessible Homes

Project Address *

Street Address

unknown

Address Line 2

City

Iowa City

Postal / Zip Code

52245

State / Province / Region

IA

Country

USA

Type of Project (?)

☒ Rental Housing

☐ Owner Housing

☐ Public Facility

☐ Other

Type of Activity (?)

☒ Acquisition

☐ New Construction

☐ Rehabilitation

☐ Direct Assistance

☐ Other

Applicants

Applicant Name *

Mayor's Youth Empowerment Program

Applicant Address *

Street Address

407 Highland Ct.

Address Line 2

City

Iowa City

Postal / Zip Code

52240

State / Province / Region

IA

Country

USA

Contact Person, Title *

Kari Wilken, Chief Operating Officer

Phone Number *

319-341-0060

Email *

k.wilken@myep.us

DUNS Number (?)

011402877

DUNS # Verification * (?)

Go to <http://fedgov.dnb.com/webform> to look up or create a DUNS number. Provide a copy of the email you receive with your confirmed DUNS number.

DUNS.docx

11.48KB

CAGE Code (?)

Obtain by registering on SAM.gov

3YXT9

SAM.gov Registration * (?)

All subrecipients must register on SAM.gov before a legally binding agreement can be signed. Attach your SAM.gov Entity Registration Summary as evidence that this has been completed.

SAM verification.pdf

412.9KB

General Information

Type of Lead Applicant *

- ☐ Community Housing Development Organization
- ☒ Private non-profit organization
- ☐ Private for-profit, individual or partnership applicant
- ☐ Public Organization

W-9 Form * (?)

(Request for Taxpayer ID# & Certification)

W-9 Form MYEP.pdf

98.73KB

Organizational Status * (?)

Go to <https://sos.iowa.gov/search/business> to look up the organization applying for funds. Provide a copy of the Business Entity Summary screen.

Certificate of Existence.pdf

338.84KB

Amount of Funds Requested *

\$ 200,000.00

Did you attend an Applicant Workshop? *

- ☒ Yes ☐ No

Provide a few lines describing the proposed project *

We propose the purchase of land. We will purchase two lots with the awarded funds. We will then finance the construction of two, 3-bedroom fully accessible homes. These two homes will be operated within our Supported Community Living Program where we provide 24-hour daily supports and services to adults with intellectual disabilities. We currently have a waiting list of individuals needing accessible living environments and are unable to meet this need.

Please specify the one or two most applicable priority need(s) this application addresses, as shown in the 2016-2020 CITY STEPS Plan. Explain how this project will meet this/those need(s). *

Expanding Affordable Rental and Owner Housing Opportunities For Low-Income and Persons With Disabilities.

With the help of these funds, we will provide a decent housing opportunity for individuals with disabilities who do not have other reasonable options. Accessible housing options are very limited and we have a waiting list of people needing this specific type of housing.

Budget and Resources

Type of Funding Requested*

Financing terms will be based on project feasibility and the ability to repay. Terms approved by City Council may be different than what is requested.

Grant

Requested Grant Terms

Principal Amount

\$ 200,000.00

Affordability Period (?)

10 years

Source of Funds

Please enter below the types of funding and amounts requested for the proposed project, including if the funding is committed. If not a loan, leave loan terms blank. Select the blank space for possible sources of income, or enter your own.

Public Resources

Funding Source and Type (?)	Amount	Interest rate	Term (?)	Committed
Iowa City HOME/CDBG	\$ 200000.00	0	5 yrs	No

Total Public Funds

\$ 200,000.00

For uncommitted funds, please indicate when the applicant will apply for funds

If awarded we will begin the financing for the homes with one of our partner banks.

Private Resources

Funding Source & Type (?)	Amount	Interest rate	Term (?)	Committed
Bank Loan	\$ 400,000.00	prime	30	No

Total Private Funds

\$ 400,000.00

Total Project Funding

\$ 600,000.00

Use of Funds

Please enter below the uses of funding and amounts requested for the proposed project, including whether formal cost estimates were received. Select the blank space for possible use of funds, or enter your own."

Type (?)	Amount	Formal Cost Estimate	Name of Entity providing cost estimate
Land Acquisition	\$ 200,000.00	No	local research

Total Use of Funds Amount

\$ 200,000.00

Scope of work (?)

Attach any documentation used for cost estimates

Other Considerations

Number of households or persons served *

6

Total cost per household or person served

\$ 100,000.00

What percentage of the proposed budget will be made up of private funds? *

66.67

Dollars Leveraged Per City Dollar Spent

\$ 2.00

Describe any community partnerships or volunteers that will contribute to the project.

None.

Describe any identity of interest (IOI) relationships with the applicant and/or project owner, i.e. General Partner has a financial interest in the construction company, etc. *

None.

Pro forma * (?)

Find the proforma and proforma instruction at www.icgov.org/actionplan

FY20 Proforma for CDBG application - 2 accessible homes.xlsx

26.13KB

Proforma Spread Sheet		MYEP										
Rental Housing Projects												
Please enter information into "grey" fields only if you are using excel.												
Line	Description	Symbols	YR1	YR2	YR3	YR4	YR5	YR6	YR7	YR8	YR9	YR10
	<u>Revenues</u>											
1	Gross Rental Income	+ G. Rent	\$ 33,696.00	\$ 34,369.92	\$ 35,057.32	\$ 35,758.46	\$ 36,473.63	\$ 37,203.11	\$ 37,947.17	\$ 38,706.11	\$ 39,480.23	\$ 40,269.84
2	Other Income	+ O. Income	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
3	Tenant Contributions	+T. Contribution	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4	Gross Revenues	= G. Income	\$ 33,696.00	\$ 34,369.92	\$ 35,057.32	\$ 35,758.46	\$ 36,473.63	\$ 37,203.11	\$ 37,947.17	\$ 38,706.11	\$ 39,480.23	\$ 40,269.84
5	Vacancy Loss	- Vac	\$ 1,684.80	\$ 1,718.50	\$ 1,752.87	\$ 1,787.92	\$ 1,823.68	\$ 1,860.16	\$ 1,897.36	\$ 1,935.31	\$ 1,974.01	\$ 2,013.49
	(5% Vac. Rate x Gross Income)											
6	Effective Gross Income	= EGI	\$ 32,011.20	\$ 32,651.42	\$ 33,304.45	\$ 33,970.54	\$ 34,649.95	\$ 35,342.95	\$ 36,049.81	\$ 36,770.81	\$ 37,506.22	\$ 38,256.35
	<u>Operating Expenses</u>											
7	Insurance	The total of items #7-10 shall be no less than \$2,850/unit	\$ 1,500.00	\$ 1,545.00	\$ 1,591.35	\$ 1,639.09	\$ 1,688.26	\$ 1,738.91	\$ 1,791.08	\$ 1,844.81	\$ 1,900.16	\$ 1,957.16
8	Maintenance & Structural Repairs		\$ 1,400.00	\$ 1,442.00	\$ 1,485.26	\$ 1,529.82	\$ 1,575.71	\$ 1,622.98	\$ 1,671.67	\$ 1,721.82	\$ 1,773.48	\$ 1,826.68
9	Management Fees		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
10	Misc. Operating Expenses (Utilities)		\$ 3,240.00	\$ 3,337.20	\$ 3,437.32	\$ 3,540.44	\$ 3,646.65	\$ 3,756.05	\$ 3,868.73	\$ 3,984.79	\$ 4,104.34	\$ 4,227.47
11	Property Tax (Taxes for 1st year only)		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
12	Reserves (Operating reserve no less than \$350/unit)		\$ 700.00	\$ 721.00	\$ 742.63	\$ 764.91	\$ 787.86	\$ 811.49	\$ 835.84	\$ 860.91	\$ 886.74	\$ 913.34
13	Total Operating Expenses	- OPR. Expenses	\$ 6,840.00	\$ 7,045.20	\$ 7,256.56	\$ 7,474.25	\$ 7,698.48	\$ 7,929.43	\$ 8,167.32	\$ 8,412.34	\$ 8,664.71	\$ 8,924.65
14	Net Operating Income	=NOI	\$ 25,171.20	\$ 25,606.22	\$ 26,047.90	\$ 26,496.29	\$ 26,951.47	\$ 27,413.52	\$ 27,882.49	\$ 28,358.47	\$ 28,841.52	\$ 29,331.70
15	Debt Service First Mortgage		\$ 20,880.00	\$ 20,880.00	\$ 20,880.00	\$ 20,880.00	\$ 20,880.00	\$ 20,880.00	\$ 20,880.00	\$ 20,880.00	\$ 20,880.00	\$ 20,880.00
16	Debt Service Subordinate Mortgage(s)		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
17	Total Debt Service	-D/S	\$ 20,880.00	\$ 20,880.00	\$ 20,880.00	\$ 20,880.00	\$ 20,880.00	\$ 20,880.00	\$ 20,880.00	\$ 20,880.00	\$ 20,880.00	\$ 20,880.00
18	Cash Flow	=CF	\$ 4,291.20	\$ 4,726.22	\$ 5,167.90	\$ 5,616.29	\$ 6,071.47	\$ 6,533.52	\$ 7,002.49	\$ 7,478.47	\$ 7,961.52	\$ 8,451.70
18(b)	Equity Investment In Project		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
19	Cash -on- Cash ROI	<u>CF</u>	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
	Cash Flow divided by Equity Investment in Project	Equity Invest.										
	Debt Coverage Ratio (after Year 3, shall be no less than 1.20 during compliance period. Encourage 1.20-1.50.)	DCR	1.206	1.226	1.248	1.269	1.291	1.313	1.335	1.358	1.381	1.405

[illegible]

<u>YR11</u>	<u>YR12</u>	<u>YR13</u>	<u>YR14</u>	<u>YR15</u>	<u>YR16</u>	<u>YR17</u>	<u>YR18</u>	<u>YR19</u>	<u>YR20</u>	<u>Line</u>	<u>Description</u>
											<u>Revenues</u>
\$ 41,075.24	\$ 41,896.74	\$ 42,734.68	\$ 43,589.37	\$ 44,461.16	\$ 45,350.38	\$ 46,257.39	\$ 47,182.53	\$ 48,126.19	\$ 49,088.71	1	Gross Rental Income
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	2	Other Income
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	3	Tenant Contributions
\$ 41,075.24	\$ 41,896.74	\$ 42,734.68	\$ 43,589.37	\$ 44,461.16	\$ 45,350.38	\$ 46,257.39	\$ 47,182.53	\$ 48,126.19	\$ 49,088.71	4	Gross Revenues
\$ 2,053.76	\$ 2,094.84	\$ 2,136.73	\$ 2,179.47	\$ 2,223.06	\$ 2,267.52	\$ 2,312.87	\$ 2,359.13	\$ 2,406.31	\$ 2,454.44	5	Vacancy Loss
											(5% Vac. Rate x Gross Income)
\$ 39,021.47	\$ 39,801.90	\$ 40,597.94	\$ 41,409.90	\$ 42,238.10	\$ 43,082.86	\$ 43,944.52	\$ 44,823.41	\$ 45,719.88	\$ 46,634.27	6	Effective Gross Income
											<u>Operating Expenses</u>
\$ 2,015.87	\$ 2,076.35	\$ 2,138.64	\$ 2,202.80	\$ 2,268.88	\$ 2,336.95	\$ 2,407.06	\$ 2,479.27	\$ 2,553.65	\$ 2,630.26	7	Insurance
\$ 1,881.48	\$ 1,937.93	\$ 1,996.07	\$ 2,055.95	\$ 2,117.63	\$ 2,181.15	\$ 2,246.59	\$ 2,313.99	\$ 2,383.41	\$ 2,454.91	8	Maintenance & Structural Repairs
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	9	Management Fees
\$ 4,354.29	\$ 4,484.92	\$ 4,619.47	\$ 4,758.05	\$ 4,900.79	\$ 5,047.81	\$ 5,199.25	\$ 5,355.23	\$ 5,515.88	\$ 5,681.36	10	Misc. Operating Expenses
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	11	Property Taxes
\$ 940.74	\$ 968.96	\$ 998.03	\$ 1,027.97	\$ 1,058.81	\$ 1,090.58	\$ 1,123.29	\$ 1,156.99	\$ 1,191.70	\$ 1,227.45	12	Reserves
\$ 9,192.39	\$ 9,468.16	\$ 9,752.20	\$ 10,044.77	\$ 10,346.11	\$ 10,656.50	\$ 10,976.19	\$ 11,305.48	\$ 11,644.64	\$ 11,993.98	13	Total Operating Expenses
\$ 29,829.09	\$ 30,333.74	\$ 30,845.74	\$ 31,365.13	\$ 31,891.98	\$ 32,426.36	\$ 32,968.33	\$ 33,517.93	\$ 34,075.23	\$ 34,640.29	14	Net Operating Income
\$ 20,880.00	\$ 20,880.00	\$ 20,880.00	\$ 20,880.00	\$ 20,880.00	\$ 20,880.00	\$ 20,880.00	\$ 20,880.00	\$ 20,880.00	\$ 20,880.00	15	Debt Service First Mortgage
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	16	Debt Service Subordinate Mortgage(s)
\$ 20,880.00	\$ 20,880.00	\$ 20,880.00	\$ 20,880.00	\$ 20,880.00	\$ 20,880.00	\$ 20,880.00	\$ 20,880.00	\$ 20,880.00	\$ 20,880.00	17	Total Debt Service
\$ 8,949.09	\$ 9,453.74	\$ 9,965.74	\$ 10,485.13	\$ 11,011.98	\$ 11,546.36	\$ 12,088.33	\$ 12,637.93	\$ 13,195.23	\$ 13,760.29	18	Cash Flow
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	18(b)	Equity Investment In Project
#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	19	Cash -on- Cash ROI
											<u>Cash Flow divided by Equity Investment in Project</u>
1.429	1.453	1.477	1.502	1.527	1.553	1.579	1.605	1.632	1.659		Debt Coverage Ratio

[illegible]

Feasibility and Community Impact

Outline the proposed timetable and expected impact for the project. For the timetable, include when requested funding will be committed, project milestones such as rezoning or construction, and when funds will be spent. If applicant plans to apply for funds not committed, include the anticipated date for application and when funds will be awarded. For expected impact, break out beneficiaries by income group. If funded, both the schedule and income breakdown will be used for any project agreement.

Project Benefit Narrative

Describe project benefits and requirements

Such as beneficiary eligibility requirements, targeted beneficiaries, etc.

Fully accessible housing is difficult to find- especially for individuals with intellectual disabilities who need daily assistance and also live on limited incomes. We currently have approximately 10 referrals on our waiting list who need this exact type of housing and service provision.

Rental Housing

Expected Number of Units *	Expected Rent *
6	\$ 468.00

Time Table

Date	Description of Activity
12/31/2019	Lots will be purchased and building of homes will have started.

To promote the efficient use of public funds, describe how the project will continue to provide public benefits through and beyond the required compliance period. Describe how the project will provide public benefits below rates in the existing market

Our primary service to the people who live in our grant assisted sites is not just providing suitable and affordable housing, That is the first and very important step to achieving our actual mission of providing advocacy and person-centered services which facilitate personal growth and community inclusion to people with disabilities. We will continue to use these homes for this essential service provision well after any compliance period. Our goal to is provide high quality service provision to people with disabilities; our goal is not to profit from rental income.

In what manner or form will the project proceed if it is awarded less than full funding? If there are several components, how will they be prioritized?

We will make every effort to utilize any funds we may be awarded.

Income Breakdown

Please indicate the population to be served by the proposed program according to the linked [income categories](#). If requesting money for a specific administrative expense (like a staff member's salary), indicate the population served by your entire agency.

(Please Note: If funded, this information will be used as income targeting for your Agreement).

Median Income	Number of Persons
0 - 30%	6
31 - 50%	
51 - 60%	

Median Income

Number of Persons

61 - 80%

Over 80%

Total Persons/Households

6

Percent LMI

100.00

Please note the basis for these estimates *

The individuals we serve all have income of less than
\$15,000 per year.

Capacity and Applicant History

Please list amount of CDBG and/or HOME funds received within the last four City fiscal years and the status of the project(s) undertaken.

CDBG and/or HOME funds received

Fiscal Year Funds Received	Budgeted Amount	Amount Expended	Date Project Completed
July 1, 2015 to June 30, 2016	\$ 60,000.00	\$ 60,000.00	12/13/2015
July 1, 2016 to June 30, 2017	\$ 50,000.00	\$ 50,000.00	6/6/2017
July 1, 2017 to June 30, 2018	\$ 50,000.00	\$ 50,000.00	2/1/2018
July 1, 2018 to June 30, 2019	\$ 70,000.00	\$ 35,000.00	

Please describe your organization's structure, officers, and staff. *

Organizational chart attached below.

Please describe the education and experience of key staff who will implement the project (excluding volunteers, board members, and consultants). If consultants are utilized, identify what role they will play in the project. *

We have successfully implemented identical projects several times using CDBG funds. The Director of HR & Support Services, Kari Wilken, will work with our realtor to identify and purchase a suitable home in Iowa City. Once the home is purchased, it will be managed through our well-established Residential Program.

Please summarize your organization's portfolio, including how many units you own and/or manage, how many homes you have built/rehabilitated/sold, and what projects are underway. *

The MYEP Residential Program currently operates 16 homes. We own 11 of these homes and rent 5 from area landlords.

Evidence of Fiscal Capacity (?)

Audit Summary

FY18 Preliminary Independent Financial Audit.pdf

8.2MB

Evidence of Organizational Capacity (?)

Up to four pages of additional information about the capacity of the organization may be included. Examples of possible evidence may be resumes of key staff, additional descriptions of organizational activities, or other relevant information.

OrgChart2019.pptx

60.22KB

Is the applicant (including partners, co-applicants, etc.) currently in compliance with all federal, state and local laws, rules and regulations, including any CDBG and/or HOME funded projects? *

- ☒ Yes
☐ No
☐ Currently in litigation

Please identify relevant market factors that verify the demand for the proposed project based on the City of Iowa City Housing Program Guidelines policy. The City may require a Market Analysis for large or complicated projects to support the need before entering an agreement.

*This does not apply to tenant based rental assistance, homeowner rehabilitation, down payment assistance, or CHDO operating expenses.

DRAFT

MAYOR'S YOUTH EMPOWERMENT PROGRAM

FINANCIAL STATEMENTS

JUNE 30, 2018

Approved By **RL**

Date **12.13.18**

TABLE OF CONTENTS

 **DRAFT**

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 **DRAFT**

RJ

Independent Auditor's Report

To the Board of Directors
Mayor's Youth Empowerment Program
Iowa City, Iowa

Report on the Financial Statements

We have audited the accompanying financial statements of Mayor's Youth Empowerment Program (a not-for-profit corporation), which comprise the statement of financial position as of June 30, 2018, and the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

RJ

DRAFT

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Mayor's Youth Empowerment Program as of June 30, 2018, and the results of its operations and its cash flows for year then ended in accordance with accounting principles generally accepted in the United States of America.

Iowa City, Iowa
December __, 2018

date

MAYOR'S YOUTH EMPOWERMENT PROGRAM
STATEMENT OF FINANCIAL POSITION
JUNE 30, 2018

ASSETS

Cash and cash equivalents	\$ 90,046
Accounts receivable, net of allowance of \$25,000 for uncollectible accounts	523,425
Prepaid expenses	4,525
Rental security deposits	6,860
Designated agency endowment fund	10,061
Property and equipment	<u>2,701,205</u>
TOTAL ASSETS	<u><u>\$ 3,336,122</u></u>

LIABILITIES AND NET ASSETS

LIABILITIES

Accounts payable	\$ 13,397
Accrued and withheld payroll taxes and benefits	43,549
Accrued wages payable	225,615
Accrued compensated absences payable	62,629
Accrued interest payable	4,961
Accrued property taxes	12,506
Income taxes payable	418
Deferred insurance proceeds	10,606
Long-term debt	<u>2,611,720</u>
Total Liabilities	<u>2,985,401</u>

NET ASSETS

Unrestricted	350,721
Temporarily restricted	-
Permanently restricted	<u>-</u>
Total Net Assets	<u>350,721</u>

TOTAL LIABILITIES AND NET ASSETS	<u><u>\$ 3,336,122</u></u>
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The accompanying notes are an integral part of the financial statements.

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**MAYOR'S YOUTH EMPOWERMENT PROGRAM
STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED JUNE 30, 2018**

UNRESTRICTED NET ASSETS

REVENUES, GAINS, AND OTHER SUPPORT

Contributions and fundraising-		
Cash contributions	\$	1,952
Fundraising		27,879
Purchase of service fees-		
Medicaid Waiver services		4,691,149 <i>RV</i>
Rental income		225,199 <i>RV</i>
Return on investment-		
Interest and dividend income		939
Realized and unrealized gains on designated agency endowment fund		<u>753</u>
Total Revenue, Gains and Other Support		<u>4,947,871</u> <i>RV</i>

EXPENSES AND LOSSES

Program Services-		
Medicaid Waiver services		4,169,080
Management and General		974,500
Fundraising		<u>6,743</u>
Total Expenses and Losses		<u>5,150,323</u> <i>RV</i>

CHANGE IN NET ASSETS (202,452) *RV*

NET ASSETS, BEGINNING OF YEAR 553,173

NET ASSETS, END OF YEAR \$ 350,721

The accompanying notes are an integral part of the financial statements.

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**MAYOR'S YOUTH EMPOWERMENT PROGRAM
STATEMENT OF FUNCTIONAL EXPENSES
FOR THE YEAR ENDED JUNE 30, 2018**

	<u>Program Services</u>	<u>Management and General</u>	<u>Fundraising</u>	<u>Total</u>
Personnel costs				
Salaries and wages	\$ 3,212,093	\$ 476,781	\$ -	\$ 3,688,874
Payroll taxes	238,062	42,418	-	280,480
Employee insurance and benefits	241,790	28,306	-	270,096
Retirement	55,164	15,772	-	70,936
Total personnel costs	3,747,109	563,277	-	4,310,386
Accreditation	-	5,860	-	5,860
Accounting and audit services	-	8,850	-	8,850
Telephone and communications	25,652	13,841	-	39,493
Postage	-	875	250	1,125
Copies and printing	-	3,805	-	3,805
Office supplies	3,079	26,317	342	29,738
Dues and memberships	1,590	11,228	-	12,818
Staff travel and training	270	3,389	-	3,659
Insurance	65,260	37,494	-	102,754
Permits and licenses	-	3,060	-	3,060
Supplies	12,437	8,950	1,628	23,015
Vehicle and travel expenses	30,187	46,320	-	76,507
Repairs and maintenance	23,868	97,648	1,379	122,895
Rent	79,300	600	-	79,900
Utilities	21,453	14,586	-	36,039
Property taxes	8,457	2,360	-	10,817
Interest expense	64,293	27,880	-	92,173
Depreciation	83,234	76,219	-	159,453
Incentives and activities	1,665	-	-	1,665
Miscellaneous	1,226	21,523	3,144	25,893
Income tax expense	-	418	-	418
TOTAL EXPENSES	\$ 4,169,080	\$ 974,500	\$ 6,743	\$ 5,150,323

The accompanying notes are an integral part of the financial statements.

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**MAYOR'S YOUTH EMPOWERMENT PROGRAM
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED JUNE 30, 2018**

CASH FLOWS FROM OPERATING ACTIVITIES

Cash received from contributors and general supporters for operations	\$ 29,581
Cash received form service fees	4,685,285
Cash received from other revenue	225,199 <i>Revised</i>
Interest income received	777
Cash paid to employees and suppliers	(4,817,226)
Interest paid	<u>(90,318)</u>
Net Cash Provided By Operating Activities	<u>33,298</u>

CASH FLOWS FROM INVESTING ACTIVITIES

Purchase property and equipment	<u>(222,592)</u>
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CASH FLOWS FROM FINANCING ACTIVITIES

Proceeds from short-term borrowings	1,760,000
Repayment of short-term borrowings	(1,760,000)
Proceeds from long-term debt	212,050
Repayment of long-term debt	<u>(84,577)</u>
Net Cash Provided By Financing Activities	<u>127,473</u>

NET (DECREASE) IN CASH AND CASH EQUIVALENTS (61,821)

CASH AND CASH EQUIVALENTS, BEGINNING OF YEAR 151,867

CASH AND CASH EQUIVALENTS, END OF YEAR \$ 90,046

The accompanying notes are an integral part of the financial statements.

**MAYOR'S YOUTH EMPOWERMENT PROGRAM
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED JUNE 30, 2018**

Reconciliation of Change in Net Assets to Net Cash

Provided By Operating Activities:

Change in net assets	\$ (202,452)
Adjustments to reconcile change in net assets to net cash provided by operating activities:	
Depreciation	159,453
Net increase in designated agency endowment fund	(1,002)
Change in operating assets and liabilities:	
Grants and accounts receivable, net	(5,864)
Rent security deposits	120
Prepaid expenses	10,080
Accounts payable	(9,313)
Accrued wages payable, compensated absences payable, and accrued and withheld payroll taxes	68,563
Accrued interest payable	1,855
Accrued property taxes	834
Income taxes payable	418
Deferred insurance proceeds	10,606
Net Cash Provided By Operating Activities	<u>\$ 33,298</u>

Supplemental Information:

Interest paid during the year ended June 30, 2018:

Short-term debt	\$ 3,206
Long-term debt	87,112
	<u>\$ 90,318</u>

Noncash investing activities:

Designated agency endowment fund -	
Direct contribution by donor	\$ 250
Allocated interest and dividend income	162
Allocated realized and unrealized gains and losses	753
Allocated management fees	(163)
	<u>\$ 1,002</u>

The accompanying notes are an integral part of the financial statements.

MAYOR'S YOUTH EMPOWERMENT PROGRAM

NOTES TO FINANCIAL STATEMENTS



JUNE 30, 2018

NOTE 1 - NATURE OF THE ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Nature of the Organization - The Organization provides services to children and adults with developmental disabilities and employment training and counseling in Johnson County, Iowa, primarily in the Iowa City, Iowa area. The Organization's programs are funded primarily by purchase of service fees through the Medicaid Waiver program and secondarily, by grants and awards.

Financial Statement Presentation - The Organization is required to report information regarding its financial position and activities according to three classes of net assets: unrestricted net assets, temporarily restricted net assets, and permanently restricted net assets. In addition, the Organization is required to present a statement of cash flows. The Organization does not use fund accounting.

Use of Estimates - The preparation of financial statements in conformity with accounting principles generally accepted in the United States requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

Fair Value Measurements - Certain assets of the Organization are reported at fair value. Additional disclosures define fair value, establish a framework and hierarchy for measuring fair value and provide expanded information fair value measurements.

Impairment of Long-Lived Assets - The Organization reviews long-lived assets for impairment whenever events or changes in circumstances indicate the carrying amount of an asset may not be recoverable. Recoverability of assets to be held and used is measured by a comparison of the carrying amount of an asset to future undiscounted net cash flows expected to be generated by the asset. If such assets are considered to be impaired, the impairment to be recognized is measured by the amount by which the carrying amount of the assets exceeds the fair value of the assets. Assets to be disposed of are reported at the lower of carrying amount or the fair value less costs to sell.

Cash and Cash Equivalents - For purposes of the statement of cash flows, the Organization considers all highly liquid investments with a maturity of three months or less when purchased to be cash equivalents.

Grants and Accounts Receivable - Substantially all receivables are due from governmental agencies. An allowance for uncollectible accounts is maintained at 4.5% of the gross amounts receivable. Uncollectible accounts are charged off when there is no reasonable chance of collection.

MAYOR'S YOUTH EMPOWERMENT PROGRAM

NOTES TO FINANCIAL STATEMENTS

DRAFT

JUNE 30, 2018

NOTE 1 - NATURE OF THE ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Property and Depreciation - Property and equipment with a cost of \$1,000 or more is recorded in the accounts of the Organization at cost. Additions and improvements are capitalized. Ordinary maintenance and repair expenses are charged to income as incurred. The cost of depreciable property retired or sold is removed from the property accounts, and the accumulated depreciation thereon is charged to the accumulated depreciation account. Profit or loss applicable to disposals of property is recorded in the income accounts. Depreciation is provided by the straight-line method over the following useful lives:

Buildings and improvements	10-20 years
Office and program equipment	3-5 years
Vehicles	5 years

Contributions and Gifts - Contributions are recorded as unrestricted, temporarily restricted, or permanently restricted support depending on the existence or nature of any donor restrictions. The Organization reports gifts of cash and other assets as restricted support if they are received with donor stipulations that limit the use of donated assets. When a donor restriction expires, that is, when a stipulated time restriction ends or purpose restriction is accomplished, temporarily restricted net assets are reclassified to unrestricted net assets and reported in the statement of activities as net assets released from restrictions.

The Organization reports gifts of equipment as unrestricted support unless explicit donor stipulations specify how the donated assets must be used. Gifts of long-lived assets with explicit restrictions that specify how the assets are to be used and gifts of cash or other assets that must be used to acquire long-lived assets are reported as restricted support. Absent explicit donor stipulations about how long those long-lived assets must be maintained, the Organization reports expirations of donor restrictions when the donated or acquired long-lived assets are placed in service.

Functional Expenses - The functional expenses are allocated to the programs based on actual expenses incurred, or estimated amounts where actual amounts cannot be determined.

Income Tax - The Organization is a not-for-profit organization that is generally exempt from income taxes under Section 501(c)(3) of the Internal Revenue Code. The Organization is not classified as a private foundation under Section 509(a)(2). Unrelated business income is subject to federal and state income taxes at corporate tax rates.

MAYOR'S YOUTH EMPOWERMENT PROGRAM

NOTES TO FINANCIAL STATEMENTS

DRAFT

JUNE 30, 2018

NOTE 2 – PROPERTY AND EQUIPMENT

Property and equipment owned by the Organization at June 30, 2018 is as follows:

	Cost or Basis	Accumulated Depreciation	Net Book Value
Land	\$ 621,450	\$ -	\$ 621,450
Buildings and improvements	2,665,504	654,381	2,011,123
Office equipment	67,803	61,803	6,000
Program equipment	4,089	4,089	-
Vehicle	299,802	237,170	62,632
	<u>\$ 3,658,648</u>	<u>\$ 957,443</u>	<u>\$ 2,701,205</u>

Depreciation expense for the year ended June 30, 2018 amounted to \$159,453.

NOTE 3 – RETIREMENT PLAN

The Organization adopted a 401(k) employee retirement plan effective November 1, 2009, which covers employees who meet certain eligibility requirements. Effective January 1, 2011, the plan will match 100% of deferral contributions up to 5% of compensation for all employees. The matching contribution to the plan for the year ended June 30, 2018, net of forfeitures, was \$70,371. Employee deferrals to the plan during the year ended June 30, 2018, amounted to \$70,565.

NOTE 4 – LEASES

The Organization leases six homes for housing for clients in the community that have disabilities. The leases vary in terms from month-to-month to over three years. The Organization also leases storage unit space. Total rent paid under these leases during the year ended June 30, 2018 was \$79,900.

The Organization also leases three trucks, a copier and a computer system for administrative purposes. Total rent paid under these leases during the year ended June 30, 2018 was \$60,938.

Lease commitments as of June 30, 2018 with terms in excess of one year are as follows:

	Homes	Trucks	Computer	Copier	Total
Year ending June 30, 2019	\$ 71,680	\$ 15,116	\$ 45,600	\$ 7,881	\$ 140,277
2020	34,880	13,857	45,600	7,881	102,218
2021	15,000	-	7,600	7,881	30,481
2022	-	-	-	7,881	7,881
2023	-	-	-	1,312	1,312
Total	<u>\$ 121,560</u>	<u>\$ 28,973</u>	<u>\$ 98,800</u>	<u>\$ 32,836</u>	<u>\$ 282,169</u>

MAYOR'S YOUTH EMPOWERMENT PROGRAM

NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2018

 **DRAFT**

NOTE 5 – CONCENTRATIONS

The Organization provides a significant amount of services through the Medicaid Waiver program. Revenues for this program during the year ended June 30, 2018 amounted to \$4,691,149, which was approximately 95% of all revenue and support to the Organization during the year. Loss of this source of revenue could have a significant impact on the financial condition and operations of the Organization.

NOTE 6 – RESTRICTIONS ON NET ASSETS

There were no temporarily or permanently restricted net assets as of June 30, 2018 and for the year then ended.

NOTE 7 – INCOME TAXES

The Organization is subject to rules for the recognition, measurement, classification, and disclosure in the financial statements of uncertain tax positions taken or expected to be taken in the Organization's income tax returns. Management is not aware of any tax positions that would have a material effect on the financial statements that are more likely than not to change in the next twelve months, or that would not sustain an examination by applicable taxing authorities with full knowledge of the position and all relevant facts. Since tax matters are subject to some degree of uncertainty, there can be no assurance that the Organization's income tax returns will not be challenged by the taxing authorities and that the Organization will not be subject to additional tax, penalties, and interest as a result of such challenge.

The Organization recognizes penalties and interest arising from uncertain tax positions when incurred. No such penalties or interest were recognized during the year ended June 30, 2018.

The Organization is liable for federal and state income taxes on business income which is unrelated to the tax-exempt purpose of the Organization, which consists of income derived from rental income. During the year ended June 30, 2018, federal income tax expense of \$268 and state income tax expense of \$150 was accrued.

The Organization files income tax returns with the Internal Revenue Service. The Organization's income tax returns for the years ended June 30, 2015 through 2018 are subject to examination by the taxing authorities generally for a period of three years after they were filed.

NOTE 8 – COMPENSATED ABSENCES

Organization employees accumulate paid-time-off hours for subsequent time off or for payment upon termination, retirement, or death. The liability for employee paid-time-off hours was \$62,629 at June 30, 2018.

MAYOR'S YOUTH EMPOWERMENT PROGRAM

NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2018

 **DRAFT**

NOTE 9 – DESIGNATED AGENCY ENDOWMENT FUND

In 2005, the Organization established the Mayor's Youth Empowerment Program Endowment Fund with the Community Foundation of Johnson County ("Foundation") for the benefit of the Organization. The Foundation will make distributions to the Organization in accordance with the Foundation's spending policy for the year as determined annually by the Foundation's Board of Directors. In the event that the Organization should decide to terminate, or cease to exist, as a legal entity, the assets and any other income received from those assets shall be redirected to support another charitable agency as determined by the Foundation's Board of Directors. The Organization may also elect to redirect any amounts of assets and/or income from those assets to another charitable agency. The assets may also be returned to the Organization in special circumstances upon request to the Foundation.

Activity of the fund during the year ended June 30, 2018 is as follows:

Balance, June 30, 2017	\$ 9,059
Contribution received directly from donor	250
Allocated interest and dividend income	162
Allocated investment management fees	(163)
Allocated net realized gains and losses	359
Allocated net unrealized gains and losses	<u>394</u>
Balance, June 30, 2018	<u>\$ 10,061</u>

NOTE 10 – NOTES PAYABLE AND LONG-TERM DEBT

Short-term debt at June 30, 2018 consists of the following:

Line of credit loan with US Bank, N.A. in the amount of \$500,000. The credit line carries a variable rate of interest at 1.5% plus the prime rate announced by the bank and is due on demand. During the year ended June 30, 2018, \$1,760,000 was borrowed on the loan and \$1,760,000 was repaid. There was no outstanding balance on the loan at June 30, 2018. Interest expense of \$3,206 was incurred on the loan during the year. The loan is secured by all assets of the Organization.

Long-term debt at June 30, 2018 consists of the following:

Equipment Finance

Two vehicle finance contracts with U.S. Bank Equipment Finance, original contract amounts total \$95,334. The contracts mature at various dates through June 19, 2021. Interest rates on the contracts range from 4.5% to 5.79%. Monthly payments under the contracts total \$1,828. The contracts are secured by vehicles purchased with these finance contracts.

MAYOR'S YOUTH EMPOWERMENT PROGRAM

NOTES TO FINANCIAL STATEMENTS

 **DRAFT**

JUNE 30, 2018

NOTE 10 – NOTES PAYABLE AND LONG-TERM DEBT (CONTINUED)

Bank Real Estate Mortgages

Twelve real estate mortgages payable to four local banks, original mortgage amounts total \$2,342,003. The mortgages mature at various dates through June 10, 2022. Interest rates on the mortgages range from 4.0% to 4.95%. Monthly payments under the mortgages total \$11,946. The mortgages are secured by real estate purchased with the loan proceeds.

During the year ended June 30, 2018, one mortgage was entered into totaling \$137,500.

City of Iowa City Real Estate Mortgages

Repayable Loan – One real estate mortgage payable to the City of Iowa City, original amount of \$14,000. The mortgage requires an annual payment of \$1,400.00 beginning July 1, 2027 and continuing each year on July 1 until paid in full. Interest rate on the mortgage is 0%. The mortgage is secured by real estate purchased with the proceeds of the loan.

Forgivable Loans – Nine real estate mortgages payable to the City of Iowa City, original amounts total \$429,542. The mortgages are forgivable on various dates through June 30, 2040, as long as the Organization is in compliance with the provisions of the Community Development Block and the HOME Investment Partnership Program grants under which the original mortgages were made. No interest is due under these mortgages. The mortgages are secured by real estate purchased with proceeds of the loans. During the year ended June 30, 2018, the Organization borrowed \$74,550 under two mortgages entered into during the year.

Interest expense of \$88,967 was incurred on long-term debt during the year ended June 30, 2018.

A summary of long-term debt at June 30, 2018 is as follows:

Equipment finance contracts	\$ 50,707
Bank real estate mortgages	2,117,471
Repayable mortgage - City of Iowa City	14,000
Forgivable mortgages - City of Iowa City	<u>429,542</u>
Total	<u>\$ 2,611,720</u>

Estimated maturities of long-term debt, except for forgivable mortgages with the City of Iowa City, at June 30, 2018 are as follows:

Year ending June 30, 2019	\$ 636,117
2020	600,567
2021	330,774
2022	477,635
2023	123,085
Beyond five years	<u>14,000</u>
Total	<u>\$ 2,182,178</u>

MAYOR'S YOUTH EMPOWERMENT PROGRAM

NOTES TO FINANCIAL STATEMENTS

 DRAFT

JUNE 30, 2018

NOTE 11 – GRANT CONTINGENCIES

During the year ended June 30, 2011, the City of Iowa City provided the Organization with \$90,000 of Community Development Block Grant funds to be used for building improvements at 407 Highland Court, Iowa City, Iowa. Under the terms of the CDBG loan, the Organization is prohibited from selling, assigning or transferring its interest in the property, or renting the property, prior to June 30, 2040 without written concurrence of the City.

In the event that the Organization should sell, assign or transfer its interest in the property, or rents the property prior to June 30, 2040, the Organization must pay to the City the outstanding balance of the loan. If the Organization fully complies with the obligations of the loan agreement through and including June 30, 2040, then the loan will be forgiven and the lien against the property will be released by the City.

During the year ended June 30, 2012, the City of Iowa City provided the Organization with \$49,800 of HOME Investment Partnership Grant funds to be used for purchase of land to build a house at 80 White Chapel Drive, Iowa City, Iowa. Under the terms of the HOME loan, the Organization is prohibited from selling, assigning or transferring its interest in the property, or renting the property, prior to December 31, 2032 without written concurrence of the City.

In the event that the Organization should sell, assign or transfer its interest in the property, or rents the property prior to December 31, 2032, the Organization must pay to the City the outstanding balance of the loan. If the Organization fully complies with the obligations of the loan agreement through and including December 31, 2032, then the loan will be forgiven and the lien against the property will be released by the City.

During the year ended June 30, 2013, the City of Iowa City provided the Organization with \$51,000 of HOME Investment Partnership Grant funds to be used for purchase of land to build a house at 15 Colchester Drive, Iowa City, Iowa. Under the terms of the HOME loan, the Organization is prohibited from selling, assigning or transferring its interest in the property, or renting the property, prior to December 31, 2033 without written concurrence of the City.

In the event that the Organization should sell, assign or transfer its interest in the property, or rents the property prior to December 31, 2033, the Organization must pay to the City the outstanding balance of the loan. If the Organization fully complies with the obligations of the loan agreement through and including December 31, 2033, then the loan will be forgiven and the lien against the property will be released by the City.

During the year ended June 30, 2014, the City of Iowa City provided the Organization with \$68,192 of Community Development Block Grant funds to be used for remodeling of the second floor at 407 Highland Court, Iowa City, Iowa. Under the terms of the CDBG loan, the Organization is prohibited from selling, assigning or transferring its interest in the property, or renting the property, prior to June 30, 2020 without written concurrence of the City.

MAYOR'S YOUTH EMPOWERMENT PROGRAM

NOTES TO FINANCIAL STATEMENTS

 **DRAFT**

JUNE 30, 2018

NOTE 11 – GRANT CONTINGENCIES (CONTINUED)

In the event that the Organization should sell, assign or transfer its interest in the property, or rents the property prior to June 30, 2020, the Organization must pay to the City the outstanding balance of the loan. If the Organization fully complies with the obligations of the loan agreement through and including June 30, 2020, then the loan will be forgiven and the lien against the property will be released by the City.

During the year ended June 30, 2016, the City of Iowa City provided the Organization with \$60,000 of HOME Investment Partnership Grant funds to be used for the purchase of 3335 Shamrock Drive and 403 Elmridge Avenue, Iowa City, Iowa. Under the terms of the HOME loan, the Organization is prohibited from selling, assigning or transferring its interest in the properties, or renting the properties, prior to January 10, 2022 without written concurrence of the City.

In the event that the Organization should sell, assign or transfer its interest in the property(ies), or rents the property(ies) prior to January 10, 2022, the Organization must pay to the City the outstanding balance of the loan. If the Organization fully complies with the obligations of the loan agreement through and including January 10, 2022, then the loan will be forgiven and the lien against the properties will be released by the City.

During the year ended June 30, 2017, the City of Iowa City provided the Organization with \$50,000 of Community Development Block Grant funds to be used for the purchase of one residential property which is to be rented to qualifying low-income tenants. Under the terms of the loan agreement, the Organization is prohibited from selling, assigning or transferring its interest in the property prior to the end of the loan compliance period (five years from the date the last unit is occupied by an eligible tenant).

In the event the Organization sells, assigns or transfers its interest in the property before the end of the compliance period, the balance of the loan is payable in full. If the Organization fully complies with the obligations of the loan agreement through and including July 1, 2036, then the lien against the property will be released by the City.

During the year ended June 30, 2018, the City of Iowa City provided the Organization with \$50,000 of HOME Investment Partnership Grant funds to be used for the purchase of one residential property which is to be rented to qualifying low-income tenants. Under the terms of the loan agreement, the Organization is prohibited from selling, assigning or transferring its interest in the property prior to the end of the loan compliance period (ten years from the date the last unit is occupied by an eligible tenant).

In the event the Organization sells, assigns or transfers its interest in the property before the end of the compliance period, the balance of the loan is payable in full. If the Organization fully complies with the obligations of the loan agreement through and including January 10, 2029, then the lien against the property will be released by the City.

MAYOR'S YOUTH EMPOWERMENT PROGRAM

NOTES TO FINANCIAL STATEMENTS

 DRAFT

JUNE 30, 2018

NOTE 12 – RELATED PARTY TRANSACTIONS

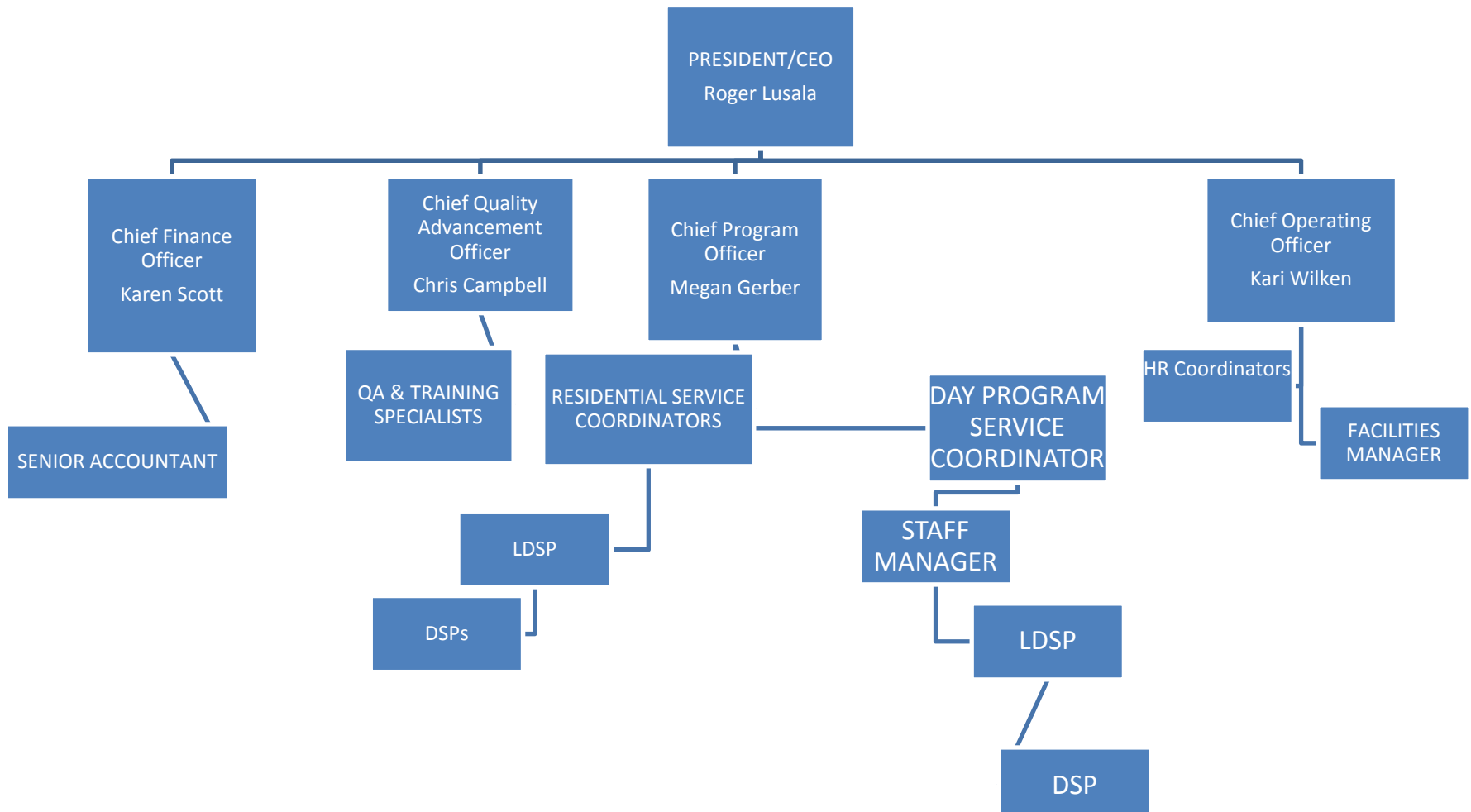
The Organization leases a residential property from Kim Downes, Treasurer of the Organization. The property provides permanent supportive housing to certain income-qualified tenants. Monthly rental is \$1,200 per month and rent paid during the year ended June 30, 2018 amounted to \$14,400.

NOTE 13 – SUBSEQUENT EVENTS

Management has evaluated events through December __, 2018, the date which the financial statements were available to be issued.

date

MYEP ORGANIZATIONAL CHART



Project Name	Successful Living - Rental Acquisition
Project Address	To be determined
Activity Type	Rental Housing
CITY STEPS Priority	Expanding affordable rental and owner housing opportunities
CITY STEPS Goal	Increase the supply of affordable rental housing
Amount Requested	\$240,000
Project Description	Acquire four 4-bedroom houses to be operated as 16 SRO units with supportive services for low income persons who are chronically mentally ill. A 5th bedroom will be added to each house as soon as possible, potentially increasing the homes by 4 additional SRO units.
Repayment Terms	Conditional occupancy loan (forgiven if follows requirements)
Affordability Period	5 years proposed
Property Taxes	Tax exempt
% CDBG/HOME Funded	26%
Project Budget Discussion	Total budget is \$940,000 with matching funds coming from private financing. Total CDBG/HOME cost per unit is \$15,000. Expected rents of \$450 per SRO unit. Pro Forma depends on a 5th unit for each property; needs to pass underwriting for 4 units. If not awarded full funding, SL will use any funds awarded though the number of houses acquired may be reduced.
Beneficiaries	0-30% AMI 100% 20 households (assuming 5th bedroom)
Project Coordination with Existing Services & other Services Available in the Community	Successful Living partners with a wide range of community groups: Abbe Center, NAMI, Hills Bank, DHS, the East Central Region, the City, UIHC, Mercy, local churches, food banks (including Crisis Center), Arc and the NAACP.
Timeliness and Capacity to Successfully Complete the Proposed Project	Previous CDBG/HOME projects have been delayed and have required amended agreements due to lower than expected beneficiaries. Staff has concerns about the number of homes proposed while FY18 and FY19 projects are outstanding.
Staff Concerns/Notes	<p>1) May need to comply with federal procurement standards (competitive bids) for the proposed work.</p> <p>2) Potential conflict of interest if allocated CDBG funds.</p> <p>3) Section 3 may require opportunities for training/employment for LMI persons if a contractor performs construction duties which total \$100,000 in HUD funds.</p> <p>4) If 5 or more HOME-assisted units, must implement City's Affirmative Marketing Plan through the project's affirmative marketing plan.</p> <p>6) May be subject to relocation requirements if property is occupied by tenants at the time of acquisition</p> <p>7) Pro forma assumes 5 units per property - must pass underwriting for 4 units per property unless purchasing 5 bedroom homes</p> <p>8) Pro forma assumes an 8% vacancy loss - what is that based on?</p> <p>9) Maintenance & Repairs is about \$9,000 over expected</p> <p>10) Property tax should be shown in the first year and SL must demonstrate ability to make up for that loss</p> <p>11) For SROs, utilities must be included under Misc Operating Expenses, will likely need to be higher</p> <p>12) Operating expenses are higher at 8% but still within requirements</p> <p>13) May be subject to federal labor provisions (Davis Bacon – prevailing wages).</p>

General Information and Project Need

Select Language | ▼

Community Development Block Grant (CDBG) and/or HOME Investment Partnership (HOME) programs provide funding to aid in the development of viable urban communities and in the provision of safe and decent affordable housing. Applications are due Tuesday, January 18, 2019 at noon. This year, \$625,000 are estimated to be available through this competitive process. Please review the [FY20 CDBG/HOME Application Guide](#) for more information about eligible activities. Please submit one project proposal per application. Questions can be directed to kirk-lehmann@iowa-city.org or contact Neighborhood Services at 319-356-5230. Additional assistance, and hard copy applications, are available upon request

Project Information

Project name *

Affordable Rental Housing down payments for 4 houses

Project Address *

Street Address

To be determined

Address Line 2

City

Iowa City

Postal / Zip Code

52240

State / Province / Region

Iowa

Country

United States

Type of Project (?)☒ Rental Housing☐ Owner Housing☐ Public Facility☐ Other**Type of Activity (?)**☒ Acquisition☐ New Construction☐ Rehabilitation☐ Direct Assistance☐ Other

Applicants

Applicant Name *

Successful Living Supportive Housing

Applicant Address *

Street Address

2406 Towncrest Drive

Address Line 2

City

Iowa City

Postal / Zip Code

52240

State / Province / Region

IA

Country

United States

Contact Person, Title *

Carla Phelps, Director of Grants & Dev.

Phone Number *

3194711809

Email *

cphelps@icsuccess.org

DUNS Number (?)

055386861

DUNS # Verification * (?)

Go to <http://fedgov.dnb.com/webform> to look up or create a DUNS number. Provide a copy of the email you receive with your confirmed DUNS number.

DUNS letter.pdf

418.35KB

CAGE Code (?)

Obtain by registering on SAM.gov

83B30

SAM.gov Registration * (?)

All subrecipients must register on SAM.gov before a legally binding agreement can be signed. Attach your SAM.gov Entity Registration Summary as evidence that this has been completed.

SAM letter.pdf

441.33KB

General Information

Type of Lead Applicant *

- ☐ Community Housing Development Organization
- ☒ Private non-profit organization
- ☐ Private for-profit, individual or partnership applicant
- ☐ Public Organization

W-9 Form * (?)

(Request for Taxpayer ID # & Certification)

W9 wtaxID.pdf

767.79KB

Organizational Status * (?)

Go to <https://sos.iowa.gov/search/business> to look up the organization applying for funds. Provide a copy of the Business Entity Summary screen.

Iowa SOS letter.pdf

588.09KB

Amount of Funds Requested *

\$ 240,000.00

Did you attend an Applicant Workshop? *

- ☒ Yes ☐ No

Provide a few lines describing the proposed project *

Our non-profit agency serves only the Chronically Mentally Ill who are impoverished in Iowa City. They come to us from shelters, off the street and other unfortunate circumstances. We have a long waiting list for our houses and will use this funding for down payments on 4 house acquisitions. Each house will have 4 bedrooms and we will add a 5th bedroom as soon as possible. We will get commercial funding from Hills Bank for the balance of each mortgage and to add the 5th bedroom, an office and privacy fencing. Experience has taught us this model works for our clients. We charge low rents in accordance with city guidelines. We will have mentally ill clients ready to move into each house right away. We help them enroll in Medicaid, get to drs, apply for SSI, take them to food banks and generally counsel and mentor them as they journey toward recovery (which means something different for each person). Living in safe, secure, affordable housing provides an appropriate and healthy setting necessary to promote mental health improvement. Behaviors change, moods lift, sleeping and eating and physical health all improve as a result of moving into comfortable, welcoming housing.

Please specify the one or two most applicable priority need(s) this application addresses, as shown in the 2016-2020 CITY STEPS Plan. Explain how this project will meet this/those need(s). *

Expanding affordable housing is a priority (01) which describes our agency. We help battle homelessness (03C) and care for the Mentally Ill ((03P), which are also City Step priorities. Some of our client population have substance problems, which we help them to conquer (03P). Most of our clients are 100% disabled (03B). We will house clients in the houses we will buy with this funding, get them on to Medicaid and into treatment by psychiatrists and other doctors. Our houses provide safety and security. Our counselors will see these clients daily, and drive them to appointments and help them meet other daily needs so that their lives will begin to improve and behaviors are modified and isolation defeated.

Budget and Resources

Type of Funding Requested*

Financing terms will be based on project feasibility and the ability to repay. Terms approved by City Council may be different than what is requested.

Grant

Requested Grant Terms

Principal Amount

\$ 240,000.00

Affordability Period (?)

5 years

Source of Funds

Please enter below the types of funding and amounts requested for the proposed project, including if the funding is committed. If not a loan, leave loan terms blank. Select the blank space for possible sources of income, or enter your own.

Public Resources

Funding Source and Type (?)	Amount	Interest rate	Term (?)	Committed
Iowa City HOME/CDBG	\$ 240000.00	0		No

Total Public Funds

\$ 240,000.00

For uncommitted funds, please indicate when the applicant will apply for funds

These public funds represent this CDBG/HOME grant proposal for total down payments for 4 houses.

Private Resources

Funding Source & Type (?)	Amount	Interest rate	Term (?)	Committed
Bank Loan	\$ 700,000.00	5%	20	No

Total Private Funds

\$ 700,000.00

Total Project Funding

\$ 940,000.00

Use of Funds

Please enter below the uses of funding and amounts requested for the proposed project, including whether formal cost estimates were received. Select the blank space for possible use of funds, or enter your own."

Type (?)	Amount	Formal Cost Estimate	Name of Entity providing cost estimate
1. House & land acquisition	\$ 235,000.00	No	Successful Living recent purchase
2. House & land acquisition	\$ 235,000.00	No	Successful Living recent purchase
3. House & land acquisition	\$ 235,000.00	No	Successful Living recent purchase

Type (?)	Amount	Formal Cost Estimate	Name of Entity providing cost estimate
4. House & land acquisition	\$ 235,000.00	No	Successful Living recent purchase
	\$	No	
	\$	No	
	\$	No	
	\$	No	

Total Use of Funds Amount

\$ 940,000.00

Scope of work (?)

Attach any documentation used for cost estimates

Other Considerations

Number of households or persons served *

20

Total cost per household or person served

\$ 47,000.00

What percentage of the proposed budget will be made up of private funds? *

74.47

Dollars Leveraged Per City Dollar Spent

\$ 2.92

Describe any community partnerships or volunteers that will contribute to the project.

We partner with: the Abbe Center, NAMI, Hills Bank, DHS, the East Central Region and various city departments help our agency run successfully while we take care of clients. Our staff are on a first name basis with Social Security. We get referrals from UIHC and Mercy & are often back & forth with clients. Local churches help with our client holiday parties and food banks (incl Crisis Ctr). We take them to city hall to check on their Section 8 applications. All agencies work with one another to help all of our clients. The ARC works some with our clients to see if they are suited to work. Our agency work is a community effort and we all necessarily know and work well with one another. We will be entering into some joint fund-raising endeavors with NAMI soon. We have a close relationship with NAACP and will be jointly planning activities with them soon, to strengthen our outreach with minorities.

Describe any identity of interest (IOI) relationships with the applicant and/or project owner, i.e. General Partner has a financial interest in the construction company, etc. *

A board member's real estate firm helps us find houses to buy,.

Pro forma * (?)

Find the proforma and proforma instruction at www.icgov.org/actionplan

down pymts HOME Pro Forma 2019 January.xls

62.5KB

Proforma Spread Sheet												
FY20 Rental Housing Projects												
Please enter information into "grey" fields only if you are using excel.												
Line	Description	Symbols	YR1	YR2	YR3	YR4	YR5	YR6	YR7	YR8	YR9	YR10
	<u>Revenues</u>											
1	Gross Rental Income	+ G. Rent	\$ 108,000.00	\$ 110,160.00	\$ 112,363.20	\$ 114,610.46	\$ 116,902.67	\$ 119,240.73	\$ 121,625.54	\$ 124,058.05	\$ 126,539.21	\$ 129,070.00
2	Other Income	+ O. Income	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
3	Tenant Contributions	+T. Contrubution	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4	Gross Revenues	= G. Income	\$ 108,000.00	\$ 110,160.00	\$ 112,363.20	\$ 114,610.46	\$ 116,902.67	\$ 119,240.73	\$ 121,625.54	\$ 124,058.05	\$ 126,539.21	\$ 129,070.00
5	Vacancy Loss	- Vac	\$ 8,640.00	\$ 8,812.80	\$ 8,989.06	\$ 9,168.84	\$ 9,352.21	\$ 9,539.26	\$ 9,730.04	\$ 9,924.64	\$ 10,123.14	\$ 10,325.60
	(5% Vac. Rate x Gross Income)											
6	Effective Gross Income	= EGI	\$ 99,360.00	\$ 101,347.20	\$ 103,374.14	\$ 105,441.63	\$ 107,550.46	\$ 109,701.47	\$ 111,895.50	\$ 114,133.41	\$ 116,416.08	\$ 118,744.40
	<u>Operating Expenses</u>											
7	Insurance	The total of items #7-10 shall be no less than \$2,850/unit	\$ 3,200.00	\$ 3,296.00	\$ 3,394.88	\$ 3,496.73	\$ 3,601.63	\$ 3,709.68	\$ 3,820.97	\$ 3,935.60	\$ 4,053.66	\$ 4,175.27
8	Maintenance & Structural Repairs		\$ 16,000.00	\$ 16,480.00	\$ 16,974.40	\$ 17,483.63	\$ 18,008.14	\$ 18,548.39	\$ 19,104.84	\$ 19,677.98	\$ 20,268.32	\$ 20,876.37
9	Management Fees		\$ 8,640.00	\$ 8,899.20	\$ 9,166.18	\$ 9,441.16	\$ 9,724.40	\$ 10,016.13	\$ 10,316.61	\$ 10,626.11	\$ 10,944.89	\$ 11,273.24
10	Misc. Operating Expenses		\$ 2,000.00	\$ 2,060.00	\$ 2,121.80	\$ 2,185.45	\$ 2,251.02	\$ 2,318.55	\$ 2,388.10	\$ 2,459.75	\$ 2,533.54	\$ 2,609.55
11	Property Tax		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
12	Reserves (Operating reserve no less than \$350/unit)		\$ 1,400.00	\$ 1,442.00	\$ 1,485.26	\$ 1,529.82	\$ 1,575.71	\$ 1,622.98	\$ 1,671.67	\$ 1,721.82	\$ 1,773.48	\$ 1,826.68
13	Total Operating Expenses	- OPR. Expenses	\$ 31,240.00	\$ 32,177.20	\$ 33,142.52	\$ 34,136.79	\$ 35,160.90	\$ 36,215.72	\$ 37,302.19	\$ 38,421.26	\$ 39,573.90	\$ 40,761.11
14	Net Operating Income	=NOI	\$ 68,120.00	\$ 69,170.00	\$ 70,231.63	\$ 71,304.84	\$ 72,389.56	\$ 73,485.75	\$ 74,593.30	\$ 75,712.15	\$ 76,842.18	\$ 77,983.28
15	Debt Service First Mortgage 20 yrs@5%		\$ 55,428.00	\$ 55,428.00	\$ 55,428.00	\$ 55,428.00	\$ 55,428.00	\$ 55,428.00	\$ 55,428.00	\$ 55,428.00	\$ 55,428.00	\$ 55,428.00
16	Debt Service Subordinate Mortgage(s)		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
17	Total Debt Service	-D\S	\$ 55,428.00	\$ 55,428.00	\$ 55,428.00	\$ 55,428.00	\$ 55,428.00	\$ 55,428.00	\$ 55,428.00	\$ 55,428.00	\$ 55,428.00	\$ 55,428.00
18	Cash Flow	=CF	\$ 12,692.00	\$ 13,742.00	\$ 14,803.63	\$ 15,876.84	\$ 16,961.56	\$ 18,057.75	\$ 19,165.30	\$ 20,284.15	\$ 21,414.18	\$ 22,555.28
18(b)	Equity Investment In Project		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
19	Cash -on- Cash ROI	<u>CF</u>	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
	Cash Flow divided by Equity Investmentt in Project	Equity Invest.										
	Debt Coverage Ratio (after Year 3, shall be no less than 1.20 during compliance period. Encourage 1.20-1.50.)	DCR	1.228981742	1.247925236	1.267078516	1.286440705	1.306010756	1.325787445	1.345769363	1.365954903	1.386342259	1.40692941

[illegible]

[illegible]

Feasibility and Community Impact

Outline the proposed timetable and expected impact for the project. For the timetable, include when requested funding will be committed, project milestones such as rezoning or construction, and when funds will be spent. If applicant plans to apply for funds not committed, include the anticipated date for application and when funds will be awarded. For expected impact, break out beneficiaries by income group. If funded, both the schedule and income breakdown will be used for any project agreement.

Project Benefit Narrative

Describe project benefits and requirements

Such as beneficiary eligibility requirements, targeted beneficiaries, etc.

CMI clients are our sole targeted beneficiaries. Our only criteria is that they have a psychiatric diagnosis. If no insurance, we help them get Medicaid; b/c they have nothing when they come to us (all are <30% AMI), all qualify for it. Some also have substance issues, common in CMI people who self-treat in the absence of psychiatric intervention. We work in tandem with medical providers for this treatment. Our high-needs houses are safe, secure, furnished, and staffed 24/7. We help them with getting food and other help. They can stay with us in our high-needs houses indefinitely. We keep our houses well-maintained, comfortable, clean, secure, all of which are espec important to this client population.

Rental Housing

Expected Number of Units *	Expected Rent *
20	\$ 450.00

Time Table

Date	Description of Activity
6/15/2019	Begin to look at houses
7/3/2019	Make offer on one house, begin to negotiate, sched inspections
10/3/2019	Make offer on second house etc
1/6/2020	Make offer on third house etc
4/3/2020	Make offer on forth house etc

To promote the efficient use of public funds, describe how the project will continue to provide public benefits through and beyond the required compliance period. Describe how the project will provide public benefits below rates in the existing market

Our houses are fixed assets are depreciated over 20-30 years. We intend to keep them well-maintained and upgraded as needed for decades to house Iowa City's CMI population. Our 5-bedroom model works well and we plan to continue this programming into the distant future in the same way we administer it currently. We will always provide low-income rooms to the Chronically Mentally Ill who are indigent; that is why we exist.

In what manner or form will the project proceed if it is awarded less than full funding? If there are several components, how will they be prioritized?

We will use any funds awarded us as down payments for houses, although the number of total houses may be fewer if we are awarded less.

Income Breakdown

Please indicate the population to be served by the proposed program according to the linked [income categories](#). If requesting money for a specific administrative expense (like a staff member's salary), indicate the population served by your entire agency.

(Please Note: If funded, this information will be used as income targeting for your Agreement).

Median Income**Number of Persons****0 - 30%**

20

31 - 50%**51 - 60%****61 - 80%****Over 80%****Total Persons/Households**

20

Percent LMI

100.00

Please note the basis for these estimates*

We help all clients with their finances and keeping Medicaid in the loop to verify their low incomes. These are estimates based on real (current) client financial positions.

Capacity and Applicant History

Please list amount of CDBG and/or HOME funds received within the last four City fiscal years and the status of the project(s) undertaken.

CDBG and/or HOME funds received

Fiscal Year Funds Received	Budgeted Amount	Amount Expended	Date Project Completed
July 1, 2017 to June 30, 2018	\$ 87,000.00	\$ 87,000.00	7/16/2018
July 1, 2017 to June 30, 2018	\$ 50,000.00	\$ 50,000.00	2/28/2019
July 1, 2018 to June 30, 2019	\$ 59,999.00	\$ 59,999.00	12/28/2018
July 1, 2018 to June 30, 2019	\$ 59,999.00	\$ 59,999.00	2/28/2019
July 1, 2018 to June 30, 2019	\$ 59,999.00	\$ 59,999.00	4/30/2019
July 1, 2018 to June 30, 2019	\$ 14,003.00	\$ 14,003.00	6/29/2019

Please describe your organization's structure, officers, and staff. *

Our organization chart has been uploaded. See Evidence of Organizational Capacity (below).

Please describe the education and experience of key staff who will implement the project (excluding volunteers, board members, and consultants). If consultants are utilized, identify what role they will play in the project. *

Roger Goedken, Executive Director, BA, BS, Psychology & Sociology, Successful Living 7 years, 20 years exp
Patricia Meyer, Facilities Director, Successful Living 8 years & 30 years experience
Steve Nachazel, Housing Intake Specialist, BA Psychology, 30 years experience
Deb Watson, Quality Assurance, 30 years experience, 15 years at Successful Living
Carla Phelps, Grant & Dec., BBA, Grad Dip Couns. & Psychotherapy, MA App. Psychotherapy, 30 years exp.
Ashley Gillette, Finance Director, 20 years experience
House leads & house staff, all with various educational backgrounds and many years experience
Marc White, Maintenance Supervisor, BA, 30 years experience

Please summarize your organization's portfolio, including how many units you own and/or manage, how many homes you have built/rehabilitated/sold, and what projects are underway. *

We lease office space at 2406 Towncrest Drive, Iowa City.
We sold off a 20-bedroom house on Dubuque Street 3 years ago because it was too large for us.
We sold off a 9-bedroom house on Dodge St. in 2018 for the same reason.
We still own a house on Church St which has 8 bedrooms, 5 of them occupied. We will sell it for the same reason. We will use the proceeds to buy a replacement house to move same tenants into. (We may also use \$14k in FY19 grant funds we have available to go towards the purchase in June 2019.).
Our house on N Johnson is treated by the city as a house to be historically preserved. It is currently undergoing some challenging rehab work to shore it up and address other issues (but is fully occupied).
We own 5-bedroom houses at 3107 Village Rd, Iowa City; 821 N. Johnson, Iowa City, 1257 Esther Ct., Iowa City, 1403 Hollywood Blvd, Iowa City, and recently closed on 2209 Russell Dr, Iowa City in Dec 2018 (we are adding a 5th bedroom and fencing).
We have grant funds for down payments for 2 more houses this fiscal year and expect those houses to be bought and occupied by July 1, 2019.

Evidence of Fiscal Capacity (?)

Audit Summary

AUDIT LETTER Mar2018.pdf 595.17KB

Audited Financials for Jan19CDBGHOME App.pdf 563.05KB

Evidence of Organizational Capacity (?)

Up to four pages of additional information about the capacity of the organization may be included. Examples of possible evidence may be resumes of key staff, additional descriptions of organizational activities, or other relevant information.

ORG Chart 1-14-19.docx

102.46KB

Is the applicant (including partners, co-applicants, etc.) currently in compliance with all federal, state and local laws, rules and regulations, including any CDBG and/or HOME funded projects? *

- ☒ Yes
- ☐ No
- ☐ Currently in litigation

Please identify relevant market factors that verify the demand for the proposed project based on the City of Iowa City Housing Program Guidelines policy. The City may require a Market Analysis for large or complicated projects to support the need before entering an agreement.

*This does not apply to tenant based rental assistance, homeowner rehabilitation, down payment assistance, or CHDO operating expenses.

The closures of Iowa's longer-term mental health facilities, combined with multiple well-known hospitals and psychiatric resources in the Iowa City area, and Iowa City being on I-80 and I-380 - means Iowa City is an accessible destination for the Chronically Mentally Ill who somehow migrate this direction. This is why our housing prog always has a waiting list. A hallmark of the illness is isolation, and often sufferers cannot help themselves, falling away from supports and drifting, sometimes self-medicating in lieu of prescribed medications due to lack of insurance and lack of general care. All of our renters are "extremely low income" as defined by Iowa City's housing program. Rent is very low (in accordance with I.C. guidelines) and our agency pays all utilities.

JAMES B. BUXTON, C.P.A.

1811 MUSCATINE AVENUE
IOWA CITY, IOWA 52240-6414

(319) 354-7262

FAX (319) 338-3090

MEMBER OF
AMERICAN INSTITUTE OF CERTIFIED
PUBLIC ACCOUNTANTS

INDEPENDENT AUDITOR'S REPORT

MEMBER OF
IOWA SOCIETY OF CERTIFIED
PUBLIC ACCOUNTANTS

To the Board of Directors of
Successful Living Supportive Housing Program

I have audited the accompanying financial statements of Successful Living Supportive Housing Program (a non-profit organization), which comprise the statements of financial position as of June 30, 2017 and 2016, and the related statements of activities, functional expenses, and cash flows for the years then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

My responsibility is to express an opinion on these financial statements based on my audits. I conducted my audits in accordance with auditing standards generally accepted in the United States of America. Those standards require that I plan and perform the audits to obtain reasonable assurance about whether the financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, I express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

I believe the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.

Opinion

In my opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Successful Living Supportive Housing Program as of June 30, 2017 and 2016, and the changes in its net assets and its cash flows for the years then ended, in accordance with accounting principles generally accepted in the United States of America.

James B. Buxton, CPA

Iowa City, Iowa
March 8, 2018

SUCCESSFUL LIVING SUPPORTIVE HOUSING PROGRAM

Iowa City, Iowa

FINANCIAL STATEMENTS

June 30, 2017 and 2016

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INDEPENDENT AUDITOR'S REPORT

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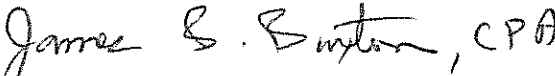
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Iowa City, Iowa
March 8, 2018

SUCCESSFUL LIVING SUPPORTIVE HOUSING PROGRAM

Statements of Financial Position

June 30, 2017 and 2016

	2017	2016
<u>Assets</u>		
Current Assets		
Checking	\$110,433	\$200,255
Cash-house account	13,132	61,935
Cash and cash equivalents	123,565	262,190
Accounts receivable	188,132	128,215
Deposits	6,231	6,231
Prepaid expenses	7,345	10,991
Total current assets	325,273	407,627
Property and Equipment		
Furniture and equipment	86,548	58,949
Buildings and improvements	1,133,362	900,366
Land	184,367	142,367
	1,404,277	1,101,682
Less accumulated depreciation	286,361	247,451
	1,117,916	854,231
Total assets	\$1,443,189	\$1,261,858
<u>Liabilities and Net Assets</u>		
Current Liabilities		
Accounts and credit cards payable	\$29,184	\$7,825
Current portion of long-term debt	126,966	11,311
Funds held for consumers	13,132	61,935
Deposits payable	435	100
Accrued expenses	125,699	78,914
Loan payable-bank-line of credit	74,627	0
Long-Term Debt		
Long-term debt, net of current portion	390,533	334,906
Total liabilities	760,576	494,991
<u>Net assets</u>		
Unrestricted	682,613	766,867
Total liabilities and net assets	\$1,443,189	\$1,261,858

The accompanying summary of significant accounting policies and notes to financial statements are an integral part of these financial statements.

SUCCESSFUL LIVING SUPPORTIVE HOUSING PROGRAM

Statements of Activities

Years Ended June 30, 2017 and 2016

	2017	2016
<u>Support and Revenue</u>		
Program service fees	\$1,511,552	\$1,092,456
Rental income	136,718	88,034
Grant income-mortgage principal forgiven	0	212,500
Grant income-other	3,500	0
Payee services	3,220	3,410
Contributions	2,400	3,480
Interest income	251	189
Gain on sale of assets	0	378,172
Other income	272	19
Total support and revenue	<u>1,657,913</u>	<u>1,778,260</u>
<u>Expenses</u>		
Program services		
Supportive Community Living	1,187,965	883,838
Rental properties	177,385	141,343
	<u>1,365,350</u>	<u>1,025,181</u>
Fundraising	0	0
General and administrative	376,817	254,167
Total expenses	<u>1,742,167</u>	<u>1,279,348</u>
Change in net assets	(84,254)	498,912
Net assets, beginning of year	<u>766,867</u>	<u>267,955</u>
Net assets, end of year	<u><u>\$682,613</u></u>	<u><u>\$766,867</u></u>

The accompanying summary of significant accounting policies and notes to financial statements are an integral part of these financial statements.

SUCCESSFUL LIVING SUPPORTIVE HOUSING PROGRAM
Statement of Functional Expenses
Year Ended June 30, 2017

	Program Services		General and Administrative	Total Expenses
	Supported Community Living	Rental Properties		
Salaries and wages	\$800,923	\$89,406	\$262,230	\$1,152,559
Payroll taxes	70,847	7,400	20,275	98,522
Employee health and life insurance	39,340	4,392	11,660	55,392
Accounting fees	8,495	0	2,501	10,996
Advertising and promotion	0	0	5,134	5,134
Client needs	1,000	0	5,000	6,000
Communications	17,727	5,863	2,662	26,252
Depreciation	16,229	22,193	488	38,910
Insurance	27,732	5,005	7,870	40,607
Interest expense	7,716	7,789	1,943	17,448
Leased equipment	740	0	218	958
Legal and professional	(83)	60	3,842	3,819
Licenses and permits	383	25	0	408
Mileage and auto	38,374	0	12,802	51,176
Office rent	63,772	0	18,780	82,552
Pension expense	3,633	0	4,666	8,299
Real estate taxes	4,192	3,442	0	7,634
Recreation	1,169	0	0	1,169
Repairs	25,700	12,379	4,930	43,009
Supplies	36,007	5,207	4,242	45,456
Tax penalties	0	0	1,046	1,046
Training	564	0	1,638	2,202
Travel and lodging	50	(875)	2,963	2,138
Utilities	20,823	13,988	1,312	36,123
Other expenses	2,632	1,111	615	4,358
Totals	\$1,187,965	\$177,385	\$376,817	\$1,742,167

The accompanying summary of significant accounting policies and notes to financial statements are an integral part of these financial statements.

SUCCESSFUL LIVING SUPPORTIVE HOUSING PROGRAM
Statement of Functional Expenses
Year Ended June 30, 2016

	Program Services		General	Total
	Supported Community Living	Rental Properties	and Administrative	Expenses
Salaries and wages	\$609,569	\$23,925	\$183,861	\$817,355
Payroll taxes	52,854	2,122	14,279	69,255
Employee health and life insurance	36,754	1,443	10,116	48,313
Accounting fees	7,053	0	2,047	9,100
Advertising and promotion	11	0	3,503	3,514
Client needs	0	0	0	0
Communications	11,323	7,438	2,113	20,874
Depreciation	6,448	28,153	394	34,995
Insurance	21,834	3,715	6,452	32,001
Interest expense	796	16,903	0	17,699
Leased equipment	901	0	261	1,162
Legal and professional	220	212	3,455	3,887
Licenses and permits	756	1,871	258	2,885
Mileage and auto	37,699	0	1,040	38,739
Office rent	58,421	0	16,951	75,372
Pension expense	5,951	233	1,629	7,813
Real estate taxes	841	1,218	0	2,059
Recreation	631	0	0	631
Repairs	848	19,925	2,571	23,344
Supplies	22,306	5,711	2,511	30,528
Tax penalties	0	0	843	843
Training	112	0	466	578
Travel and lodging	0	5,860	0	5,860
Utilities	7,022	22,689	1,142	30,853
Other expenses	1,488	(75)	275	1,688
Totals	\$883,838	\$141,343	\$254,167	\$1,279,348

The accompanying summary of significant accounting policies and notes to financial statements are an integral part of these financial statements.

SUCCESSFUL LIVING SUPPORTIVE HOUSING PROGRAM

Statements of Cash Flows

Years Ended June 30, 2017 and 2016

	2017	2016
<u>Cash flows from operating activities</u>		
Change in net assets	(\$84,254)	\$498,912
Adjustments to reconcile change in net assets to net cash (used) in operating activities:		
Depreciation	38,910	34,995
Decrease (increase) in operating assets		
Accounts receivable	(59,917)	8,236
Prepaid expenses	3,646	(5,035)
Increase (decrease) in operating liabilities		
Accounts and credit cards payable	21,359	(3,075)
Funds held for consumers	(48,803)	34,579
Deposits payable	335	100
Accrued expenses	46,785	19,150
Net cash provided by operating activities	(81,939)	587,862
<u>Cash flows used by investing activities</u>		
Purchase of furniture and equipment	(27,599)	0
Purchase of land, buildings, and improvements	(274,996)	(25,518)
Net cash (used) by investing activities	(302,595)	(25,518)
<u>Cash flows from financing activities</u>		
Note proceeds-Hills Bank & Trust Co.	341,763	369,204
Payments on notes payable-Hills Bank & Trust Co.	(95,854)	(521,201)
Payments on notes payable-City of Iowa City	0	(226,998)
Net cash (used) by financing activities	245,909	(378,995)
Net change in cash and cash equivalents	(138,625)	183,349
Beginning cash and cash equivalents	262,190	78,841
Ending cash and cash equivalents	\$123,565	\$262,190
<u>Supplemental Disclosures of Cash Flow Information</u>		
Cash payments for interest	\$16,644	\$17,843

The accompanying summary of significant accounting policies and notes to financial statements are an integral part of these financial statements.

SUCCESSFUL LIVING SUPPORTIVE HOUSING PROGRAM

Summary of Significant Accounting Policies

June 30, 2017 and 2016

Nature of activities. Successful Living Supportive Housing Program is a not for profit organization incorporated in 1998 for the purpose of assisting homeless and/or very low income persons to find affordable housing along with on-site counseling support services to empower residents to live independently. Support services include employment counseling, assistance with handling daily living skills and personal finances, and services for persons with mental illnesses. Successful Living Supportive Housing Program serves persons, 18 years or older, in Johnson County, Iowa, and the surrounding area. The Corporation's fiscal year ends on June 30.

Services are offered on a one-on-one and group basis. Services include teaching consumers skills in areas such as finance, housing, communication, socialization, self-care, nutrition, conflict resolution, and interpersonal relationship development. Payee services are available to consumers. Consumers enter into a written contract with Successful Living Supportive Housing Program that spells out both short and long-term goals that the consumer would like to achieve. Persons receiving services must have a minimum of 30 days free of any substance abuse. The Organization also offers classes to consumers through a Day-Hab program.

Successful Living Supportive Housing Program owns five houses in Iowa City, which can be rented by the room for below-market rent by consumers served by the Organization.

Estimates. The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amount of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the reporting period. Accordingly, actual results could differ from those estimates.

Certain significant estimates. The accrual for accounts receivable and the liability for estimated third party settlements involve certain significant estimates made by management. These estimates are reviewed by management routinely, and it is reasonably possible that circumstances that exist may change in the near-term future and that the effect could be material to the financial statements.

Revenue recognition. Revenue from services is recognized as the services are performed, primarily on the basis of hours of service provided, at estimated net realizable amounts. Contract and grant revenue is recognized on a cost reimbursement basis as expenditures are incurred.

Medicaid services are subject to annual audits of rates that are based upon actual costs and are subject to retroactive fee adjustments as determined by the Managed Care Organizations. Such adjustments are estimated and recorded when it is probable that an adjustment will be required. Fee adjustments are reported as a reduction or increase in revenue, if determined in the same period as the original billing is made, and adjustments determined in a subsequent year are included as revenue on the statement of activities in the year of the adjustment determination.

Income taxes. The Organization is a non-profit organization and is exempt from federal income taxes under Section 501(c)(3) of the Internal Revenue Code of 1954 and classified by the Internal Revenue Service as other than a private foundation. There was no unrelated business income for the years ended June 30, 2017 and 2016.

SUCCESSFUL LIVING SUPPORTIVE HOUSING PROGRAM

Summary of Significant Accounting Policies

June 30, 2017 and 2016

Functional allocation of expenses. Directly identifiable expenses are charged to programs and supporting services. Expenses related to more than one function are charged to programs and supporting services on the basis of periodic time and expense studies. General and administrative expenses include those expenses that are not directly identifiable with any other specific function but provide for the overall support and direction of the Organization.

Basis of presentation. Financial statement presentation follows the recommendations of the Financial Accounting Standards Board in its Statement of Financial Accounting Standards (SFAS) No. 117, Financial Statements of Not-for-Profit Organizations. Under SFAS No. 117, the Organization is required to report information regarding its financial position and activities according to three classes of net assets: unrestricted net assets, temporarily restricted net assets, and permanently restricted net assets. As of June 30, 2017 and 2016 and for the years then ended, the Organization had no temporarily or permanently restricted net assets.

Restricted and unrestricted revenue. The Organization follows SFAS No. 116, Accounting for Contributions Received and Contributions Made. This standard requires that contributions received be recorded as unrestricted, temporarily restricted, or permanently restricted support depending on the existence or nature of any donor restrictions. Contributions are recognized when the donor makes a promise to give to the Organization that is, in substance, unconditional. Contributions that are restricted by the donor are reported as increases in unrestricted net assets if the restrictions expire (when a stipulated time restriction ends or purpose restriction is accomplished) in the fiscal year in which the revenue is recognized. All other donor-restricted contributions are reported as increases in temporarily or permanently restricted net assets, depending on the nature of the restrictions. When a restriction expires, temporarily restricted net assets are reclassified to unrestricted net assets and reported in the Statements of Activities as net assets released from restrictions.

Cash and cash equivalents. For purposes of the Statements of Cash Flows, the Organization considers all highly liquid investments available for current use with an initial maturity of three months or less when purchased to be cash equivalents.

Accounts receivable. Amounts due from the State of Iowa and various counties arise from the billing of program services after services have been performed and billing completed. Management has elected to record bad debts using the direct write-off method. Generally accepted accounting principles require that the allowance method be used to reflect bad debts. However, the effect of the use of the direct write-off method is not materially different from the results that would have been obtained had the allowance method been followed.

Property and equipment. These assets are stated at cost. Depreciation is provided using the straight-line method over the estimated useful lives of the assets ranging from 5 to 39 years. Additions or betterments of \$250 or more are capitalized, while maintenance and repairs that do not improve or extend the useful lives of the respective assets are charged to expense as incurred. Upon sale or retirement of fixed assets, the costs and related accumulated depreciation are eliminated from the accounts. Any resulting gains or losses are included in the determination of net income.

SUCCESSFUL LIVING SUPPORTIVE HOUSING PROGRAM

Summary of Significant Accounting Policies

June 30, 2017 and 2016

Donations of property and equipment are recorded as contributions at their estimated fair value. Such donations are reported as unrestricted contributions unless the donor has restricted the donated asset to a specific purpose. Assets donated with explicit restrictions regarding their use and contributions of cash that must be used to acquire property and equipment are reported as restricted contributions. Absent donor stipulations regarding how long those donated assets must be maintained, the Organization reports expirations of donor restrictions when the donated or acquired assets are placed in service as instructed by the donor. The Organization reclassifies temporarily restricted net assets at that time.

Reclassifications. Certain accounts in the Statement of Functional Expenses for the year ended June 30, 2016 have been reclassified for comparative purposes to be consistent with the presentation in the Statement of Functional Expenses for the year ended June 30, 2017.

SUCCESSFUL LIVING SUPPORTIVE HOUSING PROGRAM

Notes to Financial Statements

June 30, 2017 and 2016

Note 1. Long-term debt. Long-term debt at June 30, 2017 and 2016 consists of the following:

	<u>2017</u>	<u>2016</u>
Notes payable to Hills Bank & Trust Company of Hills, Iowa		
Note payable, dated May 15, 2008 in the amount of \$198,000, due May 15, 2033, interest rate 3.76%, monthly payments \$1,057.81. Secured by a building and land with a book value at June 30, 2017 of \$219,045.	\$151,375	\$158,132
Note payable, dated January 24, 2004 in the amount of \$115,000, due February 5, 2029, interest rate 5.00%, monthly payments \$685.44. Secured by a building and land with a book value at June 30, 2017 of \$224,362.	72,493	77,085
Note payable, dated November 9, 2016 in the amount of \$185,000, due November 15, 2021, interest rate 4.56%, monthly payments \$1,035.07. Secured by a building and land with a book value at June 30, 2017 of \$202,624.	<u>182,631</u>	<u>-0-</u>
Total notes payable to Hills Bank & Trust Co.	<u>\$406,499</u>	<u>\$235,217</u>
Notes payable to the City of Iowa City, Iowa		
Note payable, dated September 2, 2011 in the amount of \$52,000, due July 1, 2017, interest rate 0.00%, forgivable mortgage, entire balance forgiven when due if property is used for housing for homeless and low-income individuals. Loan proceeds used for property rehabilitation costs. Secured by a building and land with a June 30, 2017 book value of \$224,362.	<u>52,000</u>	<u>52,000</u>
Notes payable to the Housing Trust Fund of Johnson County		
Note payable, dated November 21, 2011 in the amount of \$59,000, due July 1, 2017, interest rate 0.00%, forgivable mortgage, entire balance forgiven when due if property is used for housing for homeless and low-income individuals. Loan proceeds used for property rehabilitation costs. Secured by buildings and land with a June 30, 2017 book value of \$443,407.	<u>\$ 59,000</u>	<u>\$ 59,000</u>
Total notes payable	\$517,499	\$346,217
Less current portion of long-term debt	<u>126,966</u>	<u>11,311</u>
Total notes payable, net current portion	<u>\$390,533</u>	<u>\$334,906</u>

SUCCESSFUL LIVING SUPPORTIVE HOUSING PROGRAM

Notes to Financial Statements

June 30, 2017 and 2016

Note 1 (cont.)

Estimated annual maturities of the long-term debt are as follows:

Year ending June 30, 2018	\$126,966
Year ending June 30, 2019	16,672
Year ending June 30, 2020	17,363
Year ending June 30, 2021	18,170
Year ending June 30, 2022	178,726
Years ending after June 30, 2022	<u>159,602</u>
Total	<u>\$517,999</u>

Interest expense on notes payable to Hills Bank & Trust Company amounted to \$15,541 and \$17,699 for the years ended June 30, 2017 and 2016, respectively.

Note 2. Line of Credit. During the year ended June 30, 2017, the Organization maintained a \$90,000 line of credit with Hills Bank and Trust Company. The line of credit is collateralized by substantially all assets of the Organization. As of June 30, 2017 and 2016, the Organization owed \$74,627 and \$-0-, respectively, on the line of credit.

Interest expense on the line of credit amounted to \$1,907 and \$-0-, respectively, for the years ended June 30, 2017 and 2016, which is not included in interest expense discussed in Note 1.

Note 3. Program service fees. The Organization receives program fees in various forms. Consumers are assessed by counselors and qualify for various supported community living programs and/or Medicaid, depending upon their individual needs. The Organization receives county funds for supported community living programs, Medicaid funds (Title XIX), rental assistance programs, and rental amounts paid directly by or on behalf of consumers.

Note 4. Business and credit concentrations. The Organization's main revenue source is program service fees. During the year ended June 30, 2017, the Organization received \$1,511,552 from area counties and Medicaid (Title XIX) funds, which is approximately 91.7% of the Organization's program service revenue. The amount due the Organization as of June 30, 2017 included \$187,262 in county and Medicaid funds.

The Organization currently assists consumers in Iowa City, Iowa and the surrounding area.

Note 5. Compensated absences. In addition to salaries and wages accrued in the normal course of business, the Organization has accrued \$32,721 and \$23,798 for the estimated cost of vacation pay earned, but not taken, by its employees as of June 30, 2017 and 2016, respectively.

Note 6. Description of consumer leasing arrangements. The Organization acts as lessor of rental units at their buildings located on Church Street, Dubuque Street, Dodge Street, Village Road, Esther Court, and Johnson Street in Iowa City, Iowa. Rentals are restricted to low-income persons, and the rents are required to be below-market rates. Leases are month-to-month and can be

SUCCESSFUL LIVING SUPPORTIVE HOUSING PROGRAM

Notes to Financial Statements

June 30, 2017 and 2016

Note 6 (cont.)

cancelled by lessor or lessee upon 30 days written notice. The Organization realized \$136,718 and \$88,034 in gross rental income during the years ended June 30, 2017 and 2016, respectively. The rental units have a very low vacancy rate but future minimum rents are not guaranteed.

Note 7. Lease commitments and Equipment Rental Expense. Effective July 1, 2014, the Organization began leasing office space and signed a lease with a three-year term ending on June 30, 2017. Under the terms of the lease the initial monthly rental payments are \$6,231, with annual inflation increases based on the U.S. Bureau of Labor Consumer Price Index. The lease also required payment of a \$6,231 security deposit.

The Organization began leasing additional office space, effective June 3, 2016, close to its main office under a lease agreement that covered a 13 month period ending June 30, 2017. This additional lease required monthly lease payments of \$600, as well as a \$600 security deposit, which was unpaid as of June 30, 2017.

The Organization combined and extended both leases, effective July 1, 2017, with a three-year term ending on June 30, 2020. Under the terms of the lease the initial monthly rental payments are \$7,664, with annual inflation increases based on the U.S. Bureau of Labor Consumer Price Index. The lease also requires payment of a \$7,664 security deposit. Under the terms of this lease, the Landlord has agreed to reimburse the Organization for a maximum of \$15,000 in leasehold improvement costs.

The Organization is also responsible for the payment of increases in real estate taxes on the property under the terms of the leases.

The following is a schedule by year of future minimum payments under the leases in effect at June 30, 2017:

Year ending June 30, 2018	\$ 91,968
Year ending June 30, 2019	91,968
Year ending June 30, 2020	91,968
Total	<u>\$ 275,904</u>

Rent expense included in the financial statements for the years ending June 30, 2017 and 2016 came to \$82,552 and \$75,372, respectively, under the above lease agreements.

Note 8. Custodial accounts. The Organization maintains custodial accounts for consumers to assist them in managing their finances. The asset and liability as of June 30, 2017 and 2016 are shown on the Statements of Financial Position as Cash-house account and Funds held for consumers, respectively.

Note 9. Retirement plan. The Organization established a retirement savings plan on January 1, 2005 for employees who reach eligibility after one year of employment. Employee contributions to the

SUCCESSFUL LIVING SUPPORTIVE HOUSING PROGRAM

Notes to Financial Statements

June 30, 2017 and 2016

Note 9 (cont.)

plan are discretionary, and the Organization will match employee contributions up to 3% of eligible salaries. Contributions accrued and paid by the Organization to this plan for the years ended June 30, 2017 and 2016 were \$8,299 and \$7,813, respectively.

Note 10. Related party transactions. During the years ended June 30, 2017 and 2016, the Organization sold and purchased properties as a part of their rental housing program, with the assistance of a board member, representing the Organization as their realtor.

The board member/realtor shared in commissions of \$32,000 (4.00%) and \$33,500 (5.63%), respectively, paid on the \$800,000 sale price and \$595,000 total purchase prices.

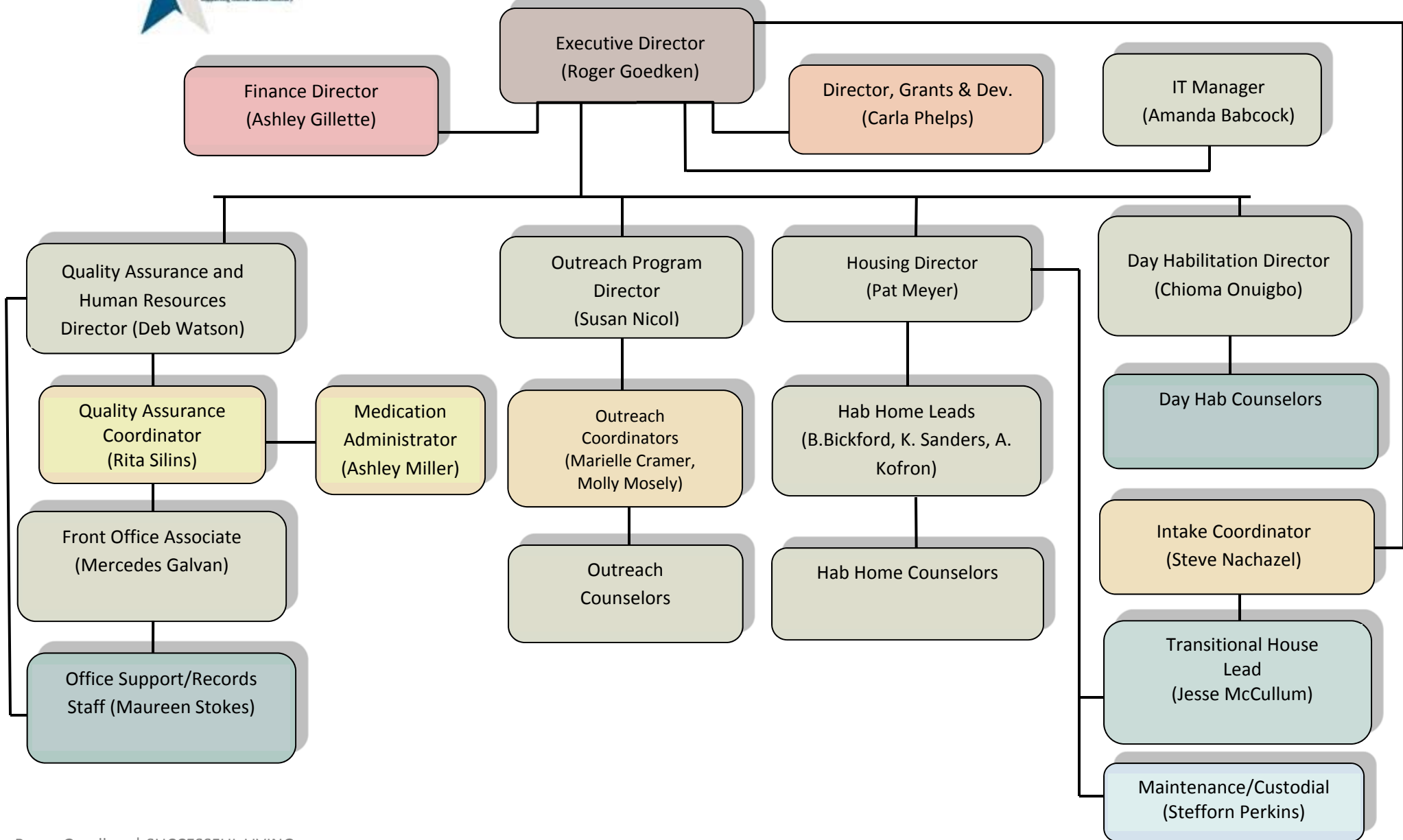
The \$32,000 sale commission is included in the \$378,172 gain on the sale of assets in the Statement of Activities for the year ended June 30, 2016. The \$33,500 purchase commissions are included in the \$595,000 acquisition cost of the properties, included in the Land, and Buildings and improvements accounts on the Statement of Financial Position as of June 30, 2017 and 2016.

Note 11. Contingency-funding sources. Major funding sources require the Organization to file cost reports that are used to determine future provider hourly reimbursement rates. Also, the funding agencies may determine that the Organization needs to reimburse the funding agencies if it is determined that the Organization has received cost reimbursements during the fiscal year in excess of the amounts calculated in the cost reports.

Note 12. Subsequent events. Subsequent events were evaluated through March 8, 2018, which is the date of the financial statements. As of March 8, 2018, events subsequent to fiscal year ended June 30, 2017 did not include any changes in operations, entity form, or unnecessary borrowing.



2019 SUCCESSFUL LIVING ORGANIZATIONAL CHART



Project Name	Successful Living - Rental Rehabilitation
Project Address	3107 Village Road, Iowa City
Activity Type	Rental Housing
CITY STEPS Priority	Preserving Existing Affordable Rental and Owner Housing Units
CITY STEPS Goal	Improve quality of existing affordable rental housing
Amount Requested	\$75,000
Project Description	Rehabilitate one 5-bedroom house to continue its operation as 5 SRO units with supportive services for low income persons who are chronically mentally ill. Improvements to make the home more comfortable and secure include upgrading the kitchen, bathroom, HVAC system, and other items.
Repayment Terms	Conditional occupancy loan (forgiven if follows requirements)
Affordability Period	5 years proposed
Property Taxes	Tax exempt
% CDBG/HOME Funded	88%
Project Budget Discussion	Total budget is \$85,000 with matching funds coming from applicant equity. Total CDBG/HOME cost per unit is \$15,000. Expected rents of \$450 per SRO unit. If not awarded full funding, SL will use any funds awarded for rehabilitation for the most critical items within budget.
Beneficiaries	0-30% AMI 100% 5 households
Project Coordination with Existing Services & other Services Available in the Community	Successful Living collaborates with a wide range of community groups working on housing issues and support services, such as Shelter House, Abbe Center for Community Mental Health, Department of Human Services, and others.
Timeliness and Capacity to Successfully Complete the Proposed Project	Previous CDBG/HOME projects have been delayed and have required amended agreements due to lower than expected beneficiaries. Staff has concerns about capacity while FY18 and FY19 projects are outstanding.
Staff Concerns/Notes	1) Must comply with federal procurement standards (competitive bids) for the proposed work. 2) If 5 or more HOME-assisted units, must implement City's Affirmative Marketing Plan through the project's affirmative marketing plan. 3) Pro forma assumes an 8% vacancy loss - what is that based on? 4) Maintenance & Repairs appears higher than be expected 5) Operating expenses are higher at 9% but still within requirements 6) High debt/coverage ratio; would appear that Successful Living may qualify for HOME loan rather than grant. Could SL proceed with the rehab if they have to repay HOME funding or could they proceed using equity rather than city assistance?

General Information and Project Need

 Select Language | ▼

Community Development Block Grant (CDBG) and/or HOME Investment Partnership (HOME) programs provide funding to aid in the development of viable urban communities and in the provision of safe and decent affordable housing. Applications are due Tuesday, January 18, 2019 at noon. This year, \$625,000 are estimated to be available through this competitive process. Please review the [FY20 CDBG/HOME Application Guide](#) for more information about eligible activities. Please submit one project proposal per application. Questions can be directed to kirk-lehmann@iowa-city.org or contact Neighborhood Services at 319-356-5230. Additional assistance, and hard copy applications, are available upon request

Project Information

Project name *

Village Road Rehabilitation

Project Address *

Street Address

3107 Village Rd

Address Line 2

City

Iowa City

Postal / Zip Code

52240

State / Province / Region

Iowa

Country

United States

Type of Project (?)

☒ Rental Housing

☐ Owner Housing

☐ Public Facility

☐ Other

Type of Activity (?)

☐ Acquisition

☐ New Construction

☒ Rehabilitation

☐ Direct Assistance

☐ Other

Applicants

Applicant Name *

Successful Living Supportive Housing

Applicant Address *

Street Address

2406 Towncrest Drive

Address Line 2

City

Iowa City

Postal / Zip Code

52240

State / Province / Region

IA

Country

United States

Contact Person, Title *

Carla Phelps, Director of Grants & Dev.

Phone Number *

3194711809

Email *

cphelps@icsuccess.org

DUNS Number (?)

055386861

DUNS # Verification * (?)

Go to <http://fedgov.dnb.com/webform> to look up or create a DUNS number. Provide a copy of the email you receive with your confirmed DUNS number.

DUNS letter.pdf

418.35KB

CAGE Code (?)

Obtain by registering on SAM.gov

83B30

SAM.gov Registration * (?)

All subrecipients must register on SAM.gov before a legally binding agreement can be signed. Attach your SAM.gov Entity Registration Summary as evidence that this has been completed.

SAM letter.pdf

441.33KB

General Information

Type of Lead Applicant *

- ☐ Community Housing Development Organization
- ☒ Private non-profit organization
- ☐ Private for-profit, individual or partnership applicant
- ☐ Public Organization

W-9 Form * (?)

(Request for Taxpayer ID# & Certification)

W9 wtaxID.pdf

767.79KB

Organizational Status * (?)

Go to <https://sos.iowa.gov/search/business> to look up the organization applying for funds. Provide a copy of the Business Entity Summary screen.

Iowa SOS letter.pdf

588.09KB

Amount of Funds Requested *

\$ 75,000.00

Did you attend an Applicant Workshop? *

- ☒ Yes ☐ No

Provide a few lines describing the proposed project *

At our nonprofit agency, we house and work exclusively with the Chronically Mentally Ill (who are all impoverished) and provide supportive services. Our clients face profound challenges when they come to us and are courageous in their struggle to improve their own lives when they move in. One of our 5-bedroom houses where 5 of our clients live now requires extensive work, including a better kitchen, one updated bathroom and a new HVAC system, plus other upgrades, to make the home more comfortable and secure. Residents will be able to live in the house during the rehab, or may be able to stay at one of our other houses for the duration. We prefer to create as little disruption as possible to the lives of our residents, so as not to inhibit recovery due to stress while we know that the creation of a newer, more reliable and comfortable living space enhances recovery.

Please specify the one or two most applicable priority need(s) this application addresses, as shown in the 2016-2020 CITY STEPS Plan. Explain how this project will meet this/those need(s). *

We provide affordable housing, which is a priority (01). We help battle homelessness (03C) and care for the Mentally Ill ((03P), which are also City Step priorities. Some of our client population have substance problems, which we help them to conquer (03P). Most of our clients are 100% disabled (03B). Our houses provide safety and security. Our counselors see these clients daily, drive them to appointments and help them meet other daily needs so that their lives will begin to improve and behaviors are modified and isolation defeated.

Budget and Resources

Type of Funding Requested*

Financing terms will be based on project feasibility and the ability to repay. Terms approved by City Council may be different than what is requested.

Grant

Requested Grant Terms

Principal Amount

\$ 75,000.00

Affordability Period (?)

5 years

Source of Funds

Please enter below the types of funding and amounts requested for the proposed project, including if the funding is committed. If not a loan, leave loan terms blank. Select the blank space for possible sources of income, or enter your own.

Public Resources

Funding Source and Type (?)	Amount	Interest rate	Term (?)	Committed
-----------------------------	--------	---------------	----------	-----------

Iowa City HOME/CDBG	\$ 75000.00			
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Total Public Funds

\$ 75,000.00

Private Resources

Funding Source & Type (?)	Amount	Interest rate	Term (?)	Committed
---------------------------	--------	---------------	----------	-----------

Applicant Equity	\$ 10,000.00			Yes
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Total Private Funds

\$ 10,000.00

Total Project Funding

\$ 85,000.00

Evidence of Funding Commitments* (?)

Up to four pages of additional information about the capacity of the organization may be included. Examples of may include graphics supporting the previous questions, resumes of key staff, additional descriptions of organizational activities, or other relevant information.

Audited Financials for Jan19CDBGHOME App.pdf

563.05KB

Use of Funds

Please enter below the uses of funding and amounts requested for the proposed project, including whether formal cost estimates were received. Select the blank space for possible use of funds, or enter your own."

Type (?)	Amount	Formal Cost Estimate	Name of Entity providing cost estimate
----------	--------	----------------------	--

Construction / Rehabilitation	\$ 85,000.00		Agency maintenance staff
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Total Use of Funds Amount

\$ 85,000.00

Scope of work (?)

Attach any documentation used for cost estimates

Rehab Village Rd Jan.2019.xlsx

11.28KB

Other Considerations**Number of households or persons served ***

5

Total cost per household or person served

\$ 17,000.00

What percentage of the proposed budget will be made up of private funds? *

11.76

Dollars Leveraged Per City Dollar Spent

\$ 0.13

Describe any community partnerships or volunteers that will contribute to the project.

Our agency partners with various community organizations to help the 5 residents of the Village Rd house and other tenants. The Abbe Center, NAMI, Prelude, Hills Bank, DHS, the East Central Region and various city departments. Our staff are on a first name basis with Social Security. UIHC and Mercy. Local churches help with our client holiday parties and food banks (incl Crisis Ctr) nearby for our clients. We take them to city hall to check on their Section 8 applications. All agencies work with one another to help all of our clients. We will use local contractor(s) to rehab this house, in accordance with HUD rules.

Describe any identity of interest (IOI) relationships with the applicant and/or project owner, i.e. General Partner has a financial interest in the construction company, etc. *

none

Pro forma * (?)

Find the proforma and proforma instruction at www.icgov.org/actionplan

Rehab Vill Rd Pro forma.xlsx

26.33KB

Proforma Spread Sheet												
Rental Housing Projects												
Please enter information into "grey" fields only if you are using excel.												
Line	Description	Symbols	YR1	YR2	YR3	YR4	YR5	YR6	YR7	YR8	YR9	YR10
	<u>Revenues</u>											
1	Gross Rental Income	+ G. Rent	\$ 27,000.00	\$ 27,540.00	\$ 28,090.80	\$ 28,652.62	\$ 29,225.67	\$ 29,810.18	\$ 30,406.39	\$ 31,014.51	\$ 31,634.80	\$ 32,267.50
2	Other Income	+ O. Income	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
3	Tenant Contributions	+T. Contribution	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4	Gross Revenues	= G. Income	\$ 27,000.00	\$ 27,540.00	\$ 28,090.80	\$ 28,652.62	\$ 29,225.67	\$ 29,810.18	\$ 30,406.39	\$ 31,014.51	\$ 31,634.80	\$ 32,267.50
5	Vacancy Loss	- Vac	\$ 2,160.00	\$ 1,377.00	\$ 1,404.54	\$ 1,432.63	\$ 1,461.28	\$ 1,490.51	\$ 1,520.32	\$ 1,550.73	\$ 1,581.74	\$ 1,613.37
	(5% Vac. Rate x Gross Income)											
6	Effective Gross Income	= EGI	\$ 24,840.00	\$ 26,163.00	\$ 26,686.26	\$ 27,219.99	\$ 27,764.38	\$ 28,319.67	\$ 28,886.07	\$ 29,463.79	\$ 30,053.06	\$ 30,654.12
	<u>Operating Expenses</u>											
7	Insurance	The total of items #7-10 shall be no less than \$2,850/unit	\$ 700.00	\$ 721.00	\$ 742.63	\$ 764.91	\$ 787.86	\$ 811.49	\$ 835.84	\$ 860.91	\$ 886.74	\$ 913.34
8	Maintenance & Structural Repairs		\$ 3,000.00	\$ 3,090.00	\$ 3,182.70	\$ 3,278.18	\$ 3,376.53	\$ 3,477.82	\$ 3,582.16	\$ 3,689.62	\$ 3,800.31	\$ 3,914.32
9	Management Fees		\$ 2,430.00	\$ 2,502.90	\$ 2,577.99	\$ 2,655.33	\$ 2,734.99	\$ 2,817.04	\$ 2,901.55	\$ 2,988.59	\$ 3,078.25	\$ 3,170.60
10	Misc. Operating Expenses		\$ 2,000.00	\$ 2,060.00	\$ 2,121.80	\$ 2,185.45	\$ 2,251.02	\$ 2,318.55	\$ 2,388.10	\$ 2,459.75	\$ 2,533.54	\$ 2,609.55
11	Property Tax		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
12	Reserves (Operating reserve no less than \$350/unit)		\$ 1,000.00	\$ 1,030.00	\$ 1,060.90	\$ 1,092.73	\$ 1,125.51	\$ 1,159.27	\$ 1,194.05	\$ 1,229.87	\$ 1,266.77	\$ 1,304.77
13	Total Operating Expenses	- OPR. Expenses	\$ 9,130.00	\$ 9,403.90	\$ 9,686.02	\$ 9,976.60	\$ 10,275.90	\$ 10,584.17	\$ 10,901.70	\$ 11,228.75	\$ 11,565.61	\$ 11,912.58
14	Net Operating Income	=NOI	\$ 15,710.00	\$ 16,759.10	\$ 17,000.24	\$ 17,243.39	\$ 17,488.49	\$ 17,735.50	\$ 17,984.37	\$ 18,235.04	\$ 18,487.45	\$ 18,741.55
15	Debt Service First Mortgage		\$ 12,420.00	\$ 12,420.00	\$ 12,420.00	\$ 12,420.00	\$ 12,420.00	\$ 12,420.00	\$ 12,420.00	\$ 12,420.00	\$ 12,420.00	\$ 12,420.00
16	Debt Service Subordinate Mortgage(s)		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
17	Total Debt Service	-D/S	\$ 12,420.00	\$ 12,420.00	\$ 12,420.00	\$ 12,420.00	\$ 12,420.00	\$ 12,420.00	\$ 12,420.00	\$ 12,420.00	\$ 12,420.00	\$ 12,420.00
18	Cash Flow	=CF	\$ 3,290.00	\$ 4,339.10	\$ 4,580.24	\$ 4,823.39	\$ 5,068.49	\$ 5,315.50	\$ 5,564.37	\$ 5,815.04	\$ 6,067.45	\$ 6,321.55
18(b)	Equity Investment In Project		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
19	Cash -on- Cash ROI	<u>CF</u>	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
	Cash Flow divided by Equity Investment in Project	Equity Invest.										
	Debt Coverage Ratio (after Year 3, shall be no less than 1.20 during compliance period. Encourage 1.20-1.50.)	DCR	1.26489533	1.349363929	1.36877963	1.388356497	1.40809094	1.42797909	1.448016794	1.468199596	1.488522728	1.508981096

[illegible]

[illegible]

List from Mark White

CDBG/HOME Proposal
Successful Living
January 15, 2019

Estimates of agency maintenance supervisor after informally speaking to contractors.

GRANT REQUEST: \$75,000

Agency will self-fund \$10,000 using either checking account or \$60k Line of Credit.

Improvements/upgrades needed at 3107 Village Rd, Iowa City, IA 52240, 5-bedroom house.

Remodel upper bathroom	\$	12,500
Replace carpeting through out	\$	3,500
Replace interior doors	\$	1,250
Replace exterior doors	\$	1,000
Replace front door with sidelights	\$	3,500
Replace bay window	\$	5,500
Replace HVAC	\$	7,500
Replace Hot water tank	\$	1,100
Remodel Kitchen with new appliances	\$	30,000
Replace locks with electronic locks	\$	750
Stain fencing	\$	500
Improve existing furniture, couches, chairs and dining room set, coffee table	\$	2,500
Window upgrades	\$	9,000
Reserve for contingencies	\$	6,400
GRAND TOTAL	\$	85,000

Feasibility and Community Impact

Outline the proposed timetable and expected impact for the project. For the timetable, include when requested funding will be committed, project milestones such as rezoning or construction, and when funds will be spent. If applicant plans to apply for funds not committed, include the anticipated date for application and when funds will be awarded. For expected impact, break out beneficiaries by income group. If funded, both the schedule and income breakdown will be used for any project agreement.

Project Benefit Narrative

Describe project benefits and requirements

Such as beneficiary eligibility requirements, targeted beneficiaries, etc.

The kitchen and one bathroom are dated, need a lot of work. A new HVAC system will make the place more energy efficient and be more reliable in heating and cooling, making it more comfortable for residents. The people currently living in the house will be accommodated during rehab work so they won't have to move. Although, if we have a new house coming online, and a renter indicates a wish to move, we will also try to accommodate that. The whole house will be more comfortable, secure and attractive for the people who live there, and the rooms more sound proofed with the new doors and locks. We are aware some agencies are less meticulous, but our particular client population derives great benefit from a home that is well maintained.

Rental Housing

Expected Number of Units *	Expected Rent *
5	\$ 450.00

Time Table

Date	Description of Activity
6/1/2019	Look for contractors, begin to solicit bids
7/1/2019	Communicate with city about contractors, bids, work plan
8/15/2019	Enter into agreement with contractor to start work immediately

To promote the efficient use of public funds, describe how the project will continue to provide public benefits through and beyond the required compliance period. Describe how the project will provide public benefits below rates in the existing market

Most of the funding will be capitalized as asset improvement, to be depreciated over the course of 20 or 30 years. For all of that time we will be renting to our client population, the Chronic Mentally Ill.

In what manner or form will the project proceed if it is awarded less than full funding? If there are several components, how will they be prioritized?

We will rehab what we can with the funds awarded. We may pursue funding elsewhere too. We will review our list to determine which line item is the most critical but within budget, and go from there. We will eventually have to do all the list, but it may take longer than we would like.

Income Breakdown

Please indicate the population to be served by the proposed program according to the linked [income categories](#). If requesting money for a specific administrative expense (like a staff member's salary), indicate the population served by your entire agency.

(Please Note: If funded, this information will be used as income targeting for your Agreement).

Median Income	Number of Persons
---------------	-------------------

0 - 30%	5
---------	---

31 - 50%	
----------	--

51 - 60%	
----------	--

61 - 80%	
----------	--

Over 80%	
----------	--

Total Persons/Households	
--------------------------	--

5	
---	--

Percent LMI	
-------------	--

100.00	
--------	--

Please note the basis for these estimates *

We know their incomes. These are not estimates.

Capacity and Applicant History

Please list amount of CDBG and/or HOME funds received within the last four City fiscal years and the status of the project(s) undertaken.

CDBG and/or HOME funds received

Fiscal Year Funds Received	Budgeted Amount	Amount Expended	Date Project Completed
July 1, 2017 to June 30, 2018	\$ 87,000.00	\$ 87,000.00	7/16/2018
July 1, 2017 to June 30, 2018	\$ 50,000.00	\$ 50,000.00	2/28/2019
July 1, 2018 to June 30, 2019	\$ 59,999.00	\$ 59,999.00	12/28/2018
July 1, 2018 to June 30, 2019	\$ 59,999.00	\$ 59,999.00	2/28/2019
July 1, 2018 to June 30, 2019	\$ 59,999.00	\$ 59,999.00	4/30/2019
July 1, 2018 to June 30, 2019	\$ 14,003.00	\$ 14,003.00	6/29/2019

Please describe your organization's structure, officers, and staff. *

Organization chart uploaded.

Please describe the education and experience of key staff who will implement the project (excluding volunteers, board members, and consultants). If consultants are utilized, identify what role they will play in the project. *

Roger Goedken, Executive Director, BA, BS, Psychology & Sociology, Successful Living 7 years, 20 years exp
Patricia Meyer, Facilities Director, Successful Living 8 years & 30 years experience
Steve Nachazel, Housing Intake Specialist, BA Psychology, 30 years experience
Deb Watson, Quality Assurance, 30 years experience, 15 years at Successful Living
Carla Phelps, Grant & Dec., BBA, Grad Dip Couns. & Psychotherapy, MA App. Psychotherapy, 30 years exp.
Ashley Gillette, Finance Director, 20 years experience
House leads & house staff, all with various educational backgrounds and many years experience
Marc White, Maintenance Supervisor, BA, 30 years experience

Please summarize your organization's portfolio, including how many units you own and/or manage, how many homes you have built/rehabilitated/sold, and what projects are underway. *

We lease office space at 2406 Towncrest Drive, Iowa City.
We sold off a 20-bedroom house on Dubuque Street 3 years ago because it was too large for us.
We sold off a 9-bedroom house on Dodge St. in 2018 for the same reason.
We still own a house on Church St which has 8 bedrooms, 5 of them occupied. We will sell it for the same reason. We will use the proceeds to buy a replacement house to move same tenants into.
Our house on N Johnson is treated by the city as a house to be historically preserved. It is currently undergoing some challenging rehab work to shore it up and address other issues (but is fully occupied).
We own 5-bedroom houses at 3107 Village Rd, Iowa City; 821 N. Johnson, Iowa City, 1257 Esther Ct., Iowa City, 1403 Hollywood Blvd, Iowa City, and closed on 2209 Russell Dr, Iowa City in Dec 2018 (we are adding a 5th bedroom and fencing).
We have grant funds for down payments for 2 more houses this fiscal year and expect those houses to be bought and occupied by July 1, 2019.

Evidence of Fiscal Capacity (?)

Audit Summary

AUDIT LETTER Mar2018.pdf

595.17KB

Evidence of Organizational Capacity (?)

Up to four pages of additional information about the capacity of the organization may be included. Examples of possible evidence may be resumes of key staff, additional descriptions of organizational activities, or other relevant information.

ORG Chart 1-14-19.docx

102.46KB

Is the applicant (including partners, co-applicants, etc.) currently in compliance with all federal, state and local laws, rules and regulations, including any CDBG and/or HOME funded projects? *

- ☒ Yes
- ☐ No
- ☐ Currently in litigation

Please identify relevant market factors that verify the demand for the proposed project based on the City of Iowa City Housing Program Guidelines policy. The City may require a Market Analysis for large or complicated projects to support the need before entering an agreement.

*This does not apply to tenant based rental assistance, homeowner rehabilitation, down payment assistance, or CHDO operating expenses.

We have owned the house for a few years, still carry a mortgage as indicated on the Pro Forma. It is already rented to 5 of our clients.

JAMES B. BUXTON, C.P.A.

1811 MUSCATINE AVENUE
IOWA CITY, IOWA 52240-6414

(319) 354-7262

FAX (319) 338-3090

MEMBER OF
AMERICAN INSTITUTE OF CERTIFIED
PUBLIC ACCOUNTANTS

INDEPENDENT AUDITOR'S REPORT

MEMBER OF
IOWA SOCIETY OF CERTIFIED
PUBLIC ACCOUNTANTS

To the Board of Directors of
Successful Living Supportive Housing Program

I have audited the accompanying financial statements of Successful Living Supportive Housing Program (a non-profit organization), which comprise the statements of financial position as of June 30, 2017 and 2016, and the related statements of activities, functional expenses, and cash flows for the years then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

My responsibility is to express an opinion on these financial statements based on my audits. I conducted my audits in accordance with auditing standards generally accepted in the United States of America. Those standards require that I plan and perform the audits to obtain reasonable assurance about whether the financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, I express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

I believe the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.

Opinion

In my opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Successful Living Supportive Housing Program as of June 30, 2017 and 2016, and the changes in its net assets and its cash flows for the years then ended, in accordance with accounting principles generally accepted in the United States of America.

James B. Buxton, CPA

Iowa City, Iowa
March 8, 2018

SUCCESSFUL LIVING SUPPORTIVE HOUSING PROGRAM

Iowa City, Iowa

FINANCIAL STATEMENTS

June 30, 2017 and 2016

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JAMES B. BUXTON, C.P.A.

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MEMBER OF
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INDEPENDENT AUDITOR'S REPORT

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Auditor's Responsibility

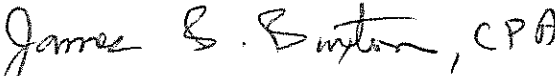
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Iowa City, Iowa
March 8, 2018

SUCCESSFUL LIVING SUPPORTIVE HOUSING PROGRAM

Statements of Financial Position

June 30, 2017 and 2016

	2017	2016
<u>Assets</u>		
Current Assets		
Checking	\$110,433	\$200,255
Cash-house account	13,132	61,935
Cash and cash equivalents	123,565	262,190
Accounts receivable	188,132	128,215
Deposits	6,231	6,231
Prepaid expenses	7,345	10,991
Total current assets	325,273	407,627
Property and Equipment		
Furniture and equipment	86,548	58,949
Buildings and improvements	1,133,362	900,366
Land	184,367	142,367
	1,404,277	1,101,682
Less accumulated depreciation	286,361	247,451
	1,117,916	854,231
Total assets	\$1,443,189	\$1,261,858
<u>Liabilities and Net Assets</u>		
Current Liabilities		
Accounts and credit cards payable	\$29,184	\$7,825
Current portion of long-term debt	126,966	11,311
Funds held for consumers	13,132	61,935
Deposits payable	435	100
Accrued expenses	125,699	78,914
Loan payable-bank-line of credit	74,627	0
Long-Term Debt		
Long-term debt, net of current portion	390,533	334,906
Total liabilities	760,576	494,991
<u>Net assets</u>		
Unrestricted	682,613	766,867
Total liabilities and net assets	\$1,443,189	\$1,261,858

The accompanying summary of significant accounting policies and notes to financial statements are an integral part of these financial statements.

SUCCESSFUL LIVING SUPPORTIVE HOUSING PROGRAM

Statements of Activities

Years Ended June 30, 2017 and 2016

	2017	2016
<u>Support and Revenue</u>		
Program service fees	\$1,511,552	\$1,092,456
Rental income	136,718	88,034
Grant income-mortgage principal forgiven	0	212,500
Grant income-other	3,500	0
Payee services	3,220	3,410
Contributions	2,400	3,480
Interest income	251	189
Gain on sale of assets	0	378,172
Other income	272	19
Total support and revenue	<u>1,657,913</u>	<u>1,778,260</u>
<u>Expenses</u>		
Program services		
Supportive Community Living	1,187,965	883,838
Rental properties	177,385	141,343
	<u>1,365,350</u>	<u>1,025,181</u>
Fundraising	0	0
General and administrative	376,817	254,167
Total expenses	<u>1,742,167</u>	<u>1,279,348</u>
Change in net assets	(84,254)	498,912
Net assets, beginning of year	<u>766,867</u>	<u>267,955</u>
Net assets, end of year	<u><u>\$682,613</u></u>	<u><u>\$766,867</u></u>

The accompanying summary of significant accounting policies and notes to financial statements are an integral part of these financial statements.

SUCCESSFUL LIVING SUPPORTIVE HOUSING PROGRAM
Statement of Functional Expenses
Year Ended June 30, 2017

	Program Services		General and Administrative	Total Expenses
	Supported Community Living	Rental Properties		
Salaries and wages	\$800,923	\$89,406	\$262,230	\$1,152,559
Payroll taxes	70,847	7,400	20,275	98,522
Employee health and life insurance	39,340	4,392	11,660	55,392
Accounting fees	8,495	0	2,501	10,996
Advertising and promotion	0	0	5,134	5,134
Client needs	1,000	0	5,000	6,000
Communications	17,727	5,863	2,662	26,252
Depreciation	16,229	22,193	488	38,910
Insurance	27,732	5,005	7,870	40,607
Interest expense	7,716	7,789	1,943	17,448
Leased equipment	740	0	218	958
Legal and professional	(83)	60	3,842	3,819
Licenses and permits	383	25	0	408
Mileage and auto	38,374	0	12,802	51,176
Office rent	63,772	0	18,780	82,552
Pension expense	3,633	0	4,666	8,299
Real estate taxes	4,192	3,442	0	7,634
Recreation	1,169	0	0	1,169
Repairs	25,700	12,379	4,930	43,009
Supplies	36,007	5,207	4,242	45,456
Tax penalties	0	0	1,046	1,046
Training	564	0	1,638	2,202
Travel and lodging	50	(875)	2,963	2,138
Utilities	20,823	13,988	1,312	36,123
Other expenses	2,632	1,111	615	4,358
Totals	\$1,187,965	\$177,385	\$376,817	\$1,742,167

The accompanying summary of significant accounting policies and notes to financial statements are an integral part of these financial statements.

SUCCESSFUL LIVING SUPPORTIVE HOUSING PROGRAM
Statement of Functional Expenses
Year Ended June 30, 2016

	Program Services		General and Administrative	Total Expenses
	Supported Community Living	Rental Properties		
Salaries and wages	\$609,569	\$23,925	\$183,861	\$817,355
Payroll taxes	52,854	2,122	14,279	69,255
Employee health and life insurance	36,754	1,443	10,116	48,313
Accounting fees	7,053	0	2,047	9,100
Advertising and promotion	11	0	3,503	3,514
Client needs	0	0	0	0
Communications	11,323	7,438	2,113	20,874
Depreciation	6,448	28,153	394	34,995
Insurance	21,834	3,715	6,452	32,001
Interest expense	796	16,903	0	17,699
Leased equipment	901	0	261	1,162
Legal and professional	220	212	3,455	3,887
Licenses and permits	756	1,871	258	2,885
Mileage and auto	37,699	0	1,040	38,739
Office rent	58,421	0	16,951	75,372
Pension expense	5,951	233	1,629	7,813
Real estate taxes	841	1,218	0	2,059
Recreation	631	0	0	631
Repairs	848	19,925	2,571	23,344
Supplies	22,306	5,711	2,511	30,528
Tax penalties	0	0	843	843
Training	112	0	466	578
Travel and lodging	0	5,860	0	5,860
Utilities	7,022	22,689	1,142	30,853
Other expenses	1,488	(75)	275	1,688
Totals	\$883,838	\$141,343	\$254,167	\$1,279,348

The accompanying summary of significant accounting policies and notes to financial statements are an integral part of these financial statements.

SUCCESSFUL LIVING SUPPORTIVE HOUSING PROGRAM

Statements of Cash Flows

Years Ended June 30, 2017 and 2016

	2017	2016
<u>Cash flows from operating activities</u>		
Change in net assets	(\$84,254)	\$498,912
Adjustments to reconcile change in net assets to net cash (used) in operating activities:		
Depreciation	38,910	34,995
Decrease (increase) in operating assets		
Accounts receivable	(59,917)	8,236
Prepaid expenses	3,646	(5,035)
Increase (decrease) in operating liabilities		
Accounts and credit cards payable	21,359	(3,075)
Funds held for consumers	(48,803)	34,579
Deposits payable	335	100
Accrued expenses	46,785	19,150
Net cash provided by operating activities	<u>(81,939)</u>	<u>587,862</u>
<u>Cash flows used by investing activities</u>		
Purchase of furniture and equipment	(27,599)	0
Purchase of land, buildings, and improvements	(274,996)	(25,518)
Net cash (used) by investing activities	<u>(302,595)</u>	<u>(25,518)</u>
<u>Cash flows from financing activities</u>		
Note proceeds-Hills Bank & Trust Co.	341,763	369,204
Payments on notes payable-Hills Bank & Trust Co.	(95,854)	(521,201)
Payments on notes payable-City of Iowa City	0	(226,998)
Net cash (used) by financing activities	<u>245,909</u>	<u>(378,995)</u>
Net change in cash and cash equivalents	(138,625)	183,349
Beginning cash and cash equivalents	<u>262,190</u>	<u>78,841</u>
Ending cash and cash equivalents	<u><u>\$123,565</u></u>	<u><u>\$262,190</u></u>
<u>Supplemental Disclosures of Cash Flow Information</u>		
Cash payments for interest	<u><u>\$16,644</u></u>	<u><u>\$17,843</u></u>

The accompanying summary of significant accounting policies and notes to financial statements are an integral part of these financial statements.

SUCCESSFUL LIVING SUPPORTIVE HOUSING PROGRAM

Summary of Significant Accounting Policies

June 30, 2017 and 2016

Nature of activities. Successful Living Supportive Housing Program is a not for profit organization incorporated in 1998 for the purpose of assisting homeless and/or very low income persons to find affordable housing along with on-site counseling support services to empower residents to live independently. Support services include employment counseling, assistance with handling daily living skills and personal finances, and services for persons with mental illnesses. Successful Living Supportive Housing Program serves persons, 18 years or older, in Johnson County, Iowa, and the surrounding area. The Corporation's fiscal year ends on June 30.

Services are offered on a one-on-one and group basis. Services include teaching consumers skills in areas such as finance, housing, communication, socialization, self-care, nutrition, conflict resolution, and interpersonal relationship development. Payee services are available to consumers. Consumers enter into a written contract with Successful Living Supportive Housing Program that spells out both short and long-term goals that the consumer would like to achieve. Persons receiving services must have a minimum of 30 days free of any substance abuse. The Organization also offers classes to consumers through a Day-Hab program.

Successful Living Supportive Housing Program owns five houses in Iowa City, which can be rented by the room for below-market rent by consumers served by the Organization.

Estimates. The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amount of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the reporting period. Accordingly, actual results could differ from those estimates.

Certain significant estimates. The accrual for accounts receivable and the liability for estimated third party settlements involve certain significant estimates made by management. These estimates are reviewed by management routinely, and it is reasonably possible that circumstances that exist may change in the near-term future and that the effect could be material to the financial statements.

Revenue recognition. Revenue from services is recognized as the services are performed, primarily on the basis of hours of service provided, at estimated net realizable amounts. Contract and grant revenue is recognized on a cost reimbursement basis as expenditures are incurred.

Medicaid services are subject to annual audits of rates that are based upon actual costs and are subject to retroactive fee adjustments as determined by the Managed Care Organizations. Such adjustments are estimated and recorded when it is probable that an adjustment will be required. Fee adjustments are reported as a reduction or increase in revenue, if determined in the same period as the original billing is made, and adjustments determined in a subsequent year are included as revenue on the statement of activities in the year of the adjustment determination.

Income taxes. The Organization is a non-profit organization and is exempt from federal income taxes under Section 501(c)(3) of the Internal Revenue Code of 1954 and classified by the Internal Revenue Service as other than a private foundation. There was no unrelated business income for the years ended June 30, 2017 and 2016.

SUCCESSFUL LIVING SUPPORTIVE HOUSING PROGRAM

Summary of Significant Accounting Policies

June 30, 2017 and 2016

Functional allocation of expenses. Directly identifiable expenses are charged to programs and supporting services. Expenses related to more than one function are charged to programs and supporting services on the basis of periodic time and expense studies. General and administrative expenses include those expenses that are not directly identifiable with any other specific function but provide for the overall support and direction of the Organization.

Basis of presentation. Financial statement presentation follows the recommendations of the Financial Accounting Standards Board in its Statement of Financial Accounting Standards (SFAS) No. 117, Financial Statements of Not-for-Profit Organizations. Under SFAS No. 117, the Organization is required to report information regarding its financial position and activities according to three classes of net assets: unrestricted net assets, temporarily restricted net assets, and permanently restricted net assets. As of June 30, 2017 and 2016 and for the years then ended, the Organization had no temporarily or permanently restricted net assets.

Restricted and unrestricted revenue. The Organization follows SFAS No. 116, Accounting for Contributions Received and Contributions Made. This standard requires that contributions received be recorded as unrestricted, temporarily restricted, or permanently restricted support depending on the existence or nature of any donor restrictions. Contributions are recognized when the donor makes a promise to give to the Organization that is, in substance, unconditional. Contributions that are restricted by the donor are reported as increases in unrestricted net assets if the restrictions expire (when a stipulated time restriction ends or purpose restriction is accomplished) in the fiscal year in which the revenue is recognized. All other donor-restricted contributions are reported as increases in temporarily or permanently restricted net assets, depending on the nature of the restrictions. When a restriction expires, temporarily restricted net assets are reclassified to unrestricted net assets and reported in the Statements of Activities as net assets released from restrictions.

Cash and cash equivalents. For purposes of the Statements of Cash Flows, the Organization considers all highly liquid investments available for current use with an initial maturity of three months or less when purchased to be cash equivalents.

Accounts receivable. Amounts due from the State of Iowa and various counties arise from the billing of program services after services have been performed and billing completed. Management has elected to record bad debts using the direct write-off method. Generally accepted accounting principles require that the allowance method be used to reflect bad debts. However, the effect of the use of the direct write-off method is not materially different from the results that would have been obtained had the allowance method been followed.

Property and equipment. These assets are stated at cost. Depreciation is provided using the straight-line method over the estimated useful lives of the assets ranging from 5 to 39 years. Additions or betterments of \$250 or more are capitalized, while maintenance and repairs that do not improve or extend the useful lives of the respective assets are charged to expense as incurred. Upon sale or retirement of fixed assets, the costs and related accumulated depreciation are eliminated from the accounts. Any resulting gains or losses are included in the determination of net income.

SUCCESSFUL LIVING SUPPORTIVE HOUSING PROGRAM

Summary of Significant Accounting Policies

June 30, 2017 and 2016

Donations of property and equipment are recorded as contributions at their estimated fair value. Such donations are reported as unrestricted contributions unless the donor has restricted the donated asset to a specific purpose. Assets donated with explicit restrictions regarding their use and contributions of cash that must be used to acquire property and equipment are reported as restricted contributions. Absent donor stipulations regarding how long those donated assets must be maintained, the Organization reports expirations of donor restrictions when the donated or acquired assets are placed in service as instructed by the donor. The Organization reclassifies temporarily restricted net assets at that time.

Reclassifications. Certain accounts in the Statement of Functional Expenses for the year ended June 30, 2016 have been reclassified for comparative purposes to be consistent with the presentation in the Statement of Functional Expenses for the year ended June 30, 2017.

SUCCESSFUL LIVING SUPPORTIVE HOUSING PROGRAM

Notes to Financial Statements

June 30, 2017 and 2016

Note 1. Long-term debt. Long-term debt at June 30, 2017 and 2016 consists of the following:

	<u>2017</u>	<u>2016</u>
Notes payable to Hills Bank & Trust Company of Hills, Iowa		
Note payable, dated May 15, 2008 in the amount of \$198,000, due May 15, 2033, interest rate 3.76%, monthly payments \$1,057.81. Secured by a building and land with a book value at June 30, 2017 of \$219,045.	\$151,375	\$158,132
Note payable, dated January 24, 2004 in the amount of \$115,000, due February 5, 2029, interest rate 5.00%, monthly payments \$685.44. Secured by a building and land with a book value at June 30, 2017 of \$224,362.	72,493	77,085
Note payable, dated November 9, 2016 in the amount of \$185,000, due November 15, 2021, interest rate 4.56%, monthly payments \$1,035.07. Secured by a building and land with a book value at June 30, 2017 of \$202,624.	<u>182,631</u>	<u>-0-</u>
Total notes payable to Hills Bank & Trust Co.	<u>\$406,499</u>	<u>\$235,217</u>
Notes payable to the City of Iowa City, Iowa		
Note payable, dated September 2, 2011 in the amount of \$52,000, due July 1, 2017, interest rate 0.00%, forgivable mortgage, entire balance forgiven when due if property is used for housing for homeless and low-income individuals. Loan proceeds used for property rehabilitation costs. Secured by a building and land with a June 30, 2017 book value of \$224,362.	<u>52,000</u>	<u>52,000</u>
Notes payable to the Housing Trust Fund of Johnson County		
Note payable, dated November 21, 2011 in the amount of \$59,000, due July 1, 2017, interest rate 0.00%, forgivable mortgage, entire balance forgiven when due if property is used for housing for homeless and low-income individuals. Loan proceeds used for property rehabilitation costs. Secured by buildings and land with a June 30, 2017 book value of \$443,407.	<u>\$ 59,000</u>	<u>\$ 59,000</u>
Total notes payable	\$517,499	\$346,217
Less current portion of long-term debt	<u>126,966</u>	<u>11,311</u>
Total notes payable, net current portion	<u>\$390,533</u>	<u>\$334,906</u>

SUCCESSFUL LIVING SUPPORTIVE HOUSING PROGRAM

Notes to Financial Statements

June 30, 2017 and 2016

Note 1 (cont.)

Estimated annual maturities of the long-term debt are as follows:

Year ending June 30, 2018	\$126,966
Year ending June 30, 2019	16,672
Year ending June 30, 2020	17,363
Year ending June 30, 2021	18,170
Year ending June 30, 2022	178,726
Years ending after June 30, 2022	<u>159,602</u>
Total	<u>\$517,999</u>

Interest expense on notes payable to Hills Bank & Trust Company amounted to \$15,541 and \$17,699 for the years ended June 30, 2017 and 2016, respectively.

Note 2. Line of Credit. During the year ended June 30, 2017, the Organization maintained a \$90,000 line of credit with Hills Bank and Trust Company. The line of credit is collateralized by substantially all assets of the Organization. As of June 30, 2017 and 2016, the Organization owed \$74,627 and \$-0-, respectively, on the line of credit.

Interest expense on the line of credit amounted to \$1,907 and \$-0-, respectively, for the years ended June 30, 2017 and 2016, which is not included in interest expense discussed in Note 1.

Note 3. Program service fees. The Organization receives program fees in various forms. Consumers are assessed by counselors and qualify for various supported community living programs and/or Medicaid, depending upon their individual needs. The Organization receives county funds for supported community living programs, Medicaid funds (Title XIX), rental assistance programs, and rental amounts paid directly by or on behalf of consumers.

Note 4. Business and credit concentrations. The Organization's main revenue source is program service fees. During the year ended June 30, 2017, the Organization received \$1,511,552 from area counties and Medicaid (Title XIX) funds, which is approximately 91.7% of the Organization's program service revenue. The amount due the Organization as of June 30, 2017 included \$187,262 in county and Medicaid funds.

The Organization currently assists consumers in Iowa City, Iowa and the surrounding area.

Note 5. Compensated absences. In addition to salaries and wages accrued in the normal course of business, the Organization has accrued \$32,721 and \$23,798 for the estimated cost of vacation pay earned, but not taken, by its employees as of June 30, 2017 and 2016, respectively.

Note 6. Description of consumer leasing arrangements. The Organization acts as lessor of rental units at their buildings located on Church Street, Dubuque Street, Dodge Street, Village Road, Esther Court, and Johnson Street in Iowa City, Iowa. Rentals are restricted to low-income persons, and the rents are required to be below-market rates. Leases are month-to-month and can be

SUCCESSFUL LIVING SUPPORTIVE HOUSING PROGRAM

Notes to Financial Statements

June 30, 2017 and 2016

Note 6 (cont.)

cancelled by lessor or lessee upon 30 days written notice. The Organization realized \$136,718 and \$88,034 in gross rental income during the years ended June 30, 2017 and 2016, respectively. The rental units have a very low vacancy rate but future minimum rents are not guaranteed.

Note 7. Lease commitments and Equipment Rental Expense. Effective July 1, 2014, the Organization began leasing office space and signed a lease with a three-year term ending on June 30, 2017. Under the terms of the lease the initial monthly rental payments are \$6,231, with annual inflation increases based on the U.S. Bureau of Labor Consumer Price Index. The lease also required payment of a \$6,231 security deposit.

The Organization began leasing additional office space, effective June 3, 2016, close to its main office under a lease agreement that covered a 13 month period ending June 30, 2017. This additional lease required monthly lease payments of \$600, as well as a \$600 security deposit, which was unpaid as of June 30, 2017.

The Organization combined and extended both leases, effective July 1, 2017, with a three-year term ending on June 30, 2020. Under the terms of the lease the initial monthly rental payments are \$7,664, with annual inflation increases based on the U.S. Bureau of Labor Consumer Price Index. The lease also requires payment of a \$7,664 security deposit. Under the terms of this lease, the Landlord has agreed to reimburse the Organization for a maximum of \$15,000 in leasehold improvement costs.

The Organization is also responsible for the payment of increases in real estate taxes on the property under the terms of the leases.

The following is a schedule by year of future minimum payments under the leases in effect at June 30, 2017:

Year ending June 30, 2018	\$ 91,968
Year ending June 30, 2019	91,968
Year ending June 30, 2020	91,968
Total	<u>\$ 275,904</u>

Rent expense included in the financial statements for the years ending June 30, 2017 and 2016 came to \$82,552 and \$75,372, respectively, under the above lease agreements.

Note 8. Custodial accounts. The Organization maintains custodial accounts for consumers to assist them in managing their finances. The asset and liability as of June 30, 2017 and 2016 are shown on the Statements of Financial Position as Cash-house account and Funds held for consumers, respectively.

Note 9. Retirement plan. The Organization established a retirement savings plan on January 1, 2005 for employees who reach eligibility after one year of employment. Employee contributions to the

SUCCESSFUL LIVING SUPPORTIVE HOUSING PROGRAM

Notes to Financial Statements

June 30, 2017 and 2016

Note 9 (cont.)

plan are discretionary, and the Organization will match employee contributions up to 3% of eligible salaries. Contributions accrued and paid by the Organization to this plan for the years ended June 30, 2017 and 2016 were \$8,299 and \$7,813, respectively.

Note 10. Related party transactions. During the years ended June 30, 2017 and 2016, the Organization sold and purchased properties as a part of their rental housing program, with the assistance of a board member, representing the Organization as their realtor.

The board member/realtor shared in commissions of \$32,000 (4.00%) and \$33,500 (5.63%), respectively, paid on the \$800,000 sale price and \$595,000 total purchase prices.

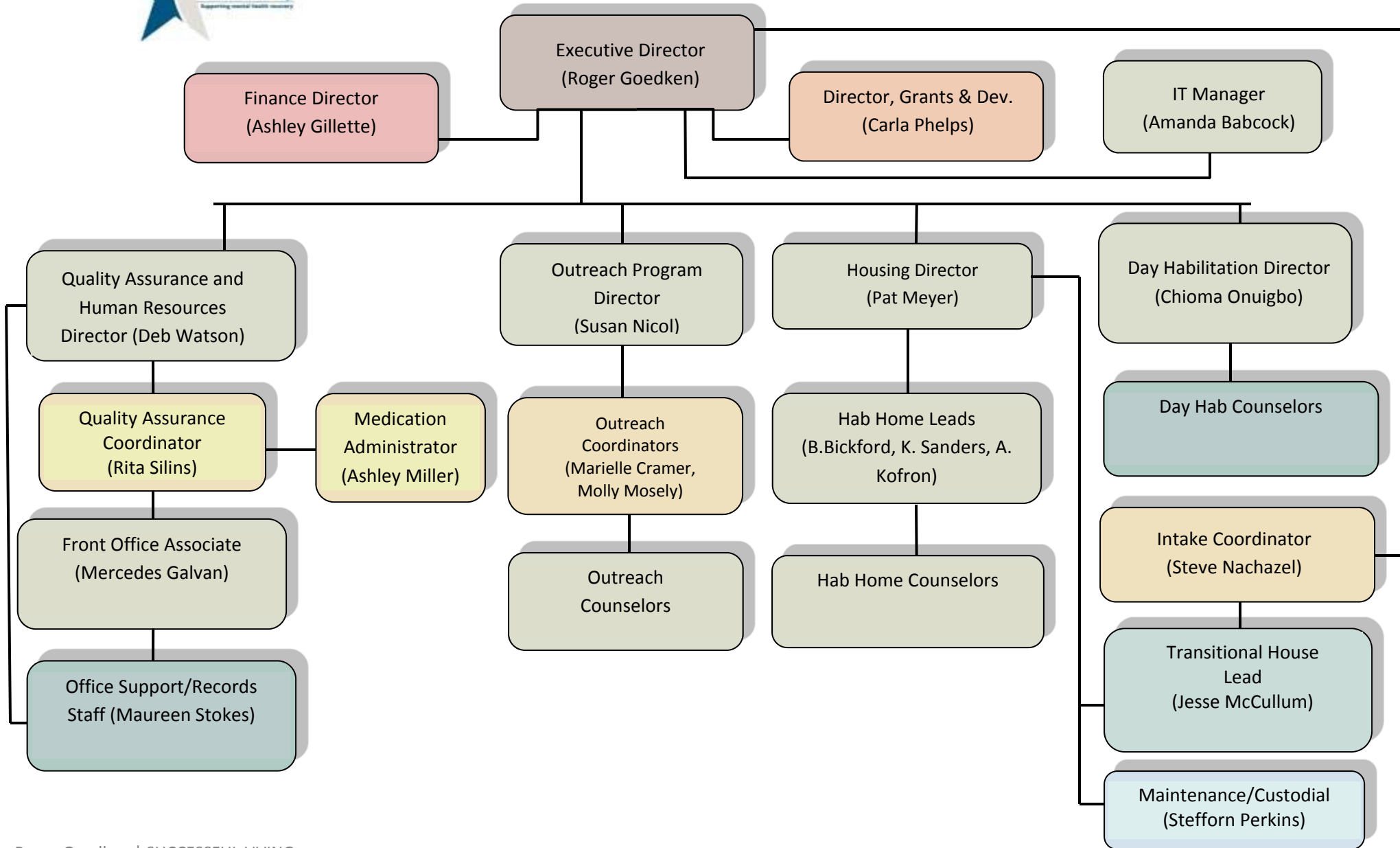
The \$32,000 sale commission is included in the \$378,172 gain on the sale of assets in the Statement of Activities for the year ended June 30, 2016. The \$33,500 purchase commissions are included in the \$595,000 acquisition cost of the properties, included in the Land, and Buildings and improvements accounts on the Statement of Financial Position as of June 30, 2017 and 2016.

Note 11. Contingency-funding sources. Major funding sources require the Organization to file cost reports that are used to determine future provider hourly reimbursement rates. Also, the funding agencies may determine that the Organization needs to reimburse the funding agencies if it is determined that the Organization has received cost reimbursements during the fiscal year in excess of the amounts calculated in the cost reports.

Note 12. Subsequent events. Subsequent events were evaluated through March 8, 2018, which is the date of the financial statements. As of March 8, 2018, events subsequent to fiscal year ended June 30, 2017 did not include any changes in operations, entity form, or unnecessary borrowing.



2019 SUCCESSFUL LIVING ORGANIZATIONAL CHART



Project Name	The Housing Fellowship - CHDO Operating Expenses
Project Address	322 East 2nd Street, Iowa City
Activity Type	Community Development Housing Organization Operations
CITY STEPS Priority	Preserve existing affordable rental and owner housing units
CITY STEPS Goal	Improve access to affordable renter housing
Amount Requested	\$26,500
Project Description	Provide operational support for THF, a certified Community Housing Development Organization (CHDO) which provides quality affordable housing to people with limited incomes. This request specifically supplements the salary of THF's CFO.
Repayment Terms	Grant
Affordability Period	N/A
Property Taxes	N/A
% CDBG/HOME Funded	2%
Project Budget Discussion	The City can provide an operating grant of up to 5% of its HOME allocation to assist with the management of affordable homes. Current City estimates place that at \$23,000, though it depends on federal appropriations. CHDO operating funds do not count as an eligible cost for CHDO set-aside funds. If less funding is awarded, THF will continue to operate but may need to draw on a private line of credit for administrative expenses resulting in increased debt.
Beneficiaries	Low income tenants are indirect beneficiaries. The Housing Fellowship owns and manages approximately 177 affordable rental homes in the Iowa City metro area.
Project Coordination with Existing Services & other Services Available in the Community	THF partners with the United Way of Johnson and Washington Counties, Great Western Bank, local congregations, private donors, and its 11-member volunteer Board of Directors.
Timeliness and Capacity to Successfully Complete the Proposed Project	Applicant is in good standing and has successfully completed previous CDBG/HOME projects. Staff has no current concerns about capacity to successfully administer this project.
Staff Concerns/Notes	1) Must be awarded CHDO set-aside funds for acquisition, rehabilitation, or construction within 24 months of being awarded CHDO operating funds.

General Information and Project Need

Community Development Block Grant (CDBG) and/or HOME Investment Partnership (HOME) programs provide funding to aid in the development of viable urban communities and in the provision of safe and decent affordable housing. Applications are due Tuesday, January 18, 2019 at noon. This year, \$625,000 are estimated to be available through this competitive process. Please review the [FY20 CDBG/HOME Application Guide](#) for more information about eligible activities. Please submit one project proposal per application. Questions can be directed to kirk-lehmann@iowa-city.org or contact Neighborhood Services at 319-356-5230. Additional assistance, and hard copy applications, are available upon request

Project Information

Project name *

CHDO Operational Funds

Project Address *

Street Address

322 E. 2nd Street

Address Line 2

City

Iowa City

Postal / Zip Code

52240

State / Province / Region

IA

Country

US

Type of Project (?)☐ Rental Housing☐ Owner Housing☐ Public Facility☒ Other CHDO Operations Grant**Type of Activity (?)**☐ Acquisition☐ New Construction☐ Rehabilitation☐ Direct Assistance☒ Other CHDO Operations Grant

Applicants

Applicant Name *

The Housing Fellowship

Applicant Address *

Street Address

322 E. 2nd Street

Address Line 2

City

Iowa City

Postal / Zip Code

52240

State / Province / Region

IA

Country

US

Contact Person, Title *

Maryann Dennis

Phone Number *

3193589212

Email *

mdennis@housingfellowship.com

DUNS Number (?)

964658236

DUNS # Verification * (?)

Go to <http://fedgov.dnb.com/webform> to look up or create a DUNS number. Provide a copy of the email you receive with your confirmed DUNS number.

DUNS # Cage Code Verify THF 01-2019.pdf

64.7KB

CAGE Code (?)

Obtain by registering on SAM.gov

6SNC3

SAM.gov Registration * (?)

All subrecipients must register on SAM.gov before a legally binding agreement can be signed. Attach your SAM.gov Entity Registration Summary as evidence that this has been completed.

DUNS # Cage Code Verify THF 01-2019.pdf

64.7KB

General Information

Type of Lead Applicant *

- ☒ Community Housing Development Organization
☐ Private non-profit organization
☐ Private for-profit, individual or partnership applicant
☐ Public Organization

W-9 Form * (?)

(Request for Taxpayer ID# & Certification)

W-9 THF 01-2019.pdf

72.55KB

Organizational Status * (?)

Go to <https://sos.iowa.gov/search/business> to look up the organization applying for funds. Provide a copy of the Business Entity Summary screen.

Secy of State THF 01-2019.pdf

20.12KB

Amount of Funds Requested *

\$ 26,500.00

Did you attend an Applicant Workshop? *

- ☒ Yes ☐ No

Provide a few lines describing the proposed project *

The Housing Fellowship (THF) is requesting a CHDO operating grant in the amount of \$25,000 or 5% of the available City HOME Allocation. HOME regulations allow a participating jurisdiction to grant 5% of their HOME allocation to certified Community Housing Development Organizations for operational expenses; specifically to supplement the salary of THF's CFO. The mission of THF is to provide quality homes that are affordable to people with limited incomes. THF is the only non-profit providing permanent affordable rental housing in Johnson County

Please specify the one or two most applicable priority need(s) this application addresses, as shown in the 2016-2020 CITY STEPS Plan. Explain how this project will meet this/those need(s). *

Preserving Existing Affordable Rental and Homeowner Housing Units is a high priority in the STEPS Plan. A CHDO operating grant will help to preserve permanent affordable rental housing by reducing the possibility of the need to sell THF owned properties to cover operational expenses.

Budget and Resources

Type of Funding Requested*

Financing terms will be based on project feasibility and the ability to repay. Terms approved by City Council may be different than what is requested.

Grant

Requested Grant Terms

Principal Amount

\$ 26,500.00

Affordability Period (?)

Source of Funds

Please enter below the types of funding and amounts requested for the proposed project, including if the funding is committed. If not a loan, leave loan terms blank. Select the blank space for possible sources of income, or enter your own.

Public Resources

Funding Source and Type (?)	Amount	Interest rate	Term (?)	Committed
Iowa City HOME/CDBG	\$ 26500.00	n/a	n/a	No

Total Public Funds

\$ 26,500.00

For uncommitted funds, please indicate when the applicant will apply for funds

Private Resources

Funding Source & Type (?)	Amount	Interest rate	Term (?)	Committed
Applicant Equity	\$ 1,131,857.00	n/a	n/a	No
United Way	\$ 50,000.00	n/a	n/a	No

Total Private Funds

\$ 1,181,857.00

Total Project Funding

\$ 1,208,357.00

Use of Funds

Please enter below the uses of funding and amounts requested for the proposed project, including whether formal cost estimates were received. Select the blank space for possible use of funds, or enter your own."

Type (?)	Amount	Formal Cost Estimate	Name of Entity providing cost estimate
Developer Fee / Overhead	\$ 26,500.00	Yes	THF Board

Total Use of Funds Amount

\$ 26,500.00

Scope of work (?)

Other Considerations

Number of households or persons served *

724

Total cost per household or person served

\$ 1,669.00

What percentage of the proposed budget will be made up of private funds? *

97.81

Dollars Leveraged Per City Dollar Spent

\$ 44.60

Describe any community partnerships or volunteers that will contribute to the project.

United Way of Johnson and Washington Counties; provides operational grant

Great Western Bank; provides private financing for housing development and an operating line of credit

Local Congregations/private donors; provide contributions

Volunteers: 11 member Board of Directors

3 member Audit Committee

4 member Recruitment and Orientation Committee

7 member Finance Committee

5 member Succession Committee

6 member Housing Advisory Committee

Describe any identity of interest (IOI) relationships with the applicant and/or project owner, i.e. General Partner has a financial interest in the construction company, etc. *

N/A

Feasibility and Community Impact

Outline the proposed timetable and expected impact for the project. For the timetable, include when requested funding will be committed, project milestones such as rezoning or construction, and when funds will be spent. If applicant plans to apply for funds not committed, include the anticipated date for application and when funds will be awarded. For expected impact, break out beneficiaries by income group. If funded, both the schedule and income breakdown will be used for any project agreement.

Project Benefit Narrative

Describe project benefits and requirements

Such as beneficiary eligibility requirements, targeted beneficiaries, etc.

In 2018 THF provided safe, decent, permanent affordable rental homes to 724 persons including 370 children. The families all meet the income restrictions and most are very-low income. Stable affordable housing helps keep adults in jobs and children in school. Stable affordable housing increases a family's stability. Stable households increase neighborhood stability and overall community stability.

Time Table

Date	Description of Activity
7/8/2019	Funding agreement signed
10/31/2019	First draw request (half of grant) with source documentation
4/3/2020	Second draw request (half of grant) with source documentation
11/27/2020	City monitoring of grant

To promote the efficient use of public funds, describe how the project will continue to provide public benefits through and beyond the required compliance period. Describe how the project will provide public benefits below rates in the existing market

The policy of THF, as a CHDO, is to maintain rental homes as affordable for the life of the properties. THF's long term objective is; as debt is retired rents will be reduced to cover operating, repair and replacement costs. Rents at reduced levels lessen a household's need for rental assistance. This then allows more households to access affordable housing (increasing the availability of housing choice vouchers).

In what manner or form will the project proceed if it is awarded less than full funding? If there are several components, how will they be prioritized?

If less funding is awarded, THF will continue to operate. However it will be necessary to draw on a private line of credit for administrative expenses resulting in increased debt.

Income Breakdown

Please indicate the population to be served by the proposed program according to the linked [income categories](#). If requesting money for a specific administrative expense (like a staff member's salary), indicate the population served by your entire agency.

(Please Note: If funded, this information will be used as income targeting for your Agreement).

Median Income	Number of Persons
0 - 30%	
31 - 50%	
51 - 60%	
61 - 80%	724

Median Income

Number of Persons

Over 80%

Total Persons/Households

724

Percent LMI

100.00

Please note the basis for these estimates *

Number of affordable rental homes owned and managed by THF.

Capacity and Applicant History

Please list amount of CDBG and/or HOME funds received within the last four City fiscal years and the status of the project(s) undertaken.

CDBG and/or HOME funds received

Fiscal Year Funds Received	Budgeted Amount	Amount Expended	Date Project Completed
July 1, 2015 to June 30, 2016	\$ 316,000.00	\$ 316,000.00	6/29/2018
July 1, 2016 to June 30, 2017	\$ 74,000.00	\$ 68,998.00	
July 1, 2017 to June 30, 2018	\$ 204,000.00	\$ 197,998.00	
July 1, 2018 to June 30, 2019	\$ 111,034.00	\$ 0.00	

Please describe your organization's structure, officers, and staff. *

THF has maintained CHDO certification by the City of Iowa City since 1996.

The 11 member Board of Trustees serves as the policy making body. Trustees represent key areas of expertise pertinent to the business of the Corporation; law, banking, developer, and members representing the low-income community (including two tenants). Officers include President, Vice-President, Secretary/Treasurer.

Trustees and key community members make up the Board Committees:

Executive
Audit Committee
Finance Committee
Housing Advisory Committee
Recruitment and Orientation Committee
Succession Committee

The Housing Fellowship has 7.0 FTE; Executive Director, CFO, Compliance Specialist, Project Manager, Office Manager, 2.0 FTE Maintenance Employees. Very little staff turnover has occurred over the last five years. THF contracts with The Maintenance Company to complete after hours and weekend emergencies and partners utilizes several local businesses (electricians, plumbers, HVAC).

Please describe the education and experience of key staff who will implement the project (excluding volunteers, board members, and consultants). If consultants are utilized, identify what role they will play in the project. *

Maryann Dennis has been the Executive Director of the Housing Fellowship since January 1993. She has extensive experience in working with low-income families and the administration of federal and private funding sources. She currently oversees all operations in addition to The Housing Fellowship. Ms. Dennis is a certified Housing Development Finance Professional through the National Development Council. She holds a Master's Degree in Social Work Administration and Social Development from the University of Iowa.

Ross Resetich, CFO joined THF in February, 2018. Ross is a CPA and has an MBA from St. Ambrose. He is responsible to oversee all fiscal duties according to the Financial Management Policies and Procedures; including budgeting and reporting for THF and related entities, bank reconciliations, audits and oversees AP and AR and is responsible to provide all records/information for five separate independent audits.

Tashundra Gathright, a University of Iowa Graduate in Social Work joined THF as Compliance Specialist in 2008. Ms. Gathright is the only certified tax credit compliance specialist in Johnson County. She completes all income qualifications for applicants and tenants and prepares all reports for funders.

Tammy Spies, Project Manager has been employed at THF since 2004. She has an A.A. degree in marketing from Ellsworth Community College. Ms. Spies oversees all leases, rehab and the maintenance department.

Please summarize your organization's portfolio, including how many units you own and/or manage, how many homes you have built/rehabilitated/sold, and what projects are underway.*

Rental units owned and managed = 107

LIHTC rental units managed = 70

Rental Constructed Managed by THF = 93; Constructed for Iowa City owned rental = 10

Owner-occupied constructed = 26

Rental units rehabbed = 67 (includes a 16 unit complex destroyed in the 2008 flood)

Pipeline = Rehab of 6 units. Construction of 33 LIHTC units, 29 affordable and 4 market at 628 S. Dubuque St.

Evidence of Fiscal Capacity (?)

Audit Summary

Audit Summary THF 01-2019.pdf

98.68KB

Evidence of Organizational Capacity (?)

Up to four pages of additional information about the capacity of the organization may be included. Examples of possible evidence may be resumes of key staff, additional descriptions of organizational activities, or other relevant information.

Capacity description THF 01-2019.docx

133.84KB

Is the applicant (including partners, co-applicants, etc.) currently in compliance with all federal, state and local laws, rules and regulations, including any CDBG and/or HOME funded projects? *

- ☒ Yes
- ☐ No
- ☐ Currently in litigation

Required Communications

Generally accepted auditing standards (AU-C 260, *The Auditor's Communication With Those Charged With Governance*) require the auditor to promote effective two-way communication between the auditor and those charged with governance. Consistent with this requirement, the following summarizes our responsibilities regarding the consolidated financial statement audit as well as observations arising from our audit that are significant and relevant to your responsibility to oversee the financial reporting process.

Area	Comments
Our Responsibilities With Regard to the Financial Statement Audit	Our responsibilities under auditing standards generally accepted in the United States of America and <i>Government Auditing Standards</i> issued by the Comptroller General of the United States have been described to you in our arrangement letter dated November 28, 2017. Our audit of the financial statements does not relieve management or those charged with governance of their responsibilities, which are also described in that letter.
Overview of the Planned Scope and Timing of the Financial Statement Audit	We have issued a separate communication dated November 28, 2017 regarding the planned scope and timing of our audit.
Accounting Policies and Practices	<p>Preferability of Accounting Policies and Practices Under generally accepted accounting principles, in certain circumstances, management may select among alternative accounting practices. In our view, in such circumstances, management has selected the preferable accounting practice.</p> <p>Adoption of, or Change in, Accounting Policies Management has the ultimate responsibility for the appropriateness of the accounting policies used by the Fellowship. The Fellowship did not adopt any significant new accounting policies, nor have there been any changes in existing significant accounting policies during the current period.</p> <p>Significant or Unusual Transactions We did not identify any significant or unusual transactions or significant accounting policies in controversial or emerging areas for which there is a lack of authoritative guidance or consensus.</p> <p>Management's Judgments and Accounting Estimates Summary information about the process used by management in formulating particularly sensitive accounting estimates and about our conclusions regarding the reasonableness of those estimates is in the attached Summary of Significant Accounting Estimates.</p>
Audit Adjustments	There were no audit adjustments made to the original trial balance presented to us to begin our audit.
Uncorrected Misstatements	We are not aware of any uncorrected misstatements other than misstatements that are clearly trivial.

Area	Comments
Disagreements With Management	We encountered no disagreements with management over the application of significant accounting principles, the basis for management's judgments on any significant matters, the scope of the audit, or significant disclosures to be included in the consolidated financial statements.
Consultations With Other Accountants	Berry Court Limited Partnership, Corridor Woods Limited Partnership and Aniston Village Limited Partnership are audited by other auditors in which we refer to in our opinion. We are not aware of any other consultations management had with other accountants about accounting or auditing matters.
Significant Issues Discussed With Management	No significant issues arising from the audit were discussed with or were the subject of correspondence with management.
Significant Difficulties Encountered in Performing the Audit	We did not encounter any significant difficulties in dealing with management during the audit.
Report on Internal Controls Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards	We have separately issued a report on internal controls and compliance under standards applicable to financial audits contained in <i>Government Auditing Standards</i> and the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards at 2 CFR 200 (Uniform Guidance). This communication is included within the compliance report of The Housing Fellowship for the year ended December 31, 2017.
Significant Written Communications Between Management and Our Firm	Copies of material written communications between our firm and the management of the Fellowship, including the representation letter provided to us by management, are attached as Exhibit A.

The Housing Fellowship and Consolidated Entities

Summary Schedule of Findings and Questioned Costs Year Ended December 31, 2017

I. Summary of Independent Auditor's Results

Financial Statements

Type of auditor's report issued on whether the financial statements audited were prepared in accordance with GAAP: Unmodified

Internal control over financial reporting:

- Material weakness(es) identified? ☐ Yes ☒ No
- Significant deficiency(ies) identified? ☐ Yes ☒ No

Noncompliance material to financial statements noted? ☐ Yes ☒ No

Federal Awards

Internal control over major programs:

- Material weakness(es) identified? ☐ Yes ☒ No
- Significant deficiency(ies) identified? ☐ Yes ☒ No

Type of auditor's report issued on compliance for major programs: Unmodified

- Any audit findings disclosed that are required to be reported in accordance with Section 2 CFR 200.516(a)? ☐ Yes ☒ No

Identification of major program:

CFDA Number	Name of Federal Program or Cluster
14.239	HOME Investment Partnerships Program

Dollar threshold used to distinguish between type A and type B programs \$750,000

Auditee qualified as low-risk auditee? ☒ Yes ☐ No

The Housing Fellowship and Consolidated Entities

**Corrective Action Plan
Year Ended December 31, 2017**

No matters were reported.



Opening the doors of Johnson County
322 E. 2nd St.
Iowa City, IA 52240
Office 319-358-9212
www.housingfellowship.co

Mission: to provide quality homes that are affordable to people with limited incomes.

Years in existence: 28

Experience with other projects: THF has completed over 39 affordable rental projects, including four Low-Income Tax Credit projects and 11 home ownership projects and administered over \$29 million in public/private funds. THF Currently owns/manages 177 safe, decent, affordable rental homes scattered throughout Iowa City, Coralville and North Liberty. THF has developed many local and State; public and private partnerships to successfully implement the projects. Through solid property development and management practices, THF has gained a reputation as one of the premier non-profit affordable housing developers in Iowa.

Organization staffing: The Board of Trustees serves as the policy making body. As a certified Community Housing Development Organization, at least one third of the Board of Trustees represents the low-income community. Trustees represent key areas of expertise pertinent to the business of the Corporation; attorney, CPA, Realtor, Commercial Lender, non-profit executive.

Staffing/Budget: THF employs 7.0 FTE. THF's staff members have attended training to ensure funding compliance and recordkeeping offered by IA Department of Economic Development, IA Finance Authority, Midwest Housing Equity Group and Spectrum Companies. The Executive Director is certified as Housing Development Finance Professional, the Chief Financial Officer is a CPA and MBA. The Compliance Specialist is the only certified Low-Income Housing Tax Credit Compliance Specialist in Johnson County. Maintenance staff persons each have well over 25 years in the trades.

Maryann Dennis, Executive Director will be the lead staff person. She has been the Director since 1993 and acted as developer for all of The Housing Fellowship's projects. Ross Resesitch, CFO, will oversee the maintenance of all financial records/reporting. Tammy Spies, Project Manager will be the leasing agent and Tashundra Marshall the Compliance Specialist will ensure all rules and regulations are followed and all reports filed. Both have long tenures with The Housing Fellowship and understand and implement the rules and regulations associated with LITHC and federally awarded projects.

The 2019 proposed Operating Budget is \$1,188,542. The Housing Fellowship's financial statements are audited and a compliance report issued each year.

Project Name	The Housing Fellowship - Rental Rehabilitation		
Project Address	1232 Esther Court and 427 S. 1st Avenue, Iowa City		
Activity Type	Rental Housing		
CITY STEPS Priority	Preserving Existing Affordable Rental and Owner Housing Units		
CITY STEPS Goal	Improve quality of existing affordable rental housing		
Amount Requested	\$69,108		
Project Description	Rehabilitate one four-bedroom and one two-bedroom single family rental homes for a certified Community Housing Development Organization (CHDO) for low-income Iowa City families. Improvements include upgrading HVAC, kitchen, bathrooms, water heater, wiring, roof, and other related improvements. Project includes a development fee to cover cost of managing improvements.		
Repayment Terms	\$63,108 conditional occupancy loan (forgiven if follows requirements) and \$6,000 grant		
Affordability Period	15 year proposed (10 years required)		
Property Taxes	Tax exempt		
% CDBG/HOME Funded	100%		
Project Budget Discussion	Total budget is \$69,108. Total HOME cost per unit is \$34,554. Expected rents of \$979 and \$781. The City must provide 15% of its HOME allocation to certified CHDOs to acquire, rehab, or build affordable housing. Current City estimates place that at \$70,000, though it depends on federal appropriations. If not awarded full funding, THF will prioritize major systems replacements like HVAC, water heaters, etc.		
Beneficiaries	51-60% AMI	100%	2 households
Project Coordination with Existing Services & other Services Available in the Community	THF partners with its volunteer Board of Trustees and Committee members that set all policies for THF, including their competitive bidding processes.		
Timeliness and Capacity to Successfully Complete the Proposed Project	Applicant is in good standing and has successfully completed previous CDBG/HOME rental projects. Staff has no current concerns about capacity to successfully administer this project.		
Staff Concerns/Notes	1) Must comply with federal procurement standards (competitive bids) for the proposed work.		
	2) Disclosed potential conflict of interest - contractor selection will be subject to review by the City's legal department.		
	3) Must remain a certified CHDO for period of affordability		
	4) Can THF proceed with the rehab using equity rather than city assistance?		

General Information and Project Need

 Select Language | ▼

Community Development Block Grant (CDBG) and/or HOME Investment Partnership (HOME) programs provide funding to aid in the development of viable urban communities and in the provision of safe and decent affordable housing. Applications are due Tuesday, January 18, 2019 at noon. This year, \$625,000 are estimated to be available through this competitive process. Please review the [FY20 CDBG/HOME Application Guide](#) for more information about eligible activities. Please submit one project proposal per application. Questions can be directed to kirk-lehmann@iowa-city.org or contact Neighborhood Services at 319-356-5230. Additional assistance, and hard copy applications, are available upon request

Project Information

Project name *

Preservation of Affordable Rental Housing

Project Address *

Street Address

322 E. 2nd Street

Address Line 2

City

Iowa City

Postal / Zip Code

52240

State / Province / Region

IA

Country

United States

Type of Project (?)

☒ Rental Housing

☐ Owner Housing

☐ Public Facility

☐ Other

Type of Activity (?)

☐ Acquisition

☐ New Construction

☒ Rehabilitation

☐ Direct Assistance

☐ Other

Applicants

Applicant Name *

The Housing Fellowship

Applicant Address *

Street Address

322 E. 2nd Street

Address Line 2

City

Iowa City

Postal / Zip Code

52240

State / Province / Region

IA

Country

US

Contact Person, Title *

Maryann Dennis

Phone Number *

3193589212

Email *

mdennis@housingfellowship.com

DUNS Number (?)

964658236

DUNS # Verification * (?)

Go to <http://fedgov.dnb.com/webform> to look up or create a DUNS number. Provide a copy of the email you receive with your confirmed DUNS number.

DUNS # Cage Code Verify THF 01-2019.pdf

64.7KB

CAGE Code (?)

Obtain by registering on SAM.gov

6SNC3

SAM.gov Registration * (?)

All subrecipients must register on SAM.gov before a legally binding agreement can be signed. Attach your SAM.gov Entity Registration Summary as evidence that this has been completed.

DUNS # Cage Code Verify THF 01-2019.pdf

64.7KB

General Information

Type of Lead Applicant *

- ☒ Community Housing Development Organization
☐ Private non-profit organization
☐ Private for-profit, individual or partnership applicant
☐ Public Organization

W-9 Form * (?)

(Request for Taxpayer ID# & Certification)

W-9 THF 01-2019.pdf

72.55KB

Organizational Status * (?)

Go to <https://sos.iowa.gov/search/business> to look up the organization applying for funds. Provide a copy of the Business Entity Summary screen.

Secy of State THF 01-2019.pdf

20.12KB

Amount of Funds Requested *

\$ 69,108.00

Did you attend an Applicant Workshop? *

- ☒ Yes ☐ No

MaryAnn Dennis

From: samadmin@sam.gov
Sent: Monday, December 17, 2018 10:46 AM
To: mdennis@housingfellowship.com
Cc: mdennis@housingfellowship.com
Subject: Registration Activated for Housing Fellowship, The / 964658236 / 6SNC3 in the U.S. Government's System for Award Management (SAM)

This email was sent by an automated administrator. Please do not reply to this message.

Dear Mary Ann Dennis, Maryann Dennis,

The registration for Housing Fellowship, The / 964658236 / 6SNC3 is now active in the U.S. Government's System for Award Management (SAM). If you did not provide a Commercial and Government Entity (CAGE) Code during the registration process, one has been assigned to you by the Defense Logistics Agency (DLA) CAGE Program.

In order to remain eligible to do business with the Federal government, you must renew your entity's registration in SAM every year. The annual renewal date for the registration is 2019-12-17 10:42:58.

You may invite additional users to manage or review your entity registration by following these steps:

1. Go to www.sam.gov and log in.
2. Select Entity Users from the sub-navigation menu on the My SAM page.
3. Select Invite User from the Entity Users menu.
4. Select the desired entity from the Level List.
5. Provide invitee's email address.
6. Assign role(s) to be associated with the user account.
7. Select Submit.

All invitees will receive an email message from SAM with instructions on how to complete the process.

Remember, this process is entirely FREE to you. It is FREE to register and maintain your registration in SAM. It is FREE to get help with your registration. Contact our supporting Federal Service Desk at www.fsd.gov, or by telephone at 866-606-8220 (toll free) or 334-206-7828 (internationally), for FREE help.

In addition, if you are located in the U.S. and its outlying areas, you can also get FREE support from your local Procurement Technical Assistance Center (PTAC), an official resource for government contracting assistance. Go to <http://www.aptac-us.org/> to find your closest PTAC.

Thank you,
The System for Award Management (SAM) Administrator <https://www.sam.gov>

Provide a few lines describing the proposed project *

HOME funds will be used to rehab two single family rental homes owned by The Housing Fellowship, a certified Community Housing Development Organization, with 28 years experience developing, owning and managing affordable rental homes for low-income Iowa City families. The properties have been in service as affordable rental homes for nearly twenty years and are in need of significant improvements and or replacement of major systems. 1232 Esther Court is a four bedroom home. 427 S. 1st Avenue is a two bedroom home. Both are occupied by low-income families that will remain in their homes during rehab. This request is for a conditional occupancy loan in the amount of \$63,108 and a grant for the development fee of \$6,000.

Please specify the one or two most applicable priority need(s) this application addresses, as shown in the 2016-2020 CITY STEPS Plan. Explain how this project will meet this/those need(s). *

Preserving Existing Affordable Rental and Owner Housing Units is the second highest priority in the STEPS plan with rental housing rehabilitation/acquisition the top goal of this priority. This project will preserve two affordable rental homes. 1232 Esther Court is occupied by a family of six having a household income below 30% AMI. 427 S. 1st Avenue is occupied by a four person household having an income below 60% AMI.

Budget and Resources

Type of Funding Requested*

Financing terms will be based on project feasibility and the ability to repay. Terms approved by City Council may be different than what is requested.

Loan

Requested Loan Terms

Principal Amount	Interest Rate	Affordability Period (?)	Yearly Payment
\$ 63,108.00	0	15	\$ 0.00

Source of Funds

Please enter below the types of funding and amounts requested for the proposed project, including if the funding is committed. If not a loan, leave loan terms blank. Select the blank space for possible sources of income, or enter your own.

Public Resources

Funding Source and Type (?)	Amount	Interest rate	Term (?)	Committed
Iowa City HOME/CDBG	\$ 63108.00	0	15	No
Iowa City HOME	\$ 6000.00	n/a	n/a	No

Total Public Funds

\$ 69,108.00

For uncommitted funds, please indicate when the applicant will apply for funds

N/A

Private Resources

Funding Source & Type (?)	Amount	Interest rate	Term (?)	Committed
Bank Loan	\$			

Total Private Funds

\$ 0.00

Total Project Funding

\$ 69,108.00

Use of Funds

Please enter below the uses of funding and amounts requested for the proposed project, including whether formal cost estimates were received. Select the blank space for possible use of funds, or enter your own."

Type (?)	Amount	Formal Cost Estimate	Name of Entity providing cost estimate
Construction / Rehabilitation	\$ 63,108.00	Yes	various contractors
Developer Fee / Overhead	\$ 6,000.00	No	THF

Total Use of Funds Amount

\$ 69,108.00

Scope of work (?)

Attach any documentation used for cost estimates

Scope of Work THF rehab 01-2019.pdf

41.26KB

Other Considerations**Number of households or persons served ***

10

Total cost per household or person served

\$ 6,910.80

What percentage of the proposed budget will be made up of private funds? *

0.00

Dollars Leveraged Per City Dollar Spent

\$ 0.10

Describe any community partnerships or volunteers that will contribute to the project.

The Board of Trustees and Committee members are volunteers. They set all policies for the development and preservation of THF's project to provide affordable rental housing to low-income families. HOME regulations require competitive bidding process for the rehabilitation of affordable housing.

Describe any identity of interest (IOI) relationships with the applicant and/or project owner, i.e. General Partner has a financial interest in the construction company, etc. *

THF Project Manager is married to a Contractor who has bid rehab projects. The Project Manager does not sign any documents related to a project bid on by her husband.

Pro forma * (?)

Find the proforma and proforma instruction at www.icgov.org/actionplan

THF FY20 Rehab Pro Forma 01-2019.pdf

303.62KB

The Housing Fellowship FY20 HOME Application for Rental Rehab

1232 Esther Court Rehab Estimate

Item	Estimate	Provided By Contractors completing THF rehab in 2018
Remove HVAC system and replace with Bryant High Efficiency furnace and condenser, Amana Coil and Misc. materials	\$ 7,136	Brandt Htg and AC
Kitchen re-model including: Removal and disposal of flooring, cabinets, counter tops, sinkd faucets, appliances. Install Armstrong cabinets, Laminated plastic formica counter top (post formed top with front edge and back splash Integral. Install Kitchen sink - double compartment 18 gauge stainless steel with single lever faucet with swing spout with aerator and spray attachment (provide basket strainers, P-traps and stops. Install Armstrong sheet vinyl flooring. Install appliances including self-venting microwave, self-cleaning electric range, dishwasher, refrigerator (\$2,500 appliance allowance) Paint kitchen -low VOC paints. *Can use equal brands.	\$ 16,909	Creative Improvements
Remodel upstairs Jack/Jill Bath including: Tear out and dispose tub, tub-surround, toilet, sink, vanity flooring. Install new underlayment as needed. Install Armstrong sheet vinyl flooring with 4" solid base. Install Aqua Glass one piece tub/shower with Delta Lahara monitor 14 series fixtures. Install American Standard toilet (minimum 1.28 gallon per flush). Install self rimming vitreous china lavatory with single lever faucet, pop up drain, p-trap and angle supplies with stops. Install Armstrong vanity, medicine cabinet and mirror. Install over lavatory light fixture with three bulbs. Wire light and fan to come on with one switch. *Can use equal brands. Install as needed; paper holder, towel bar, tub/shower rod, robe hook.	\$ 11,050	Wessling Construction
Remodel downstairs 3/4 bath including: Tear out and dispose toilet, sink, vanity flooring. Install new underlayment as needed. Install Armstrong sheet vinyl flooring with 4" solid base. Install American Standard toilet (minimum 1.28 gallon per flush. Install Armstrong vanity, medicine cabinet and mirror. brands. install self rimming vitreous china lavatory with single lever faucet, pop up drain, p-trap and angle supplies with stops. Install over lavatory light fixture with one bulb. Wire light and fan to come on with one switch.*Can use equal brands. Install as needed; paper holder, towel bar	\$ 6,500.00	
Contingency 7%	\$ 2,912	
1232 Esther Court Rehab TOTAL	\$ 44,506	
427 S 1st Avenue Rehab Estimate		
Tear off and dispose of shingles and roof underlayment. Install high temperature ice and water barrier underlayment or equivalent and replace with Architectural Fiberglass Shingles with UL wind resistance label. UL Class A fire resistance label. Class A shingles to have 25 year warranty minimum. or equivalent.	\$ 4,625	Creative Improvements
Remove and dispose of gutters and downspouts. Gutters type. 5" Prefinished baked enamel to be aluminum, seamless. Downspouts - 3" x 4" Prefinished baked enamel aluminum with color to match gutters. Soffit - Rollex System 3 pre-finished aluminum soffit system; fully vented, minimum of 12.96 sq.in. free area per lineal foot.	\$ 2,400	Creative Improvements
Remove HVAC system and replace with Bryant High Efficiency furnace and condenser, Amana Coil or equivalent and Misc. materials	\$ 7,136	Brandt Htg and AC
Remove water heater and replace with Sure Comfort 40 gas water heater or equivalent.	\$ 724	Coyles Plumbing
Wire to Code	\$ 2,500	Advanced Electric
Contingency 7%	\$ 1,217	
427 S 1st Avenue Rehab Estimate	\$ 18,602	

TOTAL BOTH PROPERTIES	\$ 63,108
THF Developer Fee 10%	\$ 6,000
TOTAL Application Amount	\$ 69,108

Proforma Spread Sheet												
Rental Housing Projects												
Please enter information into "grey" fields only if you are using excel.												
Line	Description	Symbols	YR1	YR2	YR3	YR4	YR5	YR6	YR7	YR8	YR9	YR10
Revenues												
1	Gross Rental Income	+ G. Rent	\$ 21,120.00	\$ 21,542.40	\$ 21,973.25	\$ 22,412.71	\$ 22,860.97	\$ 23,318.19	\$ 23,784.55	\$ 24,260.24	\$ 24,745.45	\$ 25,240.36
2	Other Income	+ O. Income	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
3	Tenant Contributions	+T. Contribution	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4	Gross Revenues	= G. Income	\$ 21,120.00	\$ 21,542.40	\$ 21,973.25	\$ 22,412.71	\$ 22,860.97	\$ 23,318.19	\$ 23,784.55	\$ 24,260.24	\$ 24,745.45	\$ 25,240.36
5	Vacancy Loss	- Vac	\$ 1,056.00	\$ 1,077.12	\$ 1,098.66	\$ 1,120.64	\$ 1,143.05	\$ 1,165.91	\$ 1,189.23	\$ 1,213.01	\$ 1,237.27	\$ 1,262.02
(5% Vac. Rate x Gross Income)												
6	Effective Gross Income	= EGI	\$ 20,064.00	\$ 20,465.28	\$ 20,874.59	\$ 21,292.08	\$ 21,717.92	\$ 22,152.28	\$ 22,595.32	\$ 23,047.23	\$ 23,508.17	\$ 23,978.34
Operating Expenses												
7	Insurance	The total of items #7-10 shall be no less than \$2,850/unit	\$ 2,200.00	\$ 2,266.00	\$ 2,333.98	\$ 2,404.00	\$ 2,476.12	\$ 2,550.40	\$ 2,626.92	\$ 2,705.72	\$ 2,786.89	\$ 2,870.50
8	Maintenance & Structural Repairs		\$ 1,200.00	\$ 1,238.00	\$ 1,273.08	\$ 1,311.27	\$ 1,350.61	\$ 1,391.13	\$ 1,432.86	\$ 1,475.85	\$ 1,520.12	\$ 1,565.73
9	Management Fees		\$ 1,478.40	\$ 1,522.75	\$ 1,568.43	\$ 1,615.49	\$ 1,663.95	\$ 1,713.87	\$ 1,765.29	\$ 1,818.25	\$ 1,872.79	\$ 1,928.98
10	Misc. Operating Expenses/Utilities, Mktg.		\$ 1,090.00	\$ 1,112.40	\$ 1,145.77	\$ 1,180.15	\$ 1,215.55	\$ 1,252.02	\$ 1,289.58	\$ 1,328.26	\$ 1,368.11	\$ 1,409.16
11	Property Tax		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
12	Reserves (Operating reserve no less than \$350/unit)		\$ 700.00	\$ 721.00	\$ 742.63	\$ 764.91	\$ 787.86	\$ 811.49	\$ 835.84	\$ 860.91	\$ 886.74	\$ 913.34
13	Total Operating Expenses	- OPR. Expenses	\$ 6,658.40	\$ 6,858.15	\$ 7,063.90	\$ 7,275.81	\$ 7,494.09	\$ 7,718.91	\$ 7,950.48	\$ 8,188.99	\$ 8,434.66	\$ 8,687.70
14	Net Operating Income	=NOI	\$ 13,405.60	\$ 13,607.13	\$ 13,810.69	\$ 14,016.26	\$ 14,223.83	\$ 14,433.37	\$ 14,644.84	\$ 14,858.24	\$ 15,073.51	\$ 15,290.64
15	Debt Service First Mortgage		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
16	Debt Service Subordinate Mortgage(s)		\$ 11,400.00	\$ 11,400.00	\$ 11,400.00	\$ 11,400.00	\$ 11,400.00	\$ 11,400.00	\$ 11,400.00	\$ 11,400.00	\$ 11,400.00	\$ 11,400.00
17	Total Debt Service	-DIS	\$ 11,400.00	\$ 11,400.00	\$ 11,400.00	\$ 11,400.00	\$ 11,400.00	\$ 11,400.00	\$ 11,400.00	\$ 11,400.00	\$ 11,400.00	\$ 11,400.00
18	Cash Flow	=CF	\$ 2,005.60	\$ 2,207.13	\$ 2,410.69	\$ 2,616.26	\$ 2,823.83	\$ 3,033.37	\$ 3,244.84	\$ 3,458.24	\$ 3,673.51	\$ 3,890.64
18(b)	Equity Investment In Project		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
19	Cash -on- Cash ROI	CF	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
	Cash Flow divided by Equity Investment In Project	Equity Invest.										
	Debt Coverage Ratio (after Year 3, shall be no less than 1.20 during compliance period. Encourage 1.20-1.50.)	DCR	1.175929825	1.193607719	1.211463951	1.229496829	1.247704473	1.266094802	1.284635524	1.303354131	1.322237887	1.341283818

The Housing Fellowship Rental Rehab 01-2019

[illegible]

The Housing Fellowship Rental Rehab 01-2019

YR11	YR12	YR13	YR14	YR15	YR16	YR17	YR18	YR19	YR20	Line	Description
											<u>Revenues</u>
\$ 25,745.16	\$ 26,260.07	\$ 26,785.27	\$ 27,320.97	\$ 27,867.39	\$ 28,424.74	\$ 28,993.23	\$ 29,573.10	\$ 30,164.56	\$ 30,767.85	1	Gross Rental Income
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	2	Other Income
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	3	Tenant Contributions
\$ 25,745.16	\$ 26,260.07	\$ 26,785.27	\$ 27,320.97	\$ 27,867.39	\$ 28,424.74	\$ 28,993.23	\$ 29,573.10	\$ 30,164.56	\$ 30,767.85	4	Gross Revenues
\$ 1,287.28	\$ 1,313.00	\$ 1,339.26	\$ 1,368.05	\$ 1,393.37	\$ 1,421.24	\$ 1,449.66	\$ 1,478.65	\$ 1,508.23	\$ 1,538.39	5	Vacancy Loss
											(5% Vac. Rate x Gross Income)
\$ 24,457.90	\$ 24,947.06	\$ 25,446.00	\$ 25,954.92	\$ 26,474.02	\$ 27,003.50	\$ 27,543.57	\$ 28,094.44	\$ 28,656.33	\$ 29,229.46	6	Effective Gross Income
											<u>Operating Expenses</u>
\$ 2,956.62	\$ 3,045.31	\$ 3,136.67	\$ 3,230.77	\$ 3,327.70	\$ 3,427.53	\$ 3,530.35	\$ 3,636.26	\$ 3,745.35	\$ 3,857.71	7	Insurance
\$ 1,612.70	\$ 1,661.08	\$ 1,710.91	\$ 1,762.24	\$ 1,815.11	\$ 1,869.56	\$ 1,925.65	\$ 1,983.42	\$ 2,042.92	\$ 2,104.21	8	Maintenance & Structural Repairs
\$ 1,986.85	\$ 2,046.45	\$ 2,107.84	\$ 2,171.08	\$ 2,236.21	\$ 2,303.30	\$ 2,372.40	\$ 2,443.57	\$ 2,516.88	\$ 2,592.38	9	Management Fees
\$ 1,451.43	\$ 1,494.97	\$ 1,539.82	\$ 1,586.02	\$ 1,633.60	\$ 1,682.80	\$ 1,733.08	\$ 1,785.08	\$ 1,838.63	\$ 1,893.79	10	Misc. Operating Expenses
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	11	Property Taxes
\$ 940.74	\$ 968.96	\$ 998.03	\$ 1,027.97	\$ 1,058.81	\$ 1,090.58	\$ 1,123.29	\$ 1,156.99	\$ 1,191.70	\$ 1,227.45	12	Reserves
\$ 8,948.33	\$ 9,216.78	\$ 9,493.29	\$ 9,778.08	\$ 10,071.43	\$ 10,373.57	\$ 10,684.78	\$ 11,005.32	\$ 11,335.48	\$ 11,675.54	13	Total Operating Expenses
\$ 15,509.57	\$ 15,730.28	\$ 15,952.72	\$ 16,176.84	\$ 16,402.59	\$ 16,629.93	\$ 16,858.80	\$ 17,089.12	\$ 17,320.85	\$ 17,553.91	14	Net Operating Income
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	15	Debt Service First Mortgage
\$ 11,400.00	\$ 11,400.00	\$ 11,400.00	\$ 11,400.00	\$ 11,400.00	\$ 11,400.00	\$ 11,400.00	\$ 11,400.00	\$ 11,400.00	\$ 11,400.00	16	Debt Service Subordinate Mortgage(s)
\$ 11,400.00	\$ 11,400.00	\$ 11,400.00	\$ 11,400.00	\$ 11,400.00	\$ 11,400.00	\$ 11,400.00	\$ 11,400.00	\$ 11,400.00	\$ 11,400.00	17	Total Debt Service
\$ 4,109.57	\$ 4,330.28	\$ 4,552.72	\$ 4,776.84	\$ 5,002.59	\$ 5,229.93	\$ 5,458.80	\$ 5,689.12	\$ 5,920.85	\$ 6,153.91	18	Cash Flow
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	18(b)	Equity Investment In Project
#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	19	Cash -on- Cash ROI
											Cash Flow divided by Equity Investment In Project
1.360488704	1.379849063	1.399361147	1.419020926	1.438824077	1.458765973	1.47884167	1.499045891	1.519373019	1.539817076		Debt Coverage Ratio

The Housing Fellowship Rental Rehab 01-2019

[illegible]

Feasibility and Community Impact

Outline the proposed timetable and expected impact for the project. For the timetable, include when requested funding will be committed, project milestones such as rezoning or construction, and when funds will be spent. If applicant plans to apply for funds not committed, include the anticipated date for application and when funds will be awarded. For expected impact, break out beneficiaries by income group. If funded, both the schedule and income breakdown will be used for any project agreement.

Project Benefit Narrative

Describe project benefits and requirements

Such as beneficiary eligibility requirements, targeted beneficiaries, etc.

Even though both homes are occupied, the eligibility requirements for tenancy in the homes throughout the affordability period are;

Household income at move-in must be below 60% AMI

Household income/voucher must be adequate to pay rent and utilities

Household must have three years of favorable landlord references

Household must not have been convicted of a crime of violence against persons or property within the last five years

Rental Housing

Expected Number of Units *	Expected Rent *
1	\$ 979.00
1	\$ 781.00

Time Table

Date	Description of Activity
7/1/2019	HOME funds available
9/2/2019	Environmental clearance/funding agreement signed
9/27/2019	Rehab work lists complete/advertise for bids
10/31/2019	Bid opening/contracts awarded/proceed to work signed
2/3/2020	Rehab complete (weather conditions may apply)
3/13/2020	Completion/close-out reports submitted. Affordability period begins

To promote the efficient use of public funds, describe how the project will continue to provide public benefits through and beyond the required compliance period. Describe how the project will provide public benefits below rates in the existing market

As a CHDO, THF will provide public benefits; the properties will be maintained as affordable rental homes for the life of the properties, well beyond the required term of affordability. The rents on the homes are well below the area market rents; the 2017 Apartment study (Cook Appraisal) found average market rents for two bedroom apartments to be \$935 and \$2,066 for a four bedroom.

The HOME rents (net to THF) are significantly lower; \$781 for two bedroom and \$979 for a four bedroom.

In what manner or form will the project proceed if it is awarded less than full funding? If there are several components, how will they be prioritized?

The rehab work lists will be prioritized and the major systems replacements (i.e. HVAC, water heat) will have top priority.

Income Breakdown

Please indicate the population to be served by the proposed program according to the linked [income categories](#). If requesting money for a specific administrative expense (like a staff member's salary), indicate the population served by your entire agency.

(Please Note: If funded, this information will be used as income targeting for your Agreement).

Median Income	Number of Persons
---------------	-------------------

0 - 30%	
---------	--

31 - 50%	
----------	--

51 - 60%	10
----------	----

61 - 80%	
----------	--

Over 80%	
----------	--

Total Persons/Households	
--------------------------	--

10	
----	--

Percent LMI	
-------------	--

100.00	
--------	--

Please note the basis for these estimates *

HOME allowed limits that will be maintained throughout the affordability term. Please note that both homes are occupied now by families under 30% and 60% AMI.

Capacity and Applicant History

Please list amount of CDBG and/or HOME funds received within the last four City fiscal years and the status of the project(s) undertaken.

CDBG and/or HOME funds received

Fiscal Year Funds Received	Budgeted Amount	Amount Expended	Date Project Completed
July 1, 2015 to June 30, 2016	\$ 316,000.00	\$ 316,000.00	6/29/2018
July 1, 2016 to June 30, 2017	\$ 74,000.00	\$ 68,998.00	
July 1, 2017 to June 30, 2018	\$ 204,000.00	\$ 197,998.00	
July 1, 2018 to June 30, 2019	\$ 111,034.00	\$ 0.00	

Please describe your organization's structure, officers, and staff. *

THF has maintained CHDO certification by the City of Iowa City since 1996.

The 11 member Board of Trustees serves as the policy making body. Trustees represent key areas of expertise pertinent to the business of the Corporation; law, banking, developer, and members representing the low-income community (including two tenants). Officers include President, Vice-President, Secretary/Treasurer.

Trustees and key community members make up the Board Committees:

Executive

Audit Committee

Finance Committee

Housing Advisory Committee

Recruitment and Orientation Committee

Succession Committee

The Housing Fellowship has 7.0 FTE. Very little staff turnover has occurred over the last five years.

Please describe the education and experience of key staff who will implement the project (excluding volunteers, board members, and consultants). If consultants are utilized, identify what role they will play in the project. *

Maryann Dennis has been the Executive Director of the Housing Fellowship since January 1993. She has extensive experience in working with low-income families and the administration of federal and private funding sources. She currently oversees all operations in addition to The Housing Fellowship. Ms. Dennis is a certified Housing Development Finance Professional through the National Development Council. She holds a Master's Degree in Social Work Administration and Social Development from the University of Iowa.

Ross Resetich, CFO joined THF in February, 2018. Ross is a CPA and has an MBA from St. Ambrose. He is responsible to oversee all fiscal duties according to the Financial Management Policies and Procedures; including budgeting and reporting for THF and related entities, bank reconciliations, audits and oversees AP and AR.

Tashundra Gathright, a University of Iowa Graduate in Social Work joined THF as Compliance Specialist in 2008. Ms. Gathright is the only certified tax credit compliance specialist in Johnson County. She completes all income qualifications for applicants and tenants and prepares all reports for funders.

Tammy Spies, Project Manager has been employed at THF since 2004. She has an A.A. degree in marketing from Ellsworth Community College. Ms. Spies oversees all leases, rehab and the maintenance department.

Please summarize your organization's portfolio, including how many units you own and/or manage, how many homes you have built/rehabilitated/sold, and what projects are underway. *

Rental units owned and managed = 107
LIHTC rental units managed = 70

Rental Constructed Managed by THF = 93; Constructed for Iowa City owned rental = 10
Owner-occupied constructed = 26
Rental units rehabbed = 67 (includes a 16 unit complex destroyed in the 2008 flood)
Pipeline = Rehab of 6 units. Construction of 33 LIHTC units, 29 affordable and 4 market at 628 S. Dubuque St.

Evidence of Fiscal Capacity (?)

Audit Summary

Audit Summary THF 01-2019.pdf

98.68KB

Evidence of Organizational Capacity (?)

Up to four pages of additional information about the capacity of the organization may be included. Examples of possible evidence may be resumes of key staff, additional descriptions of organizational activities, or other relevant information.

Capacity description THF 01-2019.docx

133.84KB

Is the applicant (including partners, co-applicants, etc.) currently in compliance with all federal, state and local laws, rules and regulations, including any CDBG and/or HOME funded projects? *

- ☒ Yes
- ☐ No
- ☐ Currently in litigation

Please identify relevant market factors that verify the demand for the proposed project based on the City of Iowa City Housing Program Guidelines policy. The City may require a Market Analysis for large or complicated projects to support the need before entering an agreement.

*This does not apply to tenant based rental assistance, homeowner rehabilitation, down payment assistance, or CHDO operating expenses.

Number of units for rent: Iowa City – 14,024

Between 2000 and 2012, all jurisdictions added to their housing stock. However, the majority of this growth has been in single-family housing. Housing vacancy rates are helpful indicators of occupancy turnover and housing mobility. The housing industry generally regards a 5 percent vacancy rate as optimal. At this rate, there is neither a surplus nor deficit of available units, which helps regulate housing costs and mitigate cost burden. (Housing Market Analysis, 2012).

The 2017 Multi-Family Housing Survey by Cook Appraisal found vacancy rates in multi-family rental properties to be 4.1% for two bedroom units and 7.99% for fours. The 2018 vacancy rate for all THF owned and managed rental homes was 4.4%. Both project homes are rented; 427 S. 1st Avenue renter family is entering their fifth year and the family at 1232 Esther Court their third year.

The study found average rents for two bedroom apartments to be \$935 and \$2,066 for a four bedroom.

The HOME rents (net to THF) are significantly lower; \$781 for two bedroom and \$979 for a four bedroom.

Condition of Project Properties

Address Year Built Date acquired by THF

1232 Esther Court 1978 7/16/1999

427 S. 1st Avenue 1961 5/27/1998

Both properties have current rental permits.

Work to be completed:

1232 Esther Court

427 S. 1st Avenue

Required Communications

Generally accepted auditing standards (AU-C 260, *The Auditor's Communication With Those Charged With Governance*) require the auditor to promote effective two-way communication between the auditor and those charged with governance. Consistent with this requirement, the following summarizes our responsibilities regarding the consolidated financial statement audit as well as observations arising from our audit that are significant and relevant to your responsibility to oversee the financial reporting process.

Area	Comments
Our Responsibilities With Regard to the Financial Statement Audit	Our responsibilities under auditing standards generally accepted in the United States of America and <i>Government Auditing Standards</i> issued by the Comptroller General of the United States have been described to you in our arrangement letter dated November 28, 2017. Our audit of the financial statements does not relieve management or those charged with governance of their responsibilities, which are also described in that letter.
Overview of the Planned Scope and Timing of the Financial Statement Audit	We have issued a separate communication dated November 28, 2017 regarding the planned scope and timing of our audit.
Accounting Policies and Practices	<p>Preferability of Accounting Policies and Practices Under generally accepted accounting principles, in certain circumstances, management may select among alternative accounting practices. In our view, in such circumstances, management has selected the preferable accounting practice.</p> <p>Adoption of, or Change in, Accounting Policies Management has the ultimate responsibility for the appropriateness of the accounting policies used by the Fellowship. The Fellowship did not adopt any significant new accounting policies, nor have there been any changes in existing significant accounting policies during the current period.</p> <p>Significant or Unusual Transactions We did not identify any significant or unusual transactions or significant accounting policies in controversial or emerging areas for which there is a lack of authoritative guidance or consensus.</p> <p>Management's Judgments and Accounting Estimates Summary information about the process used by management in formulating particularly sensitive accounting estimates and about our conclusions regarding the reasonableness of those estimates is in the attached Summary of Significant Accounting Estimates.</p>
Audit Adjustments	There were no audit adjustments made to the original trial balance presented to us to begin our audit.
Uncorrected Misstatements	We are not aware of any uncorrected misstatements other than misstatements that are clearly trivial.

Area	Comments
Disagreements With Management	We encountered no disagreements with management over the application of significant accounting principles, the basis for management's judgments on any significant matters, the scope of the audit, or significant disclosures to be included in the consolidated financial statements.
Consultations With Other Accountants	Berry Court Limited Partnership, Corridor Woods Limited Partnership and Aniston Village Limited Partnership are audited by other auditors in which we refer to in our opinion. We are not aware of any other consultations management had with other accountants about accounting or auditing matters.
Significant Issues Discussed With Management	No significant issues arising from the audit were discussed with or were the subject of correspondence with management.
Significant Difficulties Encountered in Performing the Audit	We did not encounter any significant difficulties in dealing with management during the audit.
Report on Internal Controls Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards	We have separately issued a report on internal controls and compliance under standards applicable to financial audits contained in <i>Government Auditing Standards</i> and the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards at 2 CFR 200 (Uniform Guidance). This communication is included within the compliance report of The Housing Fellowship for the year ended December 31, 2017.
Significant Written Communications Between Management and Our Firm	Copies of material written communications between our firm and the management of the Fellowship, including the representation letter provided to us by management, are attached as Exhibit A.

The Housing Fellowship and Consolidated Entities

Summary Schedule of Findings and Questioned Costs Year Ended December 31, 2017

I. Summary of Independent Auditor's Results

Financial Statements

Type of auditor's report issued on whether the financial statements audited were prepared in accordance with GAAP: Unmodified

Internal control over financial reporting:

- Material weakness(es) identified? ☐ Yes ☒ No
- Significant deficiency(ies) identified? ☐ Yes ☒ No

Noncompliance material to financial statements noted? ☐ Yes ☒ No

Federal Awards

Internal control over major programs:

- Material weakness(es) identified? ☐ Yes ☒ No
- Significant deficiency(ies) identified? ☐ Yes ☒ No

Type of auditor's report issued on compliance for major programs: Unmodified

- Any audit findings disclosed that are required to be reported in accordance with Section 2 CFR 200.516(a)? ☐ Yes ☒ No

Identification of major program:

CFDA Number	Name of Federal Program or Cluster
14.239	HOME Investment Partnerships Program

Dollar threshold used to distinguish between type A and type B programs \$750,000

Auditee qualified as low-risk auditee? ☒ Yes ☐ No

The Housing Fellowship and Consolidated Entities

**Corrective Action Plan
Year Ended December 31, 2017**

No matters were reported.

Project Name		Domestic Violence Intervention Program (DVIP) Shelter Repair			
Project Address	Confidential				
Activity Type	Public Facility (PF)				
CITY STEPS Priority	PF Improvements - Domestic Violence Victims/Homeless				
CITY STEPS Goal	Improve and maintain public facilities				
Amount Requested	\$120,000				
Project Description	Renovate emergency shelter for adult and youth victims of domestic violence. Specifically, rehabilitate the parking area and youth services area, and add fencing to secure our shelter property.				
Repayment Terms	Conditional occupancy loan (forgiven if follows requirements)				
Compliance Period	12 years proposed				
Property Taxes	Tax exempt				
% CDBG/HOME Funded	94%				
Project Budget Discussion	Total renovation budget is approximately \$127,510, with matching funds coming from private donations. Prioritization list of improvements if not awarded full funding: 1) Asphalt Repair - \$89,570 2) Fencing - 4,770 3) Youth Services Area - \$33,920				
Beneficiaries	0-30%	AMI	73%	4,200 beneficiaries	
	31-50%	AMI	10%		
	51-80%	AMI	12%		
	80+%	AMI	5%		
Project Coordination with Existing Services & other Services Available in the Community	None noted for this project				
Timeliness and Capacity to Successfully Complete the Proposed Project	Applicant is in good standing and has successfully completed previous CDBG/HOME public facilities projects. Staff has no current concerns about capacity to successfully administer this project.				
Staff Concerns/Notes	1) All work will be subject to federal labor provisions (Davis Bacon – prevailing wages).				
	2) Must comply with federal procurement standards (competitive bids) for the proposed work.				
	3) Section 3 may require opportunities for training and employment for LMI persons if a contractor performs construction duties which total \$100,000 in HUD funds.				

General Information and Project Need

Community Development Block Grant (CDBG) and/or HOME Investment Partnership (HOME) programs provide funding to aid in the development of viable urban communities and in the provision of safe and decent affordable housing. Applications are due Tuesday, January 18, 2019 at noon. This year, \$625,000 are estimated to be available through this competitive process. Please review the [FY20 CDBG/HOME Application Guide](#) for more information about eligible activities. Please submit one project proposal per application. Questions can be directed to kirk-lehmann@iowa-city.org or contact Neighborhood Services at 319-356-5230. Additional assistance, and hard copy applications, are available upon request

Project Information

Project name *

DVIP Shelter Repair

Project Address *

Street Address

Shelter location is confidential and can be provided to the committee outside of public documents.

Address Line 2

1105 S. Gilbert Ct. suite 300

City

State / Province / Region

Iowa City

IA

Postal / Zip Code

Country

52240

United States

Type of Project (?)☐ Rental Housing☐ Owner Housing☒ Public Facility☐ Other**Type of Activity (?)**☐ Acquisition☐ New Construction☒ Rehabilitation☐ Direct Assistance☐ Other

Applicants

Applicant Name *

Domestic Violence Intervention Program

Applicant Address *

Street Address

1105 S Gilbert Ct. Suite 300

Address Line 2

City

Iowa City

Postal / Zip Code

52240

State / Province / Region

IA

Country

United States

Contact Person, Title *

Kristie Fortmann-Doser, Executive Director

Phone Number *

3193569863

Email *

kristie@dvipiowa.org

DUNS Number (?)

614880438

DUNS # Verification * (?)

Go to <http://fedgov.dnb.com/webform> to look up or create a DUNS number. Provide a copy of the email you receive with your confirmed DUNS number.

Dun & Bradstreet Business Information Report_ DOMESTIC VIOLENCE INTERVENTION PROGRAM, INC.pdf 72.03KB

CAGE Code (?)

Obtain by registering on SAM.gov

495D111056

SAM.gov Registration * (?)

All subrecipients must register on SAM.gov before a legally binding agreement can be signed. Attach your SAM.gov Entity Registration Summary as evidence that this has been completed.

View Details - Entity Overview _ System for Award Management.pdf 69.8KB

General Information

Type of Lead Applicant *

- ☐ Community Housing Development Organization
- ☒ Private non-profit organization
- ☐ Private for-profit, individual or partnership applicant
- ☐ Public Organization

W-9 Form * (?)

(Request for Taxpayer ID# & Certification)

DVIP W-9.pdf 322.15KB

Organizational Status * (?)

Go to <https://sos.iowa.gov/search/business> to look up the organization applying for funds. Provide a copy of the Business Entity Summary screen.

DVIP Business Entity Summary.pdf 100.48KB

Amount of Funds Requested *

\$ 120,000.00

Did you attend an Applicant Workshop? *

- ☒ Yes ☐ No

Provide a few lines describing the proposed project *

DVIP is requesting funding to support the continued use of our emergency shelter for adult and youth victims of domestic violence. Specifically, we wish to rehabilitate the parking area and youth services area, and add fencing to secure our shelter property.

Please specify the one or two most applicable priority need(s) this application addresses, as shown in the 2016-2020 CITY STEPS Plan. Explain how this project will meet this/those need(s). *

Public Facility Improvements High Priority - Domestic Violence Victims

Public Services High Priority - Domestic Violence Victims

Budget and Resources

Type of Funding Requested*

Financing terms will be based on project feasibility and the ability to repay. Terms approved by City Council may be different than what is requested.

Grant

Requested Grant Terms

Principal Amount

\$ 120,000.00

Affordability Period (?)

12

Source of Funds

Please enter below the types of funding and amounts requested for the proposed project, including if the funding is committed. If not a loan, leave loan terms blank. Select the blank space for possible sources of income, or enter your own.

Public Resources

Funding Source and Type (?)	Amount	Interest rate	Term (?)	Committed
Iowa City HOME/CDBG	\$ 120000.00			No

Total Public Funds

\$ 120,000.00

For uncommitted funds, please indicate when the applicant will apply for funds

Private Resources

Funding Source & Type (?)	Amount	Interest rate	Term (?)	Committed
Applicant Fundraising	\$ 7,510.00			No

Total Private Funds

\$ 7,510.00

Total Project Funding

\$ 127,510.00

Use of Funds

Please enter below the uses of funding and amounts requested for the proposed project, including whether formal cost estimates were received. Select the blank space for possible use of funds, or enter your own."

Type (?)	Amount	Formal Cost Estimate	Name of Entity providing cost estimate
Construction / Rehabilitation	\$ 127,510.00	Yes	Done Done Services

Total Use of Funds Amount

\$ 127,510.00

Scope of work (?)

Other Considerations

Number of households or persons served *

4,200

Total cost per household or person served

\$ 30.36

What percentage of the proposed budget will be made up of private funds? *

5.89

Dollars Leveraged Per City Dollar Spent

\$ 0.06

Describe any community partnerships or volunteers that will contribute to the project.

This will not be applicable to this project.

Describe any identity of interest (IOI) relationships with the applicant and/or project owner, i.e. General Partner has a financial interest in the construction company, etc. *

No IOI

Included below are pictures of the degraded asphalt and repair needs:





Done Done Services, L.C.
 5001 J St SW, Suite 2
 Cedar Rapids, IA 52404-4921
 319-366-4700
 support@donedoneservices.com
 www.donedoneservices.com

Estimate



ADDRESS
Domestic Violence Intervention Program 1105 South Gilbert Ct Iowa City, IA 52240 US

SHIP TO
Domestic Violence Intervention Program

ESTIMATE #	DATE
2245	12/26/2018

CODE
 C, EC, MOW 27, 820, 3199815578

P.O. NO.
 BE

ACTIVITY	QTY	RATE	AMOUNT
Work to be performed at: Domestic Violence Intervention Program			
Contact: Ryan Holst 319-981-5578 -----			
Service Tech Labor and Material to install chain link fencing:			4,500.00T
Scope of work: - Install 185' of 6' high, 9 gauge chain link fence using 2 1/2" diameter line posts. Note: Fence will run 100' along east side and 85' along south side of large lot to control traffic using as a short cut. -----			
Remodeling Labor and Material to replace window and build divider with shelving in playroom:			12,500.00
Scope of work: - Remove casement window. - Replace with twin slider style. - Construct divider wall, with shelving in lower portion of wall. Top portion of divider wall will be open, shelving on lower portion with walk-through in center of divider. - Finish in drywall. Mud, tape texture to match existing as close as possible. - Demo existing vanity/Sink. - Install 4' of upper and lower cabinets. Install larger sink in base unit. - Paint walls and ceiling (in play room area).			

ACTIVITY	QTY	RATE	AMOUNT
----- Service Tech Labor and Material to replace flooring in lower level: Scope of work: - Remove existing VCT tile in lower level. (6 offices, computer room, Directors office, playroom and hallway areas). - Install LVT flooring in removed areas. Approximately 2750 s/f. Note: The above does not include the relocating of shelving, desks, equipment, etc. This would be an additional cost. -----			19,500.00T
Service Tech Labor and Material to asphalt 2 parking lots: Scope of work: - Install 2 " of asphalt overlay on large lot (Approx 26,865 s/f) \$62,500 - Install 2 " of asphalt overlay on lot adjacent to building (Approx 4,850 s/f) \$12,000 Note: Areas will be swept and blown clean of debris, asphalt tack sprayed on surface, Hot Mix Asphalt installed, level coarse and compact, install final lift Hot Mix Asphalt for a 2" thick mat. -----			84,500.00T
NOTE: THE ABOVE PRICING IS BEING PROVIDED FOR BUDGETARY PURPOSES. AS WE MOVE FORWARD WITH SPECIFIC PROJECTS THE PRICING WILL BE CONFIRMED AND ADJUSTED ACCORDINGLY +/- DEPENDENT ON SPECIFIC ITEMS/MATERIALS SELECTED. -----			
Terms are 50% down with signed estimate approval. Balance will be due at the time of project completion.		0.00	

Service Tech Labor and Material to replace flooring in lower level:

Scope of work:

Note: The above does not include the relocating of shelving, desks, equipment, etc. This would be an additional cost.

Service Tech Labor and Material to asphalt 2 parking lots:

- Install 2 " of asphalt overlay on lot adjacent to building (Approx 4,850 s/f) \$12,000

NOTE:

Terms are 50% down with signed estimate approval. Balance will be due at the time of project completion.

2.0% charge will be applied on accounts for each billing cycle account is delinquent

TAX

TOTAL

Accepted By

Feasibility and Community Impact

Outline the proposed timetable and expected impact for the project. For the timetable, include when requested funding will be committed, project milestones such as rezoning or construction, and when funds will be spent. If applicant plans to apply for funds not committed, include the anticipated date for application and when funds will be awarded. For expected impact, break out beneficiaries by income group. If funded, both the schedule and income breakdown will be used for any project agreement.

Project Benefit Narrative

Describe project benefits and requirements

Such as beneficiary eligibility requirements, targeted beneficiaries, etc.

The Domestic Violence Intervention Program provides safe shelter; crisis intervention services, advocacy, counseling, case management and support group services that help keep victims of domestic violence safe from immediate danger and on-going emotional harm. These services are unduplicated in our eight county service area (Johnson, Washington, Iowa, Des Moines, Henry, Lee, Van Buren and Cedar Counties). While residents/clients seek services from DVIP, it is our goal for clients to reach the highest level of safety and self-sufficiency possible. Maintaining an emergency shelter with appropriate facilities, contributes to service provision and our client's efforts to increase self-sufficiency.

Time Table

Date	Description of Activity
7/1/2019	Beginning of City Fiscal Year and Project Start Date
8/30/2019	Rebid of Project, contract and city meeting with CDBG staff. Ongoing: solicitations for donations accompanying the project.
9/27/2019	Final bids Accepted
10/1/2019	Repair of Asphalt, and installation of fencing
10/15/2019	Rehabilitation of Youth Area
12/13/2019	Project Complete

To promote the efficient use of public funds, describe how the project will continue to provide public benefits through and beyond the required compliance period. Describe how the project will provide public benefits below rates in the existing market

A critical aspect of our safe shelter and crisis intervention support services is providing a safe environment and appropriate facilities for adults and youth while they move beyond initial stages of crisis and homelessness to permanent housing. Without appropriate upgrades in building and maintenance, client's safety and ongoing support would be compromised. The shelter building was built in 1993 and has provided emergency safety to more than 8600 adults and youth who were escaping violence in their home. One tactic of battering is to control access to resources, so for many of the families we have supported, they come to us with little or nothing. By providing safe shelter, we provide an environment where victims can heal and evaluate their goals. Through our supportive services and partnerships victims can gain employment, housing, financial literacy skills and the resources to begin a life independent of an abusive partner. Our project request speaks directly to maintaining our existing shelter building. Over time the building has required repair, replacement and general up-keep.

In what manner or form will the project proceed if it is awarded less than full funding? If there are several components, how will they be prioritized?

Priority 1 - Asphalt repair, bluntly it is a significant expense, and patching is no longer sufficient.

Priority 2 - Fencing for the shelter adjacent parking lot to secure our perimeter and diminish car and traffic through our private lot. This is a safety issue for victims staying in our shelter.

Priority 3 - Replace flooring, a sink cabinet, storage and windows in our youth play area. All of these features are original to the building of the shelter in 1993.

Income Breakdown

Please indicate the population to be served by the proposed program according to the linked [income categories](#). If requesting money for a specific administrative expense (like a staff member's salary), indicate the population served by your entire agency.

(Please Note: If funded, this information will be used as income targeting for your Agreement).

Median Income	Number of Persons
0 - 30%	3,086
31 - 50%	420
51 - 60%	294
61 - 80%	200
Over 80%	200

Total Persons/Households
4,200

Percent LMI
95.24

Please note the basis for these estimates *

This is based on statistical percentages for shelter residents over the past five years.

Capacity and Applicant History

Please list amount of CDBG and/or HOME funds received within the last four City fiscal years and the status of the project(s) undertaken.

CDBG and/or HOME funds received

Fiscal Year Funds Received	Budgeted Amount	Amount Expended	Date Project Completed
July 1, 2018 to June 30, 2019	\$ 40,000.00	\$ 2,932.06	6/30/2019
July 1, 2017 to June 30, 2018	\$ 4,570.00	\$ 4,570.00	6/30/2018
July 1, 2016 to June 30, 2017	\$ 6,300.00	\$ 6,300.00	6/30/2017
July 1, 2015 to June 30, 2016	\$ 171,656.00	\$ 171,656.00	6/30/2016

Please describe your organization's structure, officers, and staff. *

DVIP is a non-profit organization that began services in 1979. The organizational structure includes a 12-15 member Board of Directors, Executive Director, Supervisory staff and Direct Services staff. The DVIP Board of Directors provides mission centered policy development and strategic planning, guided by our agency's DVIP By-Laws and Policy Handbooks. The Board of Directors is comprised of two Co-Chairs, Treasurer, Recorder and Members that further the mission, fiscal management, and strategic plan of DVIP. The Executive Director is responsible for the fulfillment of the agency strategic plan and agency management, and works with a 5 member Supervisory Team, 35 paid staff and approximately 150 volunteers.

Please describe the education and experience of key staff who will implement the project (excluding volunteers, board members, and consultants). If consultants are utilized, identify what role they will play in the project. *

Kristie Fortmann-Doser, the Executive Director, has worked with victims of domestic violence and sexual assault for more than 30 years, coming to the Iowa City DVIP in 1993 and hired as Executive Director in 2004. Ms. Fortmann-Doser has fourteen years' experience writing, implementing, administering and completing CDBG projects and has supervised three major projects, the most expensive more than \$225,000. In addition, Ms. Fortmann-Doser has administered state and federal grant awards as a primary recipient, with federal funds exceeding \$800,000 annually. Fortmann-Doser has a BA in Gender Studies from the University of Iowa and is a Certified Domestic Abuse Advocate in Iowa.

Please summarize your organization's portfolio, including how many units you own and/or manage, how many homes you have built/rehabilitated/sold, and what projects are underway. *

DVIP owns a sixteen-bedroom emergency shelter whose mortgage was retired in 2001. In addition, we manage a 6 unit transitional housing building in Burlington, Iowa. DVIP has completed the following rehabilitation projects in the past 8 years:

- FY16 Converting 2 dorm style bathrooms into 6 private bathrooms in our emergency shelter - \$125,247.
- FY13 Replacing flooring and installing a commercial grade kitchen in our emergency shelter - \$215,095
- FY11 Replaced Handicap Accessibility Ramp, surrounding 3 sides of shelter – \$86,764
- FY10 Air conditioner Replacement, shelter - \$12,256

Evidence of Fiscal Capacity (?)

Audit Summary

Issued Financial Statement - Short.pdf

175.98KB

Evidence of Organizational Capacity (?)

Up to four pages of additional information about the capacity of the organization may be included. Examples of possible evidence may be resumes of key staff, additional descriptions of organizational activities, or other relevant information.

Asphalt Photos.docx

2.06MB

Is the applicant (including partners, co-applicants, etc.) currently in compliance with all federal, state and local laws, rules and regulations, including any CDBG and/or HOME funded projects? *

- ☒ Yes
- ☐ No
- ☐ Currently in litigation

DOMESTIC VIOLENCE INTERVENTION PROGRAM
FINANCIAL STATEMENTS
YEARS ENDED JUNE 30, 2018 AND 2017

**DOMESTIC VIOLENCE INTERVENTION PROGRAM
TABLE OF CONTENTS
YEARS ENDED JUNE 30, 2018 AND 2017**

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INDEPENDENT AUDITORS' REPORT

Board of Directors
Domestic Violence Intervention Program
Iowa City, Iowa

Report on the Financial Statements

We have audited the accompanying financial statements of Domestic Violence Intervention Program (the Agency), which comprise the statements of financial position as of June 30, 2018 and 2017, and the related statements of activities, functional expenses, and cash flows for the years then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audits to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Board of Directors
Domestic Violence Intervention Program

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Domestic Violence Intervention Program as of June 30, 2018 and 2017, and the change in its net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

CliftonLarsonAllen LLP

CliftonLarsonAllen LLP

Cedar Rapids, Iowa
December 18, 2018

**DOMESTIC VIOLENCE INTERVENTION PROGRAM
STATEMENTS OF FINANCIAL POSITION
JUNE 30, 2018 AND 2017**

	<u>2018</u>	<u>2017</u>
ASSETS		
CURRENT ASSETS		
Cash	\$ 58,987	\$ 58,792
Grants Receivable	225,152	226,210
Contributions Receivable	145,000	68,000
Prepaid Expenses	8,166	831
Total Current Assets	<u>437,305</u>	<u>353,833</u>
BENEFICIAL INTEREST IN ASSETS HELD BY COMMUNITY FOUNDATION	6,206	5,000
PROPERTY AND EQUIPMENT		
Land	300,146	300,146
Building and Improvements	1,117,717	1,117,717
Equipment	47,034	46,168
Vehicles	37,627	38,986
Total	<u>1,502,524</u>	<u>1,503,017</u>
Less: Accumulated Depreciation	<u>(559,909)</u>	<u>(497,157)</u>
Net Property and Equipment	<u>942,615</u>	<u>1,005,860</u>
Total Assets	<u><u>\$ 1,386,126</u></u>	<u><u>\$ 1,364,693</u></u>
LIABILITIES AND NET ASSETS		
CURRENT LIABILITIES		
Accounts Payable	\$ 10,079	\$ 18,689
Accrued Expenses	130,854	119,920
Line of Credit	166,078	250,000
Current Maturities of Note Payable	6,116	5,918
Total Current Liabilities	<u>313,127</u>	<u>394,527</u>
LONG-TERM NOTE PAYABLE	<u>191,162</u>	<u>197,296</u>
Total Liabilities	504,289	591,823
NET ASSETS		
Unrestricted	736,837	704,870
Temporarily Restricted	145,000	68,000
Total Net Assets	<u>881,837</u>	<u>772,870</u>
Total Liabilities and Net Assets	<u><u>\$ 1,386,126</u></u>	<u><u>\$ 1,364,693</u></u>

See accompanying Notes to Financial Statements.

DOMESTIC VIOLENCE INTERVENTION PROGRAM
STATEMENTS OF ACTIVITIES
YEARS ENDED JUNE 30, 2018 AND 2017

	2018		
	Unrestricted	Temporarily Restricted	Total
SUPPORT AND REVENUE			
Contributions	\$ 261,657	\$ 75,000	\$ 336,657
United Way Allocation	14,541	70,000	84,541
City and County Funding	127,443	-	127,443
Federal and State Grants	1,166,547	-	1,166,547
Interest and Dividends	24	-	24
In-Kind Contributions	300	-	300
Gain (Loss) on Disposal of Property and Equipment	674	-	674
Miscellaneous Income	10,516	-	10,516
Fundraisers, Net of Expenses of \$8,461 in 2018 and \$3,222 in 2017	17,067	-	17,067
Change in Beneficial Interest in Assets Held by Community Foundation	1,206	-	1,206
Net Assets Released from Restrictions, Satisfaction of Purpose and Time Restrictions	68,000	(68,000)	-
Total Support and Revenue	<u>1,667,975</u>	<u>77,000</u>	<u>1,744,975</u>
EXPENSES			
Program Services	1,448,140	-	1,448,140
Supporting Activities:			
General and Management	119,883	-	119,883
Fundraising	67,985	-	67,985
Total Expenses	<u>1,636,008</u>	<u>-</u>	<u>1,636,008</u>
CHANGE IN NET ASSETS	31,967	77,000	108,967
Net Assets - Beginning of Year	<u>704,870</u>	<u>68,000</u>	<u>772,870</u>
NET ASSETS - END OF YEAR	<u>\$ 736,837</u>	<u>\$ 145,000</u>	<u>\$ 881,837</u>

See accompanying Notes to Financial Statements.

**DOMESTIC VIOLENCE INTERVENTION PROGRAM
STATEMENTS OF ACTIVITIES (CONTINUED)
YEARS ENDED JUNE 30, 2018 AND 2017**

2017		
Unrestricted	Temporarily Restricted	Total
\$ 291,607	\$ -	\$ 291,607
15,251	68,000	83,251
103,700	-	103,700
1,149,971	-	1,149,971
31	-	31
7,729	-	7,729
(462)	-	(462)
12,859	-	12,859
18,427	-	18,427
-	-	-
64,531	(64,531)	-
<u>1,663,644</u>	<u>3,469</u>	<u>1,667,113</u>
1,427,323	-	1,427,323
144,763	-	144,763
60,934	-	60,934
<u>1,633,020</u>	<u>-</u>	<u>1,633,020</u>
30,624	3,469	34,093
<u>674,246</u>	<u>64,531</u>	<u>738,777</u>
<u>\$ 704,870</u>	<u>\$ 68,000</u>	<u>\$ 772,870</u>

See accompanying Notes to Financial Statements.

**DOMESTIC VIOLENCE INTERVENTION PROGRAM
STATEMENT OF FUNCTIONAL EXPENSES
YEAR ENDED JUNE 30, 2018**

	2018			
	Program Services	Supporting Activities		Total Expenses
		General and Management	Fundraising	
Salaries	\$ 861,103	\$ 74,121	\$ 47,000	\$ 982,224
Employee Benefits	146,407	9,218	8,098	163,723
Contract Labor	2,066	-	-	2,066
Insurance	9,454	3,360	-	12,814
Professional Expense	2,025	15,843	300	18,168
Building and Equipment Repairs	61,630	-	-	61,630
Resident Assistance	126,511	244	-	126,755
Occupancy	43,415	-	448	43,863
Telephone	37,001	1,055	848	38,904
Office Supplies and Postage	7,723	2,424	8,932	19,079
Travel	34,534	-	28	34,562
Dues and Memberships	12,250	85	1,091	13,426
Program Supplies	15,987	-	-	15,987
Staff Development	11,677	501	234	12,412
Service Charges	1,401	1,241	1,006	3,648
Interest Expense	6,589	11,791	-	18,380
Depreciation	68,367	-	-	68,367
Total Expenses	<u>\$ 1,448,140</u>	<u>\$ 119,883</u>	<u>\$ 67,985</u>	<u>\$ 1,636,008</u>

See accompanying Notes to Financial Statements.

DOMESTIC VIOLENCE INTERVENTION PROGRAM
STATEMENT OF FUNCTIONAL EXPENSES
YEAR ENDED JUNE 30, 2017

	2017			
	Program Services	Supporting Activities		Total Expenses
		General and Management	Fundraising	
Salaries	\$ 780,750	\$ 94,374	\$ 35,146	\$ 910,270
Employee Benefits	141,583	18,521	7,583	167,687
Contract Labor	15,658	-	2,549	18,207
Insurance	26,318	3,188	-	29,506
Professional Expense	532	13,195	-	13,727
Building and Equipment Repairs	46,230	143	-	46,373
Resident Assistance	153,943	-	-	153,943
Occupancy	57,318	-	-	57,318
Telephone	34,043	487	-	34,530
Office Supplies and Postage	22,224	2,844	12,473	37,541
Travel	36,129	42	116	36,287
Dues and Memberships	1,030	1,607	2,982	5,619
Program Supplies	21,547	-	-	21,547
Staff Development	11,563	-	48	11,611
Service Charges	2,440	958	37	3,435
Interest Expense	8,822	9,404	-	18,226
Depreciation	67,193	-	-	67,193
Total Expenses	<u>\$ 1,427,323</u>	<u>\$ 144,763</u>	<u>\$ 60,934</u>	<u>\$ 1,633,020</u>

See accompanying Notes to Financial Statements.

DOMESTIC VIOLENCE INTERVENTION PROGRAM
STATEMENTS OF CASH FLOWS
YEARS ENDED JUNE 30, 2018 AND 2017

	2018	2017
CASH FLOWS FROM OPERATING ACTIVITIES		
Change in Net Assets	\$ 108,967	\$ 34,093
Adjustments to Reconcile Change in Net Assets to Net Cash		
Provided by Operating Activities:		
Depreciation	68,367	67,193
Donated Property and Equipment	-	(7,729)
(Gain) Loss on Sale of Property and Equipment	(674)	462
Change in Beneficial Interest in Assets		
Held by Community Foundation	(1,206)	-
Effects of Changes in Operating Assets and Liabilities:		
Grants Receivable	1,058	187,475
Contributions Receivable	(77,000)	(3,469)
Prepaid Expenses	(7,335)	(304)
Accounts Payable	(8,610)	(153,129)
Accrued Expenses	10,934	(19,223)
Net Cash Provided by Operating Activities	<u>94,501</u>	<u>105,369</u>
CASH FLOWS FROM INVESTING ACTIVITIES		
Proceeds from Sale of Property and Equipment	1,000	-
Purchase of Property and Equipment	<u>(5,448)</u>	<u>-</u>
Net Cash Used by Investing Activities	(4,448)	-
CASH FLOWS FROM FINANCING ACTIVITIES		
Payments on Note Payable	(5,936)	(5,745)
Proceeds from Line of Credit	-	382,024
Repayments of Line of Credit	<u>(83,922)</u>	<u>(441,437)</u>
Net Cash Used by Financing Activities	<u>(89,858)</u>	<u>(65,158)</u>
NET INCREASE IN CASH	195	40,211
Cash - Beginning of Year	<u>58,792</u>	<u>18,581</u>
CASH - END OF YEAR	<u><u>\$ 58,987</u></u>	<u><u>\$ 58,792</u></u>
SUPPLEMENTAL DISCLOSURE OF CASH FLOW INFORMATION		
Cash Paid for Interest Expense	<u><u>\$ 18,380</u></u>	<u><u>\$ 18,225</u></u>
SUPPLEMENTAL DISCLOSURE OF NONCASH INVESTING AND FINANCING ACTIVITIES		
Donated Property and Equipment	<u><u>\$ -</u></u>	<u><u>\$ 7,729</u></u>

See accompanying Notes to Financial Statements.

DOMESTIC VIOLENCE INTERVENTION PROGRAM
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2018 AND 2017

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Nature of Activities

The Domestic Violence Intervention Program (the Agency) was created to provide shelter and support services for families who are victims of domestic violence. The Agency serves Cedar, Des Moines, Henry, Iowa, Johnson, Lee, Van Buren, and Washington counties. Significant accounting policies followed by the Agency are presented below.

Use of Estimates in Preparing Financial Statements

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues, expenses, gains, losses, and other changes in net assets during the reporting period. Actual results could differ from those estimates.

Property and Equipment

Property and equipment which were purchased are stated at their original cost, and donated property and equipment are recorded at fair market value at the date of receipt. Expenditures for property and equipment in excess of \$2,000 are capitalized. All property and equipment are depreciated over their estimated useful lives ranging from 5 years to 40 years using the straight-line method of depreciation.

Net Assets

The Agency presents its financial statements in accordance with the *Contributions Received and Presentation of Financial Statements Topics* in the FASB Codification. The Codification requires the Agency to distinguish between contributions received for each net asset category in accordance with the donor-imposed restrictions. The codification provides standards for external reporting for nonprofit organizations and requires that resources be classified for accounting and reporting purposes into three net asset categories according to externally (donor) imposed restrictions. A description of the three net asset categories is as follows:

Unrestricted – This category of net assets includes unrestricted contributions and expenses associated with the principal activity of the Agency.

Temporarily Restricted – This category includes contributed net assets for which donor-imposed time and/or purpose restrictions have not been met. Donor-restricted contributions whose restrictions are met in the same reporting period are reported as unrestricted contributions.

Permanently Restricted – This category of net assets includes gifts, trusts and pledges that require, by donor restriction, the corpus of the gift to be invested in perpetuity and only the income be made available in accordance with donor restrictions. The Agency had no permanently restricted net assets as of June 30, 2018 and 2017.

**DOMESTIC VIOLENCE INTERVENTION PROGRAM
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2018 AND 2017**

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Grants Receivable

Substantially all of the Agency's grants receivable is third party reimbursements due from governmental units. Grants receivable are carried at original invoice amount less an estimate made for doubtful receivables based on a review of all outstanding amounts. Management determines the allowance for doubtful accounts by identifying troubled accounts and by using historical experience applied to an aging of accounts. Grants receivable are written off when deemed uncollectible. Recoveries of grants receivable previously written off are recorded when received. No allowance and provision for doubtful accounts has been made for the years ended June 30, 2018 and 2017.

Revenue Recognition

Fees for services are recorded when the service is provided.

All contributions are considered to be available for unrestricted use unless specifically restricted by the donor. Amounts received, which are designated for future periods or restricted by the donor for specific purposes, are reported as temporarily restricted or permanently restricted support. When a donor restriction expires, that is, when a stipulated time restriction ends or purpose restriction is accomplished, temporarily restricted net assets are reclassified to unrestricted net assets and reported in the statements of activities as net assets released from restrictions. Unconditional promises to give are recorded as receivables and as support when received. All contributions receivable at June 30, 2018 and 2017 are due within one year.

Federal, state, city, and county grants and funding are recognized as revenue in the period the services are performed.

A number of volunteers have made significant contributions of their time in the furtherance of the Agency's programs. The value of this contributed time is not reflected in the accompanying statements of activities because the donated services do not create or enhance nonfinancial assets, require specialized skills, or would typically need to be purchased if not provided by donation.

Beneficial Interest in Assets Held by Community Foundation

Certain funds are held by the Community Foundation of Johnson County (Foundation), in permanent designated agency endowment funds, for the benefit of the Agency. The transactions with the Foundation are deemed to be reciprocal and, therefore, the value of the funds held by the Foundation is recognized as an asset (beneficial interest in assets held by community foundation) by the Agency. Control over the investment or reinvestment of the funds is exercised exclusively by the Foundation. The designated fund is available at any time for distribution to the Agency. The fund balance at June 30, 2018 and 2017 was \$6,206 and \$5,000, respectively. During the years ended June 30, 2018 and 2017, no funds were distributed to the Agency.

**DOMESTIC VIOLENCE INTERVENTION PROGRAM
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2018 AND 2017**

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Functional Expenses

The costs of providing various program and supporting activities have been summarized on a functional basis in the statements of functional expenses. Accordingly, certain costs have been allocated among the programs and supporting activities benefited either based on estimate time spent in the activity or are directly identifiable to a certain functional category.

Income Taxes

The Agency is exempt from income taxes under provisions of Section 501(c)(3) of the Internal Revenue Code.

When tax returns are filed, it is highly certain that some positions taken would be sustained upon examination by the taxing authorities, while others are subject to uncertainty about the merits of the position taken or the amount of the position that would be ultimately sustained. The benefit of a tax position is recognized in the financial statements in the period during which, based on all available evidence, management believes it is more likely than not that the position will be sustained upon examination, including the resolution of appeals or litigation processes, if any. The Agency had no uncertain tax positions that are required to be recorded as of June 30, 2018 or 2017.

NOTE 2 RESTRICTIONS ON NET ASSETS

Temporarily restricted net assets are available for the following purposes as of June 30:

	2018	2017
Future Operations (United Way)	\$ 70,000	\$ 68,000
Future Operations (Other)	75,000	-
	<u>\$ 145,000</u>	<u>\$ 68,000</u>

During the years ended June 30, net assets were released from donor restrictions by incurring expenses satisfying the restricted purpose or by the occurrence or passage of time. Net assets were released from the following restrictions:

	2018	2017
Future Operations (United Way)	<u>\$ 68,000</u>	<u>\$ 64,531</u>

DOMESTIC VIOLENCE INTERVENTION PROGRAM
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2018 AND 2017

NOTE 3 SIGNIFICANT FUNDING SOURCES

During the years ended June 30, the Agency received revenue and support from the following major sources, defined as greater than 10% of total revenue and support.

	<u>2018</u>	<u>2017</u>
Crime Victim Assistance Division		
of Iowa Department of Justice	\$ 890,697	\$ 895,498
Percent of Revenue and Support	51%	54%
Grants Receivable at Year-End	\$ 178,622	\$ 203,201

NOTE 4 EMPLOYEE BENEFIT PLAN

The Agency offers a SIMPLE IRA plan for employees who earn at least \$5,000 in compensation during any two preceding years. The employer matches contributions up to 3% of salary. Retirement plan expense was \$8,940 and \$9,936 for the years ended June 30, 2018 and 2017, respectively.

NOTE 5 OPERATING LEASE AND RENTAL EXPENSE

The Agency leases software, office space, and vehicles under various cancellable and noncancellable agreements that require various minimum annual rentals and expire at various dates through October 2021.

<u>Year Ending June 30,</u>	<u>Amount</u>
2019	\$ 18,888
2020	1,912
2021	1,912
2022	637
Total	<u>\$ 23,349</u>

Total rent expense for the years ended June 30, 2018 and 2017 was \$43,960 and \$55,907, respectively.

NOTE 6 RELATED PARTY TRANSACTIONS

The Agency receives certain revenue or support from members of the board of directors. The Agency also made payments totaling \$7,062 and \$11,678 for information technology services to a company owned by a board member. The amount owed and outstanding to that company was \$-0- and \$369 at June 30, 2018 and 2017.

**DOMESTIC VIOLENCE INTERVENTION PROGRAM
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2018 AND 2017**

NOTE 7 CONTINGENCY

In consideration of Community Development Block Grant (CDBG) funds received from the City of Iowa City, liens totaling \$340,343 as of June 30, 2018 and 2017, have been established in favor of the City as lien holder upon land, buildings, personal property, and if applicable, revenues and income from this property. Repayment of grant funds received will not be required and the liens will be released if the Agency continues to comply with the terms of the grant agreements, which include continuing to own the existing property and continuing to operate as a domestic violence shelter. The liens are scheduled to expire at various times through June 2032. The Agency plans to utilize the properties for their intended purpose through the expiration date of the liens, therefore, no liability has been recorded by the Agency.

NOTE 8 LINE OF CREDIT

The Agency has a \$200,000 revolving line of credit which expires February 26, 2019. Monthly interest only payments are due bearing a variable rate of prime plus 1.0% (5.89% as of June 30, 2018). Any outstanding principal plus all accrued unpaid interest at February 26, 2019 is due in one final payment. This line of credit is collateralized by substantially all of the Agency's assets. As of June 30, 2018, the outstanding principal and accrued interest totals \$166,078.

NOTE 9 NOTE PAYABLE

The Agency has a note payable due September 25, 2020, requiring monthly payments of \$1,044, including interest at a rate of 3.25% per annum, and a final balloon payment at maturity for the outstanding balance. The note is secured by real property located at XXXXXXXXXXXXXXXXXXXX, Iowa City, Iowa. The outstanding balance of the note payable at June 30, 2018 is \$197,278. Cash paid for interest totaled \$6,607 for the year ended June 30, 2018. Future maturities of the note payable as of June 30, 2018 are as follows:

<u>Year Ending June 30,</u>	<u>Amount</u>
2019	\$ 6,116
2020	6,304
2021	184,858
Total	<u>\$ 197,278</u>

This agreement contains various restrictive covenants, including a debt service coverage ratio. Management believes they are in compliance with all covenants as of June 30, 2018.

DOMESTIC VIOLENCE INTERVENTION PROGRAM
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2018 AND 2017

NOTE 10 SUBSEQUENT EVENTS

Management evaluated subsequent events through December 18, 2018, the date the financial statements were available to be issued. Events or transactions occurring after June 30, 2018, but prior to December 18, 2018, that provided additional evidence about conditions that existed at June 30, 2018, have been recognized in the financial statements for the year ended June 30, 2018. Events or transactions that provided evidence about conditions that did not exist at June 30, 2018, but arose before the financial statements were available to be issued, have not been recognized in the financial statements for the year ended June 30, 2018.

Project Name	Little Creations Academy Renovation Phase 3		
Project Address	2929 E. Court Street		
Activity Type	Public Facility (PF)		
CITY STEPS Priority	Public Facility Improvements - Families with Children		
CITY STEPS Goal	Improve and maintain public facilities		
Amount Requested	\$51,968		
Project Description	Renovate child care facility predominantly serving low income children. Specifically, replacing rusted chipping restroom partitions, with rust proof plastic partitions, replace bathroom urinal, replace floor tile and level the lower level floor, construct a wall shelf in the infant class room, replace and reconfigure the boiler system, replace lower level windows.		
Repayment Terms	Conditional occupancy loan (forgiven if follows requirements)		
Compliance Period	5 years proposed		
Property Taxes	Tax exempt		
% CDBG/HOME Funded	96%		
Project Budget Discussion	Total renovation budget is approximately \$54,068, with matching funds coming from the New Creations Church and Burianek Trust. Prioritized list of improvements if not awarded full funding: 1) Bath Partitions - \$4,683 2) Boiler Install - \$10,000 3) Floor Tile Install - \$14,878 4) Wall Shelf - \$1,006 5) Windows Install - \$23,500		
Beneficiaries	0-30% AMI	17%	24 beneficiaries
	80+% AMI	83%	
Project Coordination with Existing Services & other Services Available in the Community	New Creations Church works with the childcare and has contributed funding. First Presbyterian Church has also partnered with Little Creations Academy since May of 2016. Volunteers are expected to help cut labor costs, and some materials may be donated.		
Timeliness and Capacity to Successfully Complete the Proposed Project	Previous CDBG/HOME projects have been delayed and have required amended agreements due to underestimated costs. Staff has concerns about capacity while FY18 project is outstanding.		
Staff Concerns/Notes	1) All work will be subject to federal labor provisions (Davis Bacon – prevailing wages) 2) Must comply with federal procurement standards (competitive bids) for the proposed work. 3) Staff is working with applicant to determine what improvements are eligible at this facility due to shared use with church. 4) Project should use a single general contractor, as noted in application, to assist with timely expenditure of funds. Care should also be taken to ensure accuracy of budget. 5) Project ineligible as stated in application; beneficiaries listed as majority over 80% AMI. However, June 30, 2018 monitoring suggests all beneficiaries are below 80% AMI 6) On-site affordable childcare must be viable for five years or the City is at risk of repaying funds to HUD with non-federal funds.		

General Information and Project Need

 Select Language | ▼

Community Development Block Grant (CDBG) and/or HOME Investment Partnership (HOME) programs provide funding to aid in the development of viable urban communities and in the provision of safe and decent affordable housing. Applications are due Tuesday, January 18, 2019 at noon. This year, \$625,000 are estimated to be available through this competitive process. Please review the [FY20 CDBG/HOME Application Guide](#) for more information about eligible activities. Please submit one project proposal per application. Questions can be directed to kirk-lehmann@iowa-city.org or contact Neighborhood Services at 319-356-5230. Additional assistance, and hard copy applications, are available upon request

Project Information

Project name *

LCA Renovation 3

Project Address *

Street Address

2929 E Court St

Address Line 2

City

Iowa City

Postal / Zip Code

52245

State / Province / Region

Iowa

Country

United States

Type of Project (?)

☐ Rental Housing

☐ Owner Housing

☒ Public Facility

☐ Other

Type of Activity (?)

☐ Acquisition

☐ New Construction

☒ Rehabilitation

☐ Direct Assistance

☐ Other

Applicants

Applicant Name *

Little Creations Academy

Applicant Address *

Street Address

2929 E Court St

Address Line 2

City

Iowa City

Postal / Zip Code

52245

State / Province / Region

Iowa

Country

United States

Contact Person, Title *

Anthony Smith

Phone Number *

3196544624

Email *

pastor@ncichurch.com

DUNS Number (?)

CAGE Code (?)

Obtain by registering on SAM.gov

General Information

Type of Lead Applicant *

- ☐ Community Housing Development Organization
- ☒ Private non-profit organization
- ☐ Private for-profit, individual or partnership applicant
- ☐ Public Organization

W-9 Form * (?)

(Request for Taxpayer ID# & Certification)

W9 LCA 2019.pdf

999.76KB

Organizational Status * (?)

Go to <https://sos.iowa.gov/search/business> to look up the organization applying for funds. Provide a copy of the Business Entity Summary screen.

Little Creations Academy Business Summary 2019.jpg

86.86KB

Amount of Funds Requested *

\$ 51,967.76

Did you attend an Applicant Workshop? *

☒ Yes ☐ No

Provide a few lines describing the proposed project *

The purpose of the project is to renovate the facility to ensure the safety of the children we serve. We are replacing rusted chipping restroom partitions, with rust proof plastic partitions, replace bathroom urinal, replace floor tile and level the lower level floor, construct a wall shelf in the infant class room, replace and reconfigure the boiler system, replace lower level windows.

Please specify the one or two most applicable priority need(s) this application addresses, as shown in the 2016-2020 CITY STEPS Plan. Explain how this project will meet this/those need(s). *

Little Creations Academy provides child care service to low income families. Our services extend to the Domestic Violence Center, Shelter house, and Promise Jobs as well the general public. Our center provide the disenfranchised the opportunity to prosper. All of our staff are paid at least \$10.10 per hr.

Budget and Resources

Type of Funding Requested*

Financing terms will be based on project feasibility and the ability to repay. Terms approved by City Council may be different than what is requested.

Grant

Requested Grant Terms

Principal Amount

\$ 54,067.76

Affordability Period (?)

Source of Funds

Please enter below the types of funding and amounts requested for the proposed project, including if the funding is committed. If not a loan, leave loan terms blank. Select the blank space for possible sources of income, or enter your own.

Public Resources

Funding Source and Type (?)	Amount	Interest rate	Term (?)	Committed
New Creation Intl Church	\$ 1100.00			Yes
Iowa City HOME/CDBG	\$ 51967.76			No

Total Public Funds

\$ 53,067.76

For uncommitted funds, please indicate when the applicant will apply for funds

January 30, 2019

Private Resources

Funding Source & Type (?)	Amount	Interest rate	Term (?)	Committed
Burianek Trust	\$ 1,000.00			No

Total Private Funds

\$ 1,000.00

Total Project Funding

\$ 54,067.76

Evidence of Funding Commitments* (?)

Up to four pages of additional information about the capacity of the organization may be included. Examples of may include graphics supporting the previous questions, resumes of key staff, additional descriptions of organizational activities, or other relevant information.

Class Room Curriculum Requirements.xlsx	13.19KB
Pay Period Example- LCA.xlsx	18.51KB

Use of Funds

Please enter below the uses of funding and amounts requested for the proposed project, including whether formal cost estimates were received. Select the blank space for possible use of funds, or enter your own."

Type (?)	Amount	Formal Cost Estimate	Name of Entity providing cost estimate
Urinal Install Site Improvements	\$ 500.00	No	Bills Plumbing
Floor Tile Install Site Improvements	\$ 14,878.19	Yes	Randys Carpet
Window install Site Improvements	\$ 23,500.00	Yes	Allied Glass
Bathroom Partition Install	\$ 4,183.17	Yes	Toilet Partitions com/ Gleeson Renovation
Boiler Install and Parts	\$ 10,000.00	Yes	Bills Plumbing
Wall Shelves Install	\$ 1,006.40	Yes	Gleeson Renovations

Total Use of Funds Amount

\$ 54,067.76

Scope of work (?)

Attach any documentation used for cost estimates

Shelves _Partitions Quote.pdf	149.13KB
Boiler _Bills Plumbing.pdf	128.75KB
New Creations Little Creations 1 16 19 w kitchen and wax (2).pdf	227.4KB
Allied Glass Quote 1-11-19.pdf	78.8KB
17001332 ToiletPartitions.com Quote.pdf	57.95KB

Other Considerations

Number of households or persons served *

24

Total cost per household or person served

\$ 2,252.82

What percentage of the proposed budget will be made up of private funds? *

1.85

Dollars Leveraged Per City Dollar Spent

\$ 0.04

Describe any community partnerships or volunteers that will contribute to the project.

The project was launched in January of 2016. New Creations International Church allied with LCA. New Creations International Church (NCIC) has contributed \$1100. First Presbyterian Church has partnered with Little Creations Academy since May of 2016. We expect 2500.00 from their organization.

Describe any identity of interest (IOI) relationships with the applicant and/or project owner, i.e. General Partner has a financial interest in the construction company, etc. *

none

Curriculum Requirements for Little Creations Academy Class Rooms

Operating Costs	9,000.00	9,000.00
Colorations simply washable tempera (11 gallons)	120.89	490.43
Machine washable paint smock (come in packs of 6 times 2)	39.99	
Assorted chubby brush (super pack set of 60 2's and Preschooler)	21.63	
Stubby chubby brush (set of 12 toddlers)	14.99	
Colorations jumbo washable stamp pads	29.99	
Colorations good grasp stamping sticks (upper & lower case)	24.99	
Do-a- dot art!	14.99	
Colorations washable chubby markers (classroom pack)	49.93	
Colorations crayons (set of 400)	39.99	
Colorations sidewalk chalk (set 126)	26.99	
Best value safety scissors (set of 12)	10.59	
Con-Tact paper	27.99	
Pipe cleaner (100 of each color)	19.96	
Pound of poms	14.93	
Rainbow feathers (classroom pack)	14.86	
Large farm animals (6 in pack times 3)	17.72	
Dramatic Play Clothes		899.64
Chef		
Doctor		
Police Chief		
Construction worker		
Fire chief		
Veterinarian (set of 6)	129.89	
Play and go kit with storage	319	
Playground balls (set of 4)	14.82	
Alphabet soup sorter (209 pieces)	49.99	
Classroom frontier building set (150 pieces)	29.99	
Excellerations Giant building bricks(40 pieces)	44.99	
Tree blocks	49.99	
Super rhythm sets (35 pieces)	154.99	
Excellerations soft baby bricks& cakes (set of 8)	38.99	
Safety mirror(for baby room)	66.99	
Furniture for Daycare		576.22
Angeles value line 2-shelf storage (maybe 3)	159.99	
Angeles value line divided shelf storage (maybe 3)	166.24	
My perfect classroom divided shelf mobile (if not the other ones maybe 3)	249.99	
	10966.29	

Post Date	Check	Action	Description	Debit	Credit	Status
02/17/2017		Background Checks	IA DEPT PUB SAFETY SING 515-7256070 IA	15.00		Posted
02/16/2017	1040	Operating Expense	CHECK	26.00		Posted
02/15/2017	77	Payroll	CHECK	376.06		Posted
02/14/2017	1049	Payroll	CHECK	585.80		Posted
02/14/2017	1048	Payroll	CHECK	876.77		Posted
02/13/2017	1043	Payroll	CHECK	765.46		Posted
02/13/2017		Utilities	CITY OF IOWA CITY IOWA CITY IA	122.56		Posted
02/13/2017		Meals	ALDI 68067 IOWA CITY IA	54.23		Posted
02/13/2017		Misc	MURPHY6524ATWALMART CEDAR RAPIDS IA	34.62		Posted
02/13/2017		Misc	AMAZON DIGITAL SVCS 866-216-1072 WA	9.99		Posted
02/10/2017	1045	Payroll	CHECK	395.16		Posted
02/10/2017		Misc	POPEYES E AVE 12130 CEDAR RAPIDS IA	14.97		Posted
02/10/2017		Deposit from Church	Phone/In-Person Transfer per anthony	320.00		Posted
02/10/2017		Co-Pay Deposit	DEPOSIT		60.00	Posted
02/09/2017		Background Checks	IA DEPT PUB SAFETY SING 515-7256070 IA	15.00		Posted
02/09/2017		DHS Deposit	E.F.T. ST OF IA-E.F.T. PPD COMPANY ID 2426004574		1757.88	Posted
02/09/2017		Internet Deposit	PAYSAFE PAYSAFE SV9T CCD COMPANY ID 1043575881		300.00	Posted
02/08/2017		Misc	ENTERPRISE RENT-A-CAR CEDAR RAPIDS IA	34.96		Posted
02/08/2017		Co-Pay Deposit	DEPOSIT		498.00	Posted
02/08/2017		Transfer to Church	Phone/In-Person Transfer per anthony's request es ices		320.00	Posted
02/08/2017		Misc	ENTERPRISE RENT-A-CAR CEDAR RAPIDS IA		50.00	Posted
02/07/2017		Operating Expense	LENOCH & CILEK ACE #1 IOWA CITY IA	21.95		Posted
02/07/2017		DHS Deposit	E.F.T. ST OF IA-E.F.T. PPD COMPANY ID 2426004574		832.96	Posted
02/06/2017		DHS Deposit	E.F.T. ST OF IA-E.F.T. PPD COMPANY ID 2426004574		768.63	Posted
Total				3668.53	4587.47	
Payroll Expenses				2999.25	4217.47	
5998.5	Payroll Expense	Month				
8434.94	DHS Voucher Deposit	Month				
1800	IRS Taxes	Month				

Note: Payroll and taxes fluctuate each pay period. EFT payments may not be deposited conjunctive to payroll

Note: Payroll and taxes will fluctate as the academy hires more staff.

Gleeson



Remodeling

(319) 800-1431

Yimi Andino • 319-800-1431 • g.remodeling@outlook.com

232 PO Box
450 Highway 1 West Ste E.
Iowa City, IA 52246

Contractors Invoice

WORK PERFORMED AT:

TO: Little Creations Academy

Little Creations Academy

2929 E Court St

Iowa City IA 52402

DATE

1/16/2019

YOUR WORK ORDER NO.

OUR BID NO.

DESCRIPTION OF WORK PERFORMED

1) Build a Cabinet 8' long by 90" tall
with 3 divider and 6 small doors on the top

Labor \$ 626.40

Materials \$ 380

Total \$

2) Remove the old bathroom partition on the
girls and boys bathroom and
install new ones

Labor \$ 626.40

Yimi Andino

The logo for Bill's Plumbing & Heating. The word "Bill's" is written in a stylized, cursive script with a red dot over the 'i'. Below it, the words "PLUMBING & HEATING" are written in a bold, black, sans-serif font.

Bill's **PLUMBING & HEATING**

Preparation Date: 1.17.19

Prepared for: Anthony Smith

Prepared by: Erin Masonholder

Project Location: New Creations International Church 2929 E Court St Iowa City IA

Project Description: Materials and labor to tear out and reinstall boiler

Project Bid: \$10,000.00

Randy's

LOCAL FLOORING EXPERTS. BY DESIGN.

401 2nd Street
Coralville, IA 52241
319-354-4344

280 Blairs Ferry Road NE
Cedar Rapids, IA 52402
319-393-1400

randysflooring.com

LITTLE CREATIONS ACADEMY 2929 E COURT ST IOWA CITY, IOWA 52245	Proposal	1-567530
	Today's Date	1/16/2019 2:49 PM
	Quote Date	1/16/2019
	Salesperson Name	KRIS KRETZSCHMAR

Notes and Special Instructions	Ship To
Invoice for VCT installed in lower level of church Randys will contract waxing of VCT floor for new and existing areas Areas: large area, hallway, kitchen, adjoining room, bathroom	LITTLE CREATIONS ACADEMY P 319-338-2877 2929 E COURT ST # IOWA CITY, IOWA 52245

Line	Description	Quantity	Unit Price	Amount
001	IMPERIAL TEXTURE 1/8			
	- 51805 CAMEL BEIGE	2,205.00 SF	\$1.25	\$2,756.25
002	S-515 CLEAR T-SPR ADH			
	- 4 GAL PAIL CRA FREEZABLE	4.00 EA	\$113.44	\$453.76
003	INSTALL LABOR			
	- VINYL TILE LABOR	2,205.00	\$1.05	\$2,315.25
004	4 COVE BASE ROPPE 1/8			
	- BLACK 100	360.00 LF	\$1.09	\$392.40
005	HENRYS ADHESIVE 440 COVE BASE C30			
	- COVE BASE	6.00 EA	\$10.04	\$60.24
006	INSTALL LABOR			
	- COVE BASE PER LF	360.00	\$0.95	\$342.00
007	ARDEX FEATHER FINISH 10 LB. BAG			
	- 10 LB	2.00 EA	\$41.40	\$82.80
008	ARDEX P-51 PRIMER GALLON			
	- GALLON	2.00 EA	\$79.00	\$158.00
009	FLOOR PREP			
	- PER MAN HOUR	15.00	\$56.00	\$840.00
010	TEAR OUT			
	- VINYL TILE	2,200.00	\$1.65	\$3,630.00
011	TILE GROUT OR VCT			
	- STRIP & WAX EXISTING	2,205.00	\$0.75	\$1,653.75
012	TILE GROUT OR VCT			
	- CLEAN AND WAX VCT	2,340.00	\$0.75	\$1,755.00

Taxable	\$7,312.20
Non-Taxable	\$7,127.25
Sales Tax	\$438.74
Grand Total	\$14,878.19
Deposit	\$0.00
Balance	\$14,878.19

Randy's

LOCAL FLOORING EXPERTS. BY DESIGN.

401 2nd Street
Coralville, IA 52241
319-354-4344

280 Blairs Ferry Road NE
Cedar Rapids, IA 52402
319-393-1400

randysflooring.com

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Deposit Due on Acceptance • Full Payment is due at Invoicing

Finance charge of 1.5% per month will apply to all accounts over 30 days.

Special orders may be non-returnable or may incur a restock fee and freight charge.

Site conditions must be within the manufacturer's standards before installation begins.

Additional charges may be incurred for unforeseen work needed to prepare
the site to receive the new floor covering.

Randy's Flooring full terms and conditions are available at www.randysflooring.com





2345 Blairs Ferry Rd, Suite B
Cedar Rapids, IA 52402
Phone: (319) 364.2495
Fax: (319) 363.1944

Proposal

01/11/17

Subject to the provisions shown on front and back of this sheet, we propose to furnish materials as per specifications below.
Proposal is for materials F.O.B. our Cedar Rapids dock unless so stated otherwise below.
Proposal is subjected to any applicable tax if not included and so stated below.
Proposal does not include the installation of the specified material unless so stated below.
We do not clean any glass or storefront construction or facing materials.

New Creation International Church
2929 E Court St
Iowa City, IA 52245

FOR New windows and entrances
TO BE ERRECTED AT Same address PER PLAN NO. _____
CONSISTING OF SHEETS _____ DATED _____ SPECS. DATED _____ ADDENDUM NOS. _____ ONLY.
PREPARED BY _____ ARCHITECT
FOR THE SUM OF _____
DOLLARS (NET CASH) \$99,815.00 (materials & labor)

Scope of work: Demo all existing windows and three entrances and replace with new aluminum windows & doors

Windows to consist of Kawneer 1600 Curtainwall spanning 1st and 2nd floors with insulated aluminum panels at floor line, heads and transoms.

Fixed glass in all except for eight openings (4 on lower level, 4 on upper level) that will have operable project out awning style vent windows with interior screens. Locations TBD.

Doors to be 350 medium stile with butt hinges, rim panic exit devices, electric strikes, LCN 1461 closers and brush sweeps
Single door on lower level to have Handicap operator

Finish on doors, frames and panels is #17 satin anodized aluminum
Glazing is 1" clear/low-e insulated glass. Tempered where required

Exclusions: Does not include any interior finish work such as adding drywall returns or drywall repair or painting, nor any wood extension jambs or casings
Electrical work and access control to be done by others
No fire-safing at floor line

Lead time 6-8 weeks

ACCEPTANCE

This proposal is subject to acceptance within 30 days of the above date and providing that such acceptance, properly signed, is delivered to Allied Glass Products, prior to any rise in prices of material or labor required as part of this proposal. This proposal may be withdrawn at any time prior to acceptance, and may also be withdrawn or cancelled after acceptance if the credit status of the one to whom this proposal is made is not approved by Allied Glass Products. Any clerical errors are subject to correction.

This proposal, together with the Terms, Liability and Conditions stated on the reverse side hereof, shall become the governing contract upon execution by both parties in the appropriate space provided.

Accepted _____

Allied Glass Products

Date _____

By Mike Mercil

Quote #17001332

Date:
01/14/2019

Ship To Zip: 52245

Powder Coat - \$1,915.85

3 year warranty

Delivered in 3-6 Business Days (Quick Ship colors only);
Standard colors in 12-18 business days

Price includes materials and hardware

[Product Info](#) [Color Chart](#)

Plastic Laminate - \$2,322.49

2 year warranty

Delivered in 3-6 business days

Price includes materials and hardware

[Product Info](#) [Color Chart](#)

Solid Plastic - \$3,557.37

25 year warranty

Delivered in 5-10 business days

Price includes materials and hardware

[Product Info](#) [Color Chart](#)

Stainless Steel - \$3,980.89

5 year warranty

Delivered in 3-6 business days

Price includes materials and hardware

[Product Info](#) [Color Chart](#)

Phenolic - \$4,544.60

25 year warranty

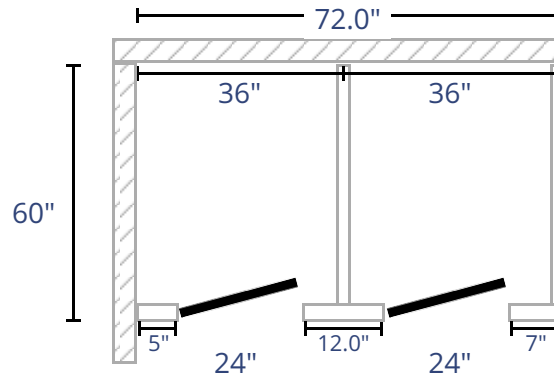
Delivered in 10-15 business days

Price includes materials and hardware

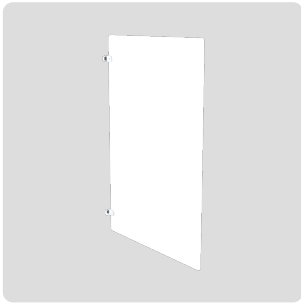
[Product Info](#) [Color Chart](#)

This quote includes all rooms. Please see attached room layouts for detail.

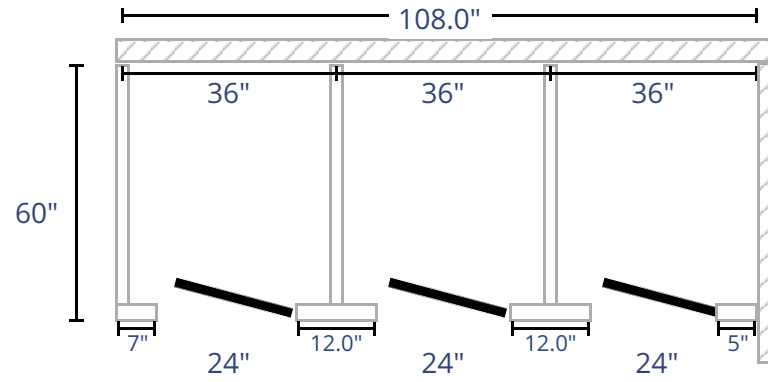
All doors, panels, pilasters, screws, brackets, and anchors for a typical install are included.



1 of 24" W x 48" H screens



Quote Number: 17001332		Room Name: Room #1
Stalls / Toilets: 2	Screens: 1 Screen Size: 24" W x 48" H	Phone:



Quote Number:
17001332

Room Name:
Room #2

Stalls / Toilets:
3

Screens: 0

Phone:

Feasibility and Community Impact

Outline the proposed timetable and expected impact for the project. For the timetable, include when requested funding will be committed, project milestones such as rezoning or construction, and when funds will be spent. If applicant plans to apply for funds not committed, include the anticipated date for application and when funds will be awarded. For expected impact, break out beneficiaries by income group. If funded, both the schedule and income breakdown will be used for any project agreement.

Project Benefit Narrative

Describe project benefits and requirements

Such as beneficiary eligibility requirements, targeted beneficiaries, etc.

Our child care facility serves the general public and those who are financially challenges. We provide quality child care that most families can afford. Our childcare center gives the undeserved the opportunity to be productive in the community while maintaining their dignity.

Time Table

Date	Description of Activity
6/3/2019	Floor Tile installation
6/3/2019	Wall Shelf Instatllation
6/10/2019	Window installation
6/10/2019	Bath Room Partition Install / Urinal Install
6/18/2019	Boiler Installation

To promote the efficient use of public funds, describe how the project will continue to provide public benefits through and beyond the required compliance period. Describe how the project will provide public benefits below rates in the existing market

We are using volunteers and to cut labor costs. Some materials will be donated to us.

In what manner or form will the project proceed if it is awarded less than full funding? If there are several components, how will they be prioritized?

Bath Partitions
Boiler Install
Floor Tile Install
Wall Shelf
Windows Install

Income Breakdown

Please indicate the population to be served by the proposed program according to the linked [income categories](#). If requesting money for a specific administrative expense (like a staff member's salary), indicate the population served by your entire agency.

(Please Note: If funded, this information will be used as income targeting for your Agreement).

Median Income	Number of Persons
0 - 30%	4
31 - 50%	
51 - 60%	

Median Income**Number of Persons****61 - 80%****Over 80%**

20

Total Persons/Households

24

Percent LMI

16.67

Please note the basis for these estimates *

Our database stores the clients we serve. We collect data such as address, family members, and income. We are required to keep records of low income clients that receive financial assistance.

Capacity and Applicant History

Please list amount of CDBG and/or HOME funds received within the last four City fiscal years and the status of the project(s) undertaken.

CDBG and/or HOME funds received

Fiscal Year Funds Received	Budgeted Amount	Amount Expended	Date Project Completed
July 1, 2016 to June 30, 2017	\$ 73,000.00	\$ 35,000.00	

Please describe your organization's structure, officers, and staff. *

Little Creations Academy has an active working board of directors that provides direction and assists in implementing the goals of the center. The board is comprised of a President Anthony Smith, Secretary Gwen Smith, and Treasurer Dr. Parren McNeely.

The Board of Directors was formed in February 2016 prior to the center opening. The board established the business created the bylaws and articles of incorporation and established the business non-for –profit status. The board helps set the goals of the center, create the business model, create and superintend the budget, and hire the center director.

The staff consists of a Center Director, Site supervisor, Lead Teacher, Teachers, and Teacher Assistance. We use utilize volunteers and Interns also.

Please describe the education and experience of key staff who will implement the project (excluding volunteers, board members, and consultants). If consultants are utilized, identify what role they will play in the project. *

The staff and board has collaborated on this project. Our intent is to use use a General Contractor.

Please summarize your organization's portfolio, including how many units you own and/or manage, how many homes you have built/rehabilitated/sold, and what projects are underway. *

Little Creations Academy occupy's the lower level of New Creations International Church. Current projects consist of installing entrance doors, security access system, replacing room dividers and building an outdoor shed.

Evidence of Fiscal Capacity (?)

Audit Summary

Financials as of Aug 31 17.pdf

57.29KB

Evidence of Organizational Capacity (?)

Up to four pages of additional information about the capacity of the organization may be included. Examples of possible evidence may be resumes of key staff, additional descriptions of organizational activities, or other relevant information.

501 C3_ LCA.pdf

69.7KB

Little Creations Academy License Fee Invoice.pdf

116.52KB

Is the applicant (including partners, co-applicants, etc.) currently in compliance with all federal, state and local laws, rules and regulations, including any CDBG and/or HOME funded projects? *

- ☒ Yes
☐ No
☐ Currently in litigation

New Creations International Inc

Balance Sheet

As of August 31, 2017

Cash Basis

	Aug 31, 17
ASSETS	
Current Assets	
Checking/Savings	
Hills Bank Checking	1,470.20
Total Checking/Savings	1,470.20
Total Current Assets	1,470.20
TOTAL ASSETS	1,470.20
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Loan Payment	1,350.00
Building Loan #9201	181,721.88
Building Loan #9205	37,611.96
Total Other Current Liabilities	220,683.84
Total Current Liabilities	220,683.84
Total Liabilities	220,683.84
Equity	
Retained Earnings	-226,931.26
Net Income	7,717.62
Total Equity	-219,213.64
TOTAL LIABILITIES & EQUITY	1,470.20

New Creations International Inc

Profit & Loss

Cash Basis

January through August 2017

	Jan - Aug 17
Ordinary Income/Expense	
Income	
Income	
Tithes/Offerings	48,863.12
Tenant (Spanish)	12,360.00
Total Income	61,223.12
Total Income	61,223.12
Expense	
Daycare Expense	1,881.00
Speaker Fees and Expenses	200.00
Housing Allowance	11,970.00
Fundraising Expense	255.78
Gifts / Remebrances	323.80
Meals & Entertainment	964.26
Bank Service Charges	485.00
Computer and Internet Expenses	1,035.56
Dues and Subscriptions	617.92
Interest Expense	
Loan 9205	1,072.07
Loan 9201	5,831.35
Total Interest Expense	6,903.42
Operating	
Inspection Fees	15.00
Credit Processing Fees	810.26
Advertising and Promotion	100.00
Insurance Expense	3,802.71
Maintenance / Improvements	913.61
Telephone / Internet	3,536.49
Travel	2,465.92
Utilities	5,184.40
Web Hosting and Designs	71.88
Total Operating	16,900.27
Office	
Office Supplies	8,366.79
Total Office	8,366.79
Repairs and Maintenance	555.76
Small Tools and Equipment	430.04
Total Expense	50,889.60
Net Ordinary Income	10,333.52
Other Income/Expense	
Other Income	
Interest Income	0.65
Total Other Income	0.65
Other Expense	
Personal Expense	2,616.55
Total Other Expense	2,616.55
Net Other Income	-2,615.90
Net Income	7,717.62

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: **MAY 04 2016**

LITTLE CREATIONS ACADEMY INC
2929 E COURT ST
IOWA CITY, IA 52245-0000

Employer Identification Number:
81-1630688
DLN:
26053523001016
Contact Person:
CUSTOMER SERVICE ID# 31954
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
December 31
Public Charity Status:
170(b)(1)(A)(vi)
Form 990/990-EZ/990-N Required:
Yes
Effective Date of Exemption:
February 11, 2016
Contribution Deductibility:
Yes
Addendum Applies:
No

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

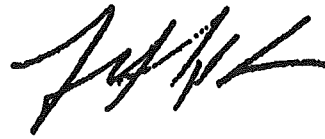
If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Letter 5436

LITTLE CREATIONS ACADEMY INC

Sincerely,

A handwritten signature in black ink, appearing to read 'Jeffrey I. Cooper', written in a cursive style.

Jeffrey I. Cooper
Director, Exempt Organizations
Rulings and Agreements

CHILD CARE CENTER LICENSING FEE INVOICE**INITIAL LICENSURE****RELICENSURE**

CENTER NAME LITTLE CREATIONS ACADEMY		License Expiration NEW
LEGAL NAME AND TYPE OF OWNER (i.e., sole proprietor, partnership, LLC, corporation) Little Creations Academy Inc (nonprofit corporation)		Tax ID/EIN 81-1630688
PHYSICAL ADDRESS 2929 E COURT ST, IOWA CITY IA 52245	EMAIL ADDRESS pastor@ncichurch.com; littlecacademy@gmail.com; jesuslovetoo@gmail.com	
MAILING ADDRESS 2929 E COURT ST, IOWA CITY IA 52245		

Final Capacity Determination Number 14	AMOUNT DUE (See table below) \$50	DUE DATE* AUGUST 31, 2016
---	---	--

Center Capacity	Fee Amount	<p>*109.2(7) Regulatory fees. . .</p> <p>d. Payment. The center shall return Form 470-4834 to the department with the licensing fee payment within 30 calendar days from the date of the licensing consultant's or designee's signature on Form 470-4834. Payment may be in the form of cash, check, money order, or cashier's check.</p> <p>(1) Payment must be received before the department will issue a full or provisional license.</p> <p>(2) Regulatory fees are nonrefundable and nontransferrable.</p> <p>109.2(4) Denial. Initial applications or renewals shall be denied when . . .</p> <p>f. The regulatory fee as specified in subrule 109.2(7) is not received by the department's division of fiscal management by the due date indicated on Form 470-4834, Child Care Center Licensing Fee Invoice.</p>
0 to 20 children	\$50	
21 to 50 children	\$75	
51 to 100 children	\$100	
101 to 150 Children	\$125	
151 or more children	\$150	

Licensing Consultant: Heidi Brown, 563-263-9302 Ext 125, hbrown@dhs.state.ia.us	<i>Contact your DHS Licensing Consultant immediately if you have questions or if there are errors in this information.</i>
Representative Signature/Title and Date <u>Marsha McBee</u> Clerk-Specialist, 515-281-6832	
Date: August 1, 2016	

This form must be returned with your completed application and payment by the due date shown above. Payment must be in the form of a check, cashier's check, money order or cash, payable to Iowa Dept of Human Services.

RETURN TO:

License Fee Collections Unit
Iowa Department of Human Services
Supply Unit – Level A
Hoover State Office Building
1305 Walnut Street
Des Moines, IA 50319

PLEASE NOTE –
YOU MUST SEND A COPY OF THIS
INVOICE WITH YOUR PAYMENT IN THE
SAME ENVELOPE SO THAT THE FUNDS
CAN BE APPLIED CORRECTLY.

Project Name	Old Brick - ADA Improvements			
Project Address	26 E. Market St.			
Activity Type	Public Facility (PF)			
CITY STEPS Priority	Public Facility Improvements - Persons with Disabilities			
CITY STEPS Goal	Improve and maintain public facilities			
Amount Requested	\$40,553			
Project Description	Rehabilitate the historic Old Brick Community Building to better serve persons with disabilities. Old Brick provides food for the homeless at the Agape Cafe and hosts public events and nonprofit organizations. Improvements include ADA restrooms, ADA handrails, flooring, stair treads, and the kitchen.			
Repayment Terms	Conditional occupancy loan (forgiven if follows requirements)			
Compliance Period	5 years proposed			
Property Taxes	Tax exempt			
% CDBG/HOME Funded	80%			
Project Budget Discussion	<p>Total renovation budget is approximately \$50,553, with matching funds expected from their capital fund and various grants. Prioritized list of improvements if not awarded full funding:</p> <p>1) Kitchen renovation - \$11,700</p> <p>2) ADA Restroom and handrail renovation - \$21,930</p> <p>3) Flooring - \$16,923</p>			
Beneficiaries	0-30%	AMI	8%	15,420 beneficiaries
	31-50%	AMI	49%	
	51-80%	AMI	42%	
	80+%	AMI	1%	
Project Coordination with Existing Services & other Services Available in the Community	Partners include Agape Cafe Board of Directors, Beloved Community Initiative Volunteers, Grace Church Volunteer Committee, CRU Volunteers, Trinity Episcopal Church, and Camp Wapsie YMCA (donation of double oven for kitchen).			
Timeliness and Capacity to Successfully Complete the Proposed Project	Old Brick has historically had good timeliness with monitoring requirements, but has not administered a CDBG public facilities project since FY12 (awarded \$15,220 for different ADA improvements).			
Staff Concerns/Notes	1) All work will be subject to federal labor provisions (Davis Bacon – prevailing wages).			
	2) Must comply with federal procurement standards (competitive bids) for the proposed work.			
	3) Elements of project may not meet a national objective; staff is contacting our HUD representative identify eligible improvements using CDBG funds.			
	4) Project should use a single general contractor to assist with timely expenditure of funds. Care should also be taken to ensure accuracy of budget.			

General Information and Project Need

Select Language ▼

Community Development Block Grant (CDBG) and/or HOME Investment Partnership (HOME) programs provide funding to aid in the development of viable urban communities and in the provision of safe and decent affordable housing. Applications are due Tuesday, January 18, 2019 at noon. This year, \$625,000 are estimated to be available through this competitive process. Please review the [FY20 CDBG/HOME Application Guide](#) for more information about eligible activities. Please submit one project proposal per application. Questions can be directed to kirk-lehmann@iowa-city.org or contact Neighborhood Services at 319-356-5230. Additional assistance, and hard copy applications, are available upon request

Project Information

Project name *

ADA Improvements for Historic Community Building

Project Address *

Street Address

26 E. Market St.

Address Line 2

City

Iowa City

Postal / Zip Code

52245

State / Province / Region

IA

Country

United States

Type of Project (?)

☐ Rental Housing

☐ Owner Housing

☒ Public Facility

☐ Other

Type of Activity (?)

☐ Acquisition

☐ New Construction

☒ Rehabilitation

☐ Direct Assistance

☐ Other

Applicants

Applicant Name *

Old Brick

Applicant Address *

Street Address

26 E. Market St.

Address Line 2

City

Iowa City

Postal / Zip Code

52245

State / Province / Region

IA

Country

United States

Contact Person, Title *

Brianna Wills, Executive Director

Phone Number *

3193512626

Email *

brianna.wills@gmail.com

DUNS Number (?)

845330422

DUNS # Verification * (?)

Go to <http://fedgov.dnb.com/webform> to look up or create a DUNS number. Provide a copy of the email you receive with your confirmed DUNS number.

DUNS number.jpg

616.2KB

CAGE Code (?)

Obtain by registering on SAM.gov

Applicant Name *

Old Brick

Applicant Address *

Street Address

26 E. Market Street

Address Line 2

City

Iowa City

Postal / Zip Code

52245

State / Province / Region

IA

Country

United States

Contact Person, Title *

Brianna Wills, Executive Director

Phone Number *

3193512626

Email *

brianna.wills@gmail.com

DUNS Number (?)

845330422

DUNS # Verification * (?)

Go to <http://fedgov.dnb.com/webform> to look up or create a DUNS number. Provide a copy of the email you receive with your confirmed DUNS number.

DUNS number.jpg

616.2KB

CAGE Code (?)

General Information

Type of Lead Applicant *

- ☐ Community Housing Development Organization
- ☒ Private non-profit organization
- ☐ Private for-profit, individual or partnership applicant
- ☐ Public Organization

W-9 Form* (?)

(Request for Taxpayer ID# & Certification)

2017 W-9 Old Brick.jpg

741.16KB

Organizational Status* (?)

Go to <https://sos.iowa.gov/search/business> to look up the organization applying for funds. Provide a copy of the Business Entity Summary screen.

BusinessnumberIA.jpg

4.38MB

Amount of Funds Requested *

\$ 40,553.00

Did you attend an Applicant Workshop? *

☒ Yes ☐ No

Provide a few lines describing the proposed project *

Old Brick a National Historic Landmark built in 1856 has many opportunities to upgrade the facility to serve individuals requiring handicap accommodations. Many individuals are served through OB's Agape Cafe and other programs are persons with disabilities. There are many public events held at Old Brick with an approximate attendance of over 15,000 persons per year. We know from the use of our stair lift system that 135 people used motorized wheelchairs/scooters or required assistance with stairs at OB in 2018. The restrooms and handrails within and outside the building also need substantial renovations to meet ADA standards. We have 5 restrooms within the building and multiple sets of handrails. Upgrading our kitchen is also necessary to serve the 15,000+ individuals who qualify as low income (80% or below) that use OB yearly. The kitchen was not designed for the amount of current usage and needs commercially graded cabinets/refrigeration to serve the current capacity. The kitchen is also the primary vehicle used to serve our homeless guests each week (80-100 people). The kitchen is used by almost every organization that rents our building and by several individuals on a per hour rental basis. The flooring and stair treads at the entrance of OB also need replacement to facilitate movement by individuals with mobility restrictions.

Please specify the one or two most applicable priority need(s) this application addresses, as shown in the 2016-2020 CITY STEPS Plan. Explain how this project will meet this/those need(s). *

This project touches on several areas identified as priorities in the CITY Steps including Homeless Services, Persons with Disabilities, & Facade Improvements. We believe we could welcome even more individuals needing accommodations with the listed facility improvements. A worksheet included outlines the organizations whom use the facility with income estimates.

Budget and Resources

Type of Funding Requested*

Financing terms will be based on project feasibility and the ability to repay. Terms approved by City Council may be different than what is requested.

Grant

Requested Grant Terms

Principal Amount

\$ 40,553.00

Affordability Period (?)

5

Source of Funds

Please enter below the types of funding and amounts requested for the proposed project, including if the funding is committed. If not a loan, leave loan terms blank. Select the blank space for possible sources of income, or enter your own.

Public Resources

Funding Source and Type (?)	Amount	Interest rate	Term (?)	Committed
Iowa City HOME/CDBG	\$ 40553.00	0	0	No

Total Public Funds

\$ 40,553.00

For uncommitted funds, please indicate when the applicant will apply for funds

Community Foundation of Johnson County grant will open in July 2019.

Alliant Energy Foundation grant opens on Feb. 1, 2019.

Private Resources

Funding Source & Type (?)	Amount	Interest rate	Term (?)	Committed
Agape Cafe Board of Directors	\$ 5,000.00	0	0	Yes
Community Foundation of Johnson County	\$ 1,000.00	0	0	No
Alliant Energy Foundation	\$ 1,500.00	0	0	No
Old Brick Capital Funding	\$ 2,500.00	0	0	Yes

Total Private Funds

\$ 10,000.00

Total Project Funding

\$ 50,553.00

Evidence of Funding Commitments* (?)

Up to four pages of additional information about the capacity of the organization may be included. Examples of may include graphics supporting the previous questions, resumes of key staff, additional descriptions of organizational activities, or other relevant information.

Grant 2018 OB usage numbers by income (version 1).xlsb.xlsx

12.92KB

OldBrickKitchenPictures.pdf

251.44KB

Use of Funds

Please enter below the uses of funding and amounts requested for the proposed project, including whether formal cost estimates were received. Select the blank space for possible use of funds, or enter your own."

Type (?)	Amount	Formal Cost Estimate	Name of Entity providing cost estimate
ADA Compliant-Sinks (6)	\$ 780.00	Yes	Menards
ADA Compliant-Toilets (8)	\$ 1,200.00	Yes	Menards
Flooring for restrooms (5)	\$ 3,800.00	Yes	Menards
ADA Compliant Doors-restrooms (4)	\$ 600.00	Yes	Menards
Restroom painting (5)	\$ 1,500.00	Yes	Jay Herman, Inc.
Kitchen Update- Flooring	\$ 800.00	Yes	Menards
Kitchen-Refrigeration (2)	\$ 6,500.00	Yes	Costco/Best Buy
Kitchen-Lighting can lights (6)	\$ 800.00	Yes	Menards
Kitchen Cabinet-stainless steel tables	\$ 1,600.00	Yes	Uline
Installation of flooring/sinks/toilets	\$ 3,500.00	Yes	Jay Herman, Inc.
ADA Compliant Stair Railings exterior	\$ 3,500.00	Yes	Iron X
ADA Compliant Bathroom Grab bars	\$ 1,200.00	Yes	Menards
ADA Inclusive Stall Partitions (4 restrooms)	\$ 5,500.00	Yes	One Point Partitions
ADA Compliant faucets (6)	\$ 350.00	Yes	Menards
Electrician/Plumber	\$ 2,000.00	No	
Rehabilitation of Flooring in front vestibule	\$ 10,828.00	Yes	Randy's Flooring
Replacing Rubber Stair Treads	\$ 6,095.00	Yes	Randy's Flooring

Total Use of Funds Amount

\$ 50,553.00

Scope of work (?)

Attach any documentation used for cost estimates

randysquote1.pdf

881.05KB

Randys2.jpg

864.93KB

Other Considerations

Number of households or persons served *

15,420

Total cost per household or person served

\$ 3.28

What percentage of the proposed budget will be made up of private funds? *

19.78

Dollars Leveraged Per City Dollar Spent

\$ 0.25

Describe any community partnerships or volunteers that will contribute to the project.

Agape Cafe Board of Directors, Beloved Community Initiative Volunteers, Grace Church Volunteer Committee, CRU Volunteers, Trinity Episcopal Church, Camp Wapsie YMCA (donation of double oven for kitchen).

Describe any identity of interest (IOI) relationships with the applicant and/or project owner, i.e. General Partner has a financial interest in the construction company, etc. *

none

Old Brick Guest Count Income Based	0-30% Median Income	50%	60%	80%	Over 80%	ADA needed assistance (use of lift)	
Agape Café	90	10	5		0	10	
Agape Café Fundraiser	12	10	25	125	10	3	
CRU	45	40	15		0	1	
Housing Trust Fund of Johnson County*	70	59	30		1	15	
United Nations of Iowa Association Event		30	65	10	4	1	
OB Dance			20	25	3	0	
Hawkeye Ballroom		50	55		0	0	
Quire Fundraiser	10	10	60	35	3	2	
Old Capital Opera		12	45	55	7	1	
Swing		35	3	8	1	0	
Physicians for Social Responsibility	20	55	20	20	5	2	
Circle K Event		105		2	1	1	
Days of the Girl	350	5	5	5	3	0	
Sankofa Meetings	4	8	10	3	0	0	
Blue Planet Groupe		4	15	5	2	2	
Sankofa Women's Conference		15	25	2	0	0	
Henri Harper Civil Rights Tour Fundraiser	10	25	75	5	5	4	
IC Chamber Singers	2	15	25	50	3	3	
Iowa Shares*	200	300	100	100	10	10	
USA Dance		20	35	10	3	0	
Table to Table dinner	45	20	55	10	4	4	
Veterans for Peace	5	20	35	3	1	5	
Secular Humanist	2	4	10	4	2	0	
Resurrection	85	10	10	1	0	1	
Grace	20	35	50	25	2	3	
Girls on the Run*	45	50	35	2	15	0	
Peace Circle Trainings	8	5	10	2	0	2	
IWP/Writers Workshop	2	10	15	25	0	1	
Russian Guitar Festival		2	50	50	1	1	
Library Staff Event		50	50	20	2	2	
Patel Kitchen Rental		1			0	0	
Iowa Youth Writing Project	12	3	2		0	0	
Honors Program Social		118			2	0	
Microbiology Conference			75	45	10	1	
Enrollment Staff event			50	70	15	3	
Kamala Harris GOTV Rally	5	10	50	100	25	2	
Tippe Dean Recognition Lunch			50	55	25	0	
Camp Kaseem Dinner			35	85	5	1	
Women Studies Writing Workshop	1	4	10		0	0	
Iowa Watch Screening	5	15	15	5	5	1	
IC Moms Blog event		15	55	35	5	0	
League of Women Voters Registration	10	10	5	5	0	0	
Womens Action Resource Center Event	5	5	45	5	2	2	
Nurture Her Soul Event	2	10	60	5	5	1	
Iowa Harm Reduction Summitt	40	50	80	25	4	5	
Women in Business		15	15	45	12	0	
Native American AA Meetings	10				0	4	
Meditation Group	10				0	2	
Indigenous Day	45	40	20	1	2	2	
Freedom School	30	40	60		2	1	
CAB Senior Week Events		75				2	
Philanthropy Events (27 events w/ 225 guests)		6075				5	
22 weddings @ 175 guests average			3850			30	
	1200	7500	5430	1083	207	136	15420

These numbers reflect unique individuals not number of times within the building (some groups meet several times a month so the number of people using the building daily is much higher)

*Number of Persons assisted through organization w/income verification

ADA Assistance is actual number of times our lift was used for an individual to get into the Main Hall. Additional unaccounted for handicapped individuals use the ground floor and are not reflected in these numbers

For this purpose, any students accounted for were put into the 50% median income group



OB Kitchen



Kitchen Refrigerator
(inadequate for number
of people served).



Disintegrating cabinets
from wear and water



Finish peeling off current
cabinets

Randy's

LOCAL FLOORING EXPERTS. BY DESIGN.

401 2nd Street
Coralville, IA 52241
319-354-4344

280 Blairs Ferry Road NE
Cedar Rapids, IA 52402
319-393-1400

randysflooring.com

OLD BRICK EPISCOPAL CENTER 26 EAST MARKET IOWA CITY, IOWA 52245	Proposal	1-553598
	Today's Date	1/16/2018 4:38 PM
	Quote Date	1/13/2018
	Salesperson Name	BILL MADDEN

Notes and Special Instructions	Ship To
INSTALL CERAMIC MOSAIC TILE IN FRONT VESTIBULE OF OLD BRICK. FLOOR PREP IF NEEDED IS AN EXTRA CHARGE OF \$50.00 PER MAN HOUR PLUS MATERIALS NEEDED.	OLD BRICK EPISCOPAL CENTER P 319-351-2626 26 EAST MARKET MAIN VESTIBULE IOWA CITY, IOWA 52245

Line	Description	Quantity	Unit Price	Amount
001	KEYSTONES HEX 1X1 MTLD MD BROWN UNGLZ	504.00 SF	\$7.85	\$3,956.40
002	CEMENT BOARD 1/4 1/4"	495.00	\$1.43	\$707.85
003	SF450 SUB-FLOOR ADHESIVE	10.00 EACH	\$7.99	\$79.90
004	RONDE A39 5/16 RS80AE39	4.00 EACH	\$39.50	\$158.00
005	SCHIENE EG TR 11/16 AE175	3.00 EACH	\$18.50	\$55.50
006	THINSET ADH 50 GRAY	400.00 EACH	\$0.87	\$348.00
007	GROUT VIVID 25 CLAY	300.00	\$1.85	\$555.00
===== LABOR =====				
008	CEMENT BOARD LABOR INSTALL PER SF	480.00	\$1.70	\$816.00
009	CERAMIC FLOOR LABOR CERAMIC FLOOR LABOR	480.00	\$5.50	\$2,640.00
010	TEAR OUT VINYL & UNDERLAYMENT/SF	480.00	\$2.00	\$960.00
011	LANDFILL FEE LANDFILL FEE	480.00	\$0.00	\$0.00
012	FLOOR PREP PER MAN HOUR	4.00	\$50.00	\$200.00
FLOOR PREP IF NEEDED IS AN ESTIMATE OF TIME + OR -				

Taxable	\$5,860.65
Non-Taxable	\$4,616.00
Sales Tax	\$351.63
Grand Total	\$10,828.28
Deposit	\$0.00
Balance	\$10,828.28

Randy's

LOCAL FLOORING EXPERTS. BY DESIGN.

401 2nd Street
Coralville, IA 52241
319-354-4344

280 Blairs Ferry Road NE
Cedar Rapids, IA 52402
319-393-1400

randysflooring.com

OLD BRICK EPISCOPAL CENTER 26 EAST MARKET IOWA CITY, IOWA 52245	Proposal	1-553645
	Today's Date	1/16/2018 2:06 PM
	Quote Date	1/15/2018
	Salesperson Name	BILL MADDEN

Notes and Special Instructions	Ship To
INSTALL RUBBER STAIR TREADS AND RUBBER FLOORING ON STEPS AND LANDINGS FLOOR PREP IF NEEDED IS AN EXTRA CHARGE OF \$50.00 PER MAN HOUR PLUS MATERIALS NEEDED.	OLD BRICK EPISCOPAL CENTER P 319-351-2626 26 EAST MARKET STEPS & LANDING IOWA CITY, IOWA 52245

Line	Description	Quantity	Unit Price	Amount
001	VANTAGE TREAD CAMEL	128.00 LF	\$21.50	\$2,752.00
002	VANTAGE TILE CAMEL	36.00 EA	\$32.50	\$1,170.00
003	STAIR TRED ADHESIVE AW510	1.00 EACH	\$50.27	\$50.27
004	AW510 TREAD & RUBBER TILE ADHESIVE 4 GALLON	1.00 EACH	\$149.50	\$149.50
005	EN610 ROPPE NOSE CAULK TUBE	6.00	\$42.50	\$255.00
===== LABOR =====				
006	INSTALL LABOR-SPECIAL RUBBER FLOORING	86.00	\$2.00	\$172.00
007	INSTALL LABOR-SPECIAL STAIR TREAD	20.00	\$33.00	\$660.00
008	TEAR OUT VINYL TILE	214.00	\$1.98	\$423.72
009	LANDFILL FEE LANDFILL FEE	214.00	\$0.00	\$0.00
010	FLOOR PREP PER MAN HOUR	4.00	\$50.00	\$200.00
FLOOR PREP IF NEEDED IS AN ESTIMATE OF TIME + OR -.				

Taxable	\$4,376.77
Non-Taxable	\$1,455.72
Sales Tax	\$262.61
Grand Total	\$6,095.10
Deposit	\$0.00
Balance	\$6,095.10

Feasibility and Community Impact

Outline the proposed timetable and expected impact for the project. For the timetable, include when requested funding will be committed, project milestones such as rezoning or construction, and when funds will be spent. If applicant plans to apply for funds not committed, include the anticipated date for application and when funds will be awarded. For expected impact, break out beneficiaries by income group. If funded, both the schedule and income breakdown will be used for any project agreement.

Project Benefit Narrative

Describe project benefits and requirements

Such as beneficiary eligibility requirements, targeted beneficiaries, etc.

Though Old Brick has averaged 15,000+ guests per year, this project focuses on the needs of the disabled guests. We have certified 136 uses of our automated handicap lift in 2018. That means that 136 individuals came to OB in a wheelchair or scooter and required help with the stairs. This does not take into account individuals with other disabilities or homeless populations served. We typically serve populations that qualify as under 80% for almost all activities at OB because we are a low-cost, below-market rental space in downtown IC. Organizations depend on our space to serve their needs for event and office space.

Time Table

Date	Description of Activity
7/1/2019	After awarding of funding, we would upgrade one male and one female restroom at a time
7/1/2019	Order partitions/flooring/sinks/toilets
7/15/2019	Demo restrooms
7/15/2019	Install flooring/sinks/toilets/partitions/grab bars
7/22/2019	Paint
7/1/2019	Kitchen Renovation---order cabinets/flooring/lights/refrigerators
7/22/2019	Kitchen demo as event schedules allow
7/22/2019	Install Flooring/Lights/Paint/cabinets
7/26/2019	Install Refrigeration
11/1/2019	Begin entrance flooring and stair tread replacement in entrance

To promote the efficient use of public funds, describe how the project will continue to provide public benefits through and beyond the required compliance period. Describe how the project will provide public benefits below rates in the existing market

The kitchen at Old Brick is truly the heart of the mission at Old Brick. The kitchen is used weekly by our Agape Cafe that serves made-to-order food to 80-100 homeless individuals. Almost every organization that uses OB through rentals or as tenants, use the kitchen to serve and prepare food for their projects. The kitchen is used daily by non-profits holding fundraisers for their organizations, community groups hosting pot-lucks or as part of any OB tenants needs. (OB has 10 non-profits who are tenants within our building and have use the of kitchen as part of their contracts). The kitchen is used by summer camps for kids, cooking workshops and by Farmers Market vendor who need licensed prep space for their foods. Any updates to the kitchen will have a long-term benefit to OB. The restroom remodels for updated ADA inclusion will allow all of our patrons to use the facilities as needed. We currently have one ADA compliant restroom within OB but that also needs updating. These listed projects will upgrade all 5 of the restrooms (2 men, 2 women, 1 unisex) to be ADA inclusive. The kitchen, restrooms and entrance flooring are long-term usage projects that will serve the public on a daily basis for years to come.

In what manner or form will the project proceed if it is awarded less than full funding? If there are several components, how will they be prioritized?

Since we have committed funding partners (Agape BOD), the first priority will be the kitchen renovation followed by the restroom renovations and flooring.

Income Breakdown

Please indicate the population to be served by the proposed program according to the linked [income categories](#). If requesting money for a specific administrative expense (like a staff member's salary), indicate the population served by your entire agency.

(Please Note: If funded, this information will be used as income targeting for your Agreement).

Median Income	Number of Persons
0 - 30%	1,200
31 - 50%	7,500
51 - 60%	5,430
61 - 80%	1,083
Over 80%	207

Total Persons/Households

15,420

Percent LMI

98.66

Please note the basis for these estimates *

Included: We listed all events at OB in 2018 and asked organizations for their income breakdown of guest. Many organizations provided this information as an estimate. Student groups were put in the 50% and weddings guest were averaged at 60%.

Capacity and Applicant History

Please list amount of CDBG and/or HOME funds received within the last four City fiscal years and the status of the project(s) undertaken.

CDBG and/or HOME funds received

Fiscal Year Funds Received	Budgeted Amount	Amount Expended	Date Project Completed
	\$	\$	

Please describe your organization's structure, officers, and staff. *

Executive Director lead organization with several part-time staff. An active Board of Director following a Strategic Plan implemented in 2018 to direct programs and projects. We work closely with community non-profit groups to host events and be a gathering space. 10 non-profits have offices located within OB. These non-profits individually serve hundreds/thousands more through their work.

Please describe the education and experience of key staff who will implement the project (excluding volunteers, board members, and consultants). If consultants are utilized, identify what role they will play in the project. *

One Point Partitions-consultant with ADA certification to design restrooms to be most inclusive.
Agape Cafe Executive Director, kitchen utility and design based on experience serving populations.
Randy's Flooring experts advised regarding best flooring options for durability and mobility.
All projects overseen by Executive Director with professional Project Management experience.

Please summarize your organization's portfolio, including how many units you own and/or manage, how many homes you have built/rehabilitated/sold, and what projects are underway. *

none

Evidence of Fiscal Capacity (?)

Audit Summary

FY2017balancesheet PDF(1).pdf

42.59KB

Evidence of Organizational Capacity (?)

Up to four pages of additional information about the capacity of the organization may be included. Examples of possible evidence may be resumes of key staff, additional descriptions of organizational activities, or other relevant information.

Willsresume.2019.doc

59KB

Old Brick Board of Directors and affiliations.pdf

89.74KB

Is the applicant (including partners, co-applicants, etc.) currently in compliance with all federal, state and local laws, rules and regulations, including any CDBG and/or HOME funded projects? *

- ☒ Yes
☐ No
☐ Currently in litigation

	<u>Dec 31, 17</u>	<u>Dec 31, 16</u>	<u>\$ Change</u>	<u>% Change</u>
ASSETS				
Current Assets				
Checking/Savings				
Bill.com Money In Clearing	503.50	503.50	0.00	0.0%
Bill.com Money Out Clearing	7.15	7.15	0.00	0.0%
Operating Account - Hills Bank	189,570.19	189,916.80	-346.61	-0.18%
Payroll Account - Hills Bank	-261.32	115.35	-376.67	-326.55%
Security Deposit Hills Bank	1,382.43	1,830.27	-447.84	-24.47%
Total Checking/Savings	<u>191,201.95</u>	<u>192,373.07</u>	<u>-1,171.12</u>	<u>-0.61%</u>
Accounts Receivable				
11000 - Accounts Receivable	-1,950.00	-15.25	-1,934.75	-12,686.89%
Total Accounts Receivable	<u>-1,950.00</u>	<u>-15.25</u>	<u>-1,934.75</u>	<u>-12,686.89%</u>
Other Current Assets				
Accumulated Depreciation	-76,900.44	-57,797.52	-19,102.92	-33.05%
12000 - Undeposited Funds	2,720.00	1,020.00	1,700.00	166.67%
Total Other Current Assets	<u>-74,180.44</u>	<u>-56,777.52</u>	<u>-17,402.92</u>	<u>-30.65%</u>
Total Current Assets	<u>115,071.51</u>	<u>135,580.30</u>	<u>-20,508.79</u>	<u>-15.13%</u>
Fixed Assets				
2015 Capital Expenditures	36,393.32	36,393.32	0.00	0.0%
2016 Capital Expenditures	13,254.59	13,254.59	0.00	0.0%
2017 Capital Expenditures	38,128.58	0.00	38,128.58	100.0%
Building Improvement 2014	15,870.91	15,870.91	0.00	0.0%
Computer purchase 2015	1,000.00	1,000.00	0.00	0.0%
17801 - LED Auditorium 39yr/ 2013	7,017.84	7,017.84	0.00	0.0%
Total Fixed Assets	<u>111,665.24</u>	<u>73,536.66</u>	<u>38,128.58</u>	<u>51.85%</u>
TOTAL ASSETS	<u><u>226,736.75</u></u>	<u><u>209,116.96</u></u>	<u><u>17,619.79</u></u>	<u><u>8.43%</u></u>
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
20000 - Accounts Payable	-1,341.59	-1,270.59	-71.00	-5.59%
Total Accounts Payable	<u>-1,341.59</u>	<u>-1,270.59</u>	<u>-71.00</u>	<u>-5.59%</u>
Credit Cards				

23000 - Mackenzie Hills B	249.82	0.00	249.82	100.0%
Total Credit Cards	249.82	0.00	249.82	100.0%
Other Current Liabilities				
Pension payable	221.54	387.68	-166.14	-42.86%
Property Taxes Payable	1,742.26	1,284.13	458.13	35.68%
18700 - Security Deposits	2,295.50	1,595.50	700.00	43.87%
24000 - Other Taxes Payable				
Federal W/H	689.00	871.00	-182.00	-20.9%
Fica/Med Pay	1,605.88	1,868.32	-262.44	-14.05%
Iowa W/H Pa	386.00	136.00	250.00	183.82%
24000 - Other	1,492.90	1,484.09	8.81	0.59%
Total 24000 - Other Taxes	4,173.78	4,359.41	-185.63	-4.26%
Total Other Current Liabilities	8,433.08	7,626.72	806.36	10.57%
Total Current Liabilities	7,341.31	6,356.13	985.18	15.5%
Total Liabilities	7,341.31	6,356.13	985.18	15.5%
Equity				
30000 - Opening Balance Equity	123,338.88	123,338.88	0.00	0.0%
32000 - Unrestricted Net Assets	79,421.95	58,388.13	21,033.82	36.02%
Net Income	16,634.61	21,033.82	-4,399.21	-20.92%
Total Equity	219,395.44	202,760.83	16,634.61	8.2%
TOTAL LIABILITIES & EQUITY	226,736.75	209,116.96	17,619.79	8.43%

Brianna Wills

Brianna.Wills@gmail.com 70 Hickory Place Iowa City, IA 52245 Cell (319)383-1025

Education/Licenses: *Bachelor of Arts* in Communications (Advertising and Public Relations) and Political Science
The University of Alabama

Master of Business Administration (MBA) Leadership and Communications focus (Dec. 2019)
The University of Dubuque

Certified Fund Raising Executive (CFRE) application pending

Certificate in Nonprofit Management (June 2019)
Iowa State University

Teaching License (Substitute), State of Iowa 2018-2023

Experience:

Executive Director

Old Brick

March 2017-current
Iowa City, Iowa

- Staff recruitment, training, yearly evaluations, all HR functions for staff of 6
- Budget management of \$500,000+ yearly including all financial investments, depreciation, endowment creation, payroll
- Develop 3 and 5-year strategic plans including budget projections, capital campaigns and facility needs
- Extensive Grant writing for local, state, and federal money for historical preservation, programming, facility enhancement. Grant implementation including managing how the money is spent and accounted for within grant structure and final grant reporting
- Facility management including as a “caretaker” of historic landmark (building is 163 years old) upkeep of building, renovation planning and acting as general contractor for renovation of spaces
- Plan/Manage hundreds of events and programming each year at Old Brick including student groups, weddings, and education seminars, fundraisers, etc.
- Creating community and collaboration between the 12 non-profit groups who are tenants within Old Brick including recruitment of new tenants
- Act as the “Face” of the Old Brick organization for speaking engagements, community events and as liaison with external groups

Iowa City Community School District

Substitute Teacher

January 2018-current
Iowa City, Iowa

- Substitute teach across the ICCSD in all grades and schools PK-12th.

The Leukemia and Lymphoma Society

Campaign Manager Iowa—Light the Night and Man/Woman of the Year Campaigns

June 2016-2017
Statewide (Iowa)

- Manager two fundraising campaigns including all fundraising, budgeting, logistics and special events across Iowa.
- Light the Night campaign is a walk with over 2000 participants at Kinnick Stadium, 150 teams of family/friends, 100 volunteers, 20 sponsors and vendors, and over \$175,000 fundraising goal.
- Man/Woman of the Year Campaign includes identifying motivated individuals and helping them execute a fundraising campaign in competition with other candidates. Fundraising campaign goal over \$350,000. Gala logistics for 500 guests.
- Identifying/Empathizing with a sensitive population including children with cancer, families who have lost love ones to cancer, and current patients.
-

The Salvation Army of Johnson County

Director of Development & Community Relations

November 2014-2016
Iowa City, Iowa

- Strategic Planning for future improvements of fund raising and at-risk programming including website updates, and investigations of new ways of giving including text, on-line, and email engagement tools.
- Grant Writing/Submission/Follow-up to support Food Pantry, Youth Programming, and Temporary Housing programs to local and national organizations.
- Engage/Educate/Recruit volunteers from community partners/companies/organizations for donations, grants, volunteer hours, and increasing awareness of organization. (Chamber of Commerce, Rotary Club etc.)
- Plan/Execute/Evaluate all fundraising activities including on-line, direct mail, annual giving, major gifts, planned/estate giving, walk-in, special events and Advisory Board giving.

- Organize/Execute all stewardship activities including thank you notes, tax letters, phone calls and personal visits.
- Recruit/Manage Advisory Board members, run BOD meetings, communications.
- Enhance/Create new programming to support at-risk youth/families and homeless populations
- Organize and Manage 20 locations for the Red Kettle Bell Ringing holiday campaign including personnel and press coverage
- Manage Johnson County Toys for Tots Campaign in partnership with the national Toys for Tots Foundation
 - Signage, advertising, recruiting eligible families, recruiting donors of toys, volunteer recruitment/organization, and grant writing to support toy efforts.
 - Schedule/Manage toy distribution event including 20,000 toys to families in Johnson County

The Academy of Natural Sciences & Children's Museum

March 2004-April 2005

Executive Project Manager/Special Exhibits

Philadelphia, Pennsylvania

- Manage all sub-group staff within Academy (Exhibits, Education, Membership, Marketing etc.) to form a cohesive message and strategy relating to each exhibit with specific targets and goal-driven strategy (7 department heads with 3-5 staff reports each)
- Grant Writing and reporting to Foundations/Organizations/Government that funded exhibits and events
- Meet/Engage/Collaborate with civic organizations (Convention/Visitors Bureau, Chamber of Commerce), to create, plan and co-fund events with mutual benefits to enhance awareness and attendance to museum and exhibit with internal and external staff and planning committees
- Manage/Allocate Exhibit budget and grants (\$2.2 million) across entire Academy including Public Programs, Special Events, Membership, Operations, Facilities, and Guest Services with strict adherence to grant specifications & budget
- Plan/Manage all special events including exhibit opening galas with 300+ attendance with Gala Committee
- Develop public programming both educational and entertainment based to attract audiences to exhibit/museum and work with Speakers Bureaus to book national talent as dictated by grants/funding
- Manage \$500,000 worth of media placement; create/manage marketing materials (brochures, email, letters, ads on radio, TV and print.)
- Oversee Exhibits Department during design and installation of exhibits with eye towards future exhibit installation options

Valley Forge Military Academy and College

Jan. 2003-March 2004

Director of Annual Giving and Special Events

Wayne, Pennsylvania

- Develop/Plan/Implement/Re-imagine all fundraising activities/campaigns/programs
- Manage a professional staff of 5 with an additional large pool of part-time workers and volunteer base
- Develop new programming to support fundraising, alumni engagement, staff and cadet recruitment and development
- Identification/Cultivation/Solicitation of major gift prospects (capital, scholarship, annual, estate planning) via mail, phone and in person.
- Created program to identify business partners and potential grant opportunities with additional program creation and management of new staff
- Plan/Manage all special events for donors/alumni/parents including golf outings, 75th birthday gala (400+ attendees), recognition society balls, and Alumni Day/Homecoming events
 - Recruit/Manage/Train all volunteers and committees for special events (~150 volunteers)
- Identify/Develop relationships with Board of Trustees and other VIP donors and friends to enhance organizations community relationships and future funding streams

The University of Pennsylvania, School of Nursing (SON)

Sept. 2001-Jan. 2003

Assistant Director of Donor Relations and Special Events

Philadelphia, Pennsylvania

- Planned/Managed all donor/stewardship events for the SON including VIP donor events, New Dean Receptions, and Alumni Day.
- Implemented all stewardship activities including writing reports, events, prospect strategies, create cultivation pipeline of alumni, community members and students.
- Coordinated/Recruited students, donors, volunteers, and alumni to participate in appropriate events leading into a cultivation cycle
- Edited/Managed alumni publications including 24 page bi-annual alumni magazine and all donor letters/acknowledgements/reports

Tierney Communications, Exelon/PECO Energy and Independence Blue Cross Accounts

June 2000-Sept. 2001

Assistant Account Executive

Philadelphia, Pennsylvania

- Tracked/Planned spending and budget of multi-million-dollar ad campaign and accounts
- Planned/Managed client and agency press events, coverage, and image
- Developed/Implemented integrated marketing plans to meet clients' objective

Recent Activities & Interest:

SouthEast Jr High PTSO President
Public Relations Chair, Special Populations Grant for Voting Access
Johnson County Board of Supervisors, Planning and Zoning Commissioner
Meals on Wheels Participant
Iowa City Noon Rotary
Johnson County Democrats Central Committee
District Wide Parents' Organization (DPO), Co-President 2014-2015
Trustee, Kickers Soccer Club
Iowa City Community School District Foundation Board, DPO Rep. 2014-2015
Iowa City Community School District Foundation, *Parties for a Purpose* committee
United Action For Youth (UAY), Festival of Flowers Committee
Operation Backpack, HACAP Food Reservoir
100+ Women Who Care
Iowa City Junior Service League, Holiday Home Tour-Chair and New Member Chair
Herbert Hoover Elementary: PTA President 2013-2014
Neighborhood Park Planning Committee, City of Iowa City/Neighborhood
Distinguished Young Women of Iowa Scholarship Program, VP-Board of Directors
Iowa City Panhellenic Alumnae Council
Iowa City Community School District Interview and Selection Committee
Iowa City Community School District Advisory Committee on Magnet Schools
Iowa City Community School District PERL Levy Committee
Doula



Old Brick Board of Directors

Gerald Partridge, JD: Board of Director President, Executive Director of Police Legal Sciences, Inc., Mediation Services of Eastern Iowa, Family Folk Machine, Harp Players Theater Group

George Perry, JD: Board of Director Vice President, Retired, President of The Perry Foundation, Secretary of Prelude Behavioral Services Board of Directors.

Molly E. Brown, VP Commercial Banking, Hills Bank and Trust Company Old Brick, Treasurer and Chair of Finance Committee; Junior Achievement of Eastern Iowa, Board Member; Housing Trust Fund of Johnson County, Board Member; Team Breast Friends, Board Member

Ann M Rhodes, RN, MA, JD, FAAN, Clinical Professor, College of Nursing, The University of Iowa, Board of Directors, Hills Bank and Trust Co.; Board of Directors, Iowa City Free Medical and Dental Clinic

Saul Mekies, Professor, Economics, Kirkwood Community College and The University of Iowa

Daryl G. Robinson, FCSI CCS AIA, Specifications Writer/Quality Assurance Manager
Board of Officers (President) of the Crandic Chapter of the Construction Specifications Institute (CSI).

Richard Dorzweiler, Retired University of Iowa

Erin McGuire, Community volunteer

Project Name	Old Brick Structural Fortification and Water Mitigation				
Project Address	26 E. Market St.				
Activity Type	Public Facility (PF)				
CITY STEPS Priority	Public Facility Improvements - Homeless, Persons with Disabilities, Families with Children				
CITY STEPS Goal	Improve and maintain public facilities				
Amount Requested	\$67,670				
Project Description	Structural fortification and water mitigation for the historic Old Brick Community Building to preserve the building which provides food for the homeless at the Agape Cafe and hosts public events and nonprofit organizations. Improvements include re-grading and adding structural stability to the hillside and re-funneling water drainage around the building,				
Repayment Terms	Conditional occupancy loan (forgiven if follows requirements)				
Compliance Period	5 years proposed (6 years required)				
Property Taxes	Tax exempt				
% CDBG/HOME Funded	73%				
Project Budget Discussion	Total renovation budget is approximately \$92,670, with matching funds expected from various public grants and private resources, including applicant equity. Prioritized list of improvements if not awarded full funding: 1) Structural Reinforcement - \$28,570 2) Water mitigation/drainage - \$15,850 3) Water permeable pavers/signage/enhancements - \$48,250				
Beneficiaries	0-30%	AMI	8%	15,420 beneficiaries	
	31-50%	AMI	49%		
	51-80%	AMI	42%		
	80+%	AMI	1%		
Project Coordination with Existing Services & other Services Available in the Community	Partnerships are expected to include Kirkwood Community College Design and Construction students, Sustainable Landscape Solutions, MMS Consultants, City of Iowa City, Johnson County, Grace Church landscaping/planting volunteers, and the UI Gardeners Club.				
Timeliness and Capacity to Successfully Complete the Proposed Project	Old Brick has historically had good timeliness with monitoring requirements, but has not administered a CDBG public facilities project since FY12 (awarded \$15,220 for different ADA improvements).				
Staff Concerns/Notes	1) All work will be subject to federal labor provisions (Davis Bacon – prevailing wages).				
	2) Must comply with federal procurement standards (competitive bids) for the proposed work.				
	3) Project may not meet a national objective; staff is contacting our HUD representative identify eligible improvements using CDBG funds.				

General Information and Project Need

 Select Language | ▼

Community Development Block Grant (CDBG) and/or HOME Investment Partnership (HOME) programs provide funding to aid in the development of viable urban communities and in the provision of safe and decent affordable housing. Applications are due Tuesday, January 18, 2019 at noon. This year, \$625,000 are estimated to be available through this competitive process. Please review the [FY20 CDBG/HOME Application Guide](#) for more information about eligible activities. Please submit one project proposal per application. Questions can be directed to kirk-lehmann@iowa-city.org or contact Neighborhood Services at 319-356-5230. Additional assistance, and hard copy applications, are available upon request

Project Information

Project name *

Old Brick Structural Fortification and Water Mitigation
Project

Project Address *

Street Address

26 E. Market Street

Address Line 2

City

Iowa City

Postal / Zip Code

52245

State / Province / Region

IA

Country

United States

Type of Project (?)

☐ Rental Housing

☐ Owner Housing

☒ Public Facility

☐ Other

Type of Activity (?)

☐ Acquisition

☐ New Construction

☒ Rehabilitation

☐ Direct Assistance

☐ Other

Applicants

Applicant Name *

Old Brick

Applicant Address *

Street Address

26 E. Market Street

Address Line 2

City

Iowa City

Postal / Zip Code

52245

State / Province / Region

Iowa

Country

United States

Contact Person, Title *

Brianna Wills, Executive Director

Phone Number *

3193512626

Email *

director@oldbrick.org

DUNS Number (?)

84-533-0422

DUNS # Verification * (?)

Go to <http://fedgov.dnb.com/webform> to look up or create a DUNS number. Provide a copy of the email you receive with your confirmed DUNS number.

DUNS number.jpg

616.2KB

CAGE Code (?)

Obtain by registering on SAM.gov

General Information

Type of Lead Applicant *

- ☐ Community Housing Development Organization
- ☒ Private non-profit organization
- ☐ Private for-profit, individual or partnership applicant
- ☐ Public Organization

W-9 Form * (?)

(Request for Taxpayer ID# & Certification)

2017 W-9 Old Brick.jpg

741.16KB

Organizational Status * (?)

Go to <https://sos.iowa.gov/search/business> to look up the organization applying for funds. Provide a copy of the Business Entity Summary screen.

BusinessnumberIA.jpg

4.38MB

Amount of Funds Requested *

\$ 67,670.00

Did you attend an Applicant Workshop? *

- ☒ Yes ☐ No

Provide a few lines describing the proposed project *

Old Brick built in 1856 is Iowa City's second oldest public structure that has served thousands in the community over the years. We recently discovered water seepage into the property. The westside hill (along Clinton St.) has experienced significant erosion and is allowing water to enter the foundation of the building. If this isn't immediately rectified by re-grading of the hillside, adding structural stability to the hillside, and re-funneling water drainage around the building, Old Brick will face serious structural integrity issues with water in the foundation cracking and expanding the walls. A Structural Engineer was consulted and made the recommendation of immediate action. A plan was designed for the entire property for grading/water mitigation/structural support and we began seeking funding for this extensive, yet necessary project. This historic building functions as a low-cost gathering space for non-profits, organizations, and various community needs. We believe that OB adds significant value to the community and should be protected as a community asset.

Please specify the one or two most applicable priority need(s) this application addresses, as shown in the 2016-2020 CITY STEPS Plan. Explain how this project will meet this/those need(s). *

Old Brick serves a significant extremely low/low income and homeless population through our many organizations within OB and community usage. Particularly, we serve around 100 homeless patrons each week in our Agape Cafe which has been in existence for 25 years. Old Brick's mission is focused on serving low-income populations by working with non-profits located within OB focused on social services, affordable housing, racial/social justice, peace-building, and education. OB also serves the needs identified within the City Steps Priorities rubric including Homeless Services, Persons with Disabilities, and Youth Services through our non-profit tenants work within OB and extensive event roster. We have identified over 15,000 unique individuals who come to OB each year for services/events whom we believe fall under 80% median income with over 1200 at 0-30%, and 7500 at 50%. We also will touch on the priorities of Flood/drainage improvements, Tree Planting, Neighborhood Facilities and Facade Improvements for this complete project. We are working with the City of Iowa City to manage water drainage from the property/roof using the latest water management standards. We are also investigating recycling bricks from the streets/ped mall City projects. The secondary goal of our project is to move OB into environmentally sound practices by reusing available plants/bushes and/or use landscaping materials that decrease our carbon footprint (no fertilizers/no mowing, using water permeable/filtering pavers, etc.)

Budget and Resources

Type of Funding Requested*

Financing terms will be based on project feasibility and the ability to repay. Terms approved by City Council may be different than what is requested.

Grant

Requested Grant Terms

Principal Amount	Affordability Period (?)
\$ 67,670.00	5

Source of Funds

Please enter below the types of funding and amounts requested for the proposed project, including if the funding is committed. If not a loan, leave loan terms blank. Select the blank space for possible sources of income, or enter your own.

Public Resources

Funding Source and Type (?)	Amount	Interest rate	Term (?)	Committed
Iowa Historical Resource Development Program	\$ 5000.00	0	0	No
City of Iowa City Cost-Sharing for permeable pavers	\$ 3000.00	0	0	No
REAP Stormwater cost-sharing	\$ 5000.00	0	0	No
Iowa City HOME/CDBG	\$ 67670.00	0	0	No

Total Public Funds

\$ 80,670.00

For uncommitted funds, please indicate when the applicant will apply for funds

Iowa Historical Resource Development Program opens grant applications in mid-Jan. 2019 and will have funding beginning July 1, 2019, if accepted. This grant focuses on historic structures such as Old Brick.

City of Iowa City cost-sharing for permanent water permeable pavers used for water mitigation/filtering/draining water. Funding is awarded after the project is complete. Maximum award is \$3,000 (up to 50% of cost)

REAP Funding for Stormwater Practices is a cost-sharing grant through the Iowa Department of Agriculture and Land Stewardship. This funding cycle will open on July 1 with grant applications. The cost-sharing is applied for after the project is completed. The funding amount can be 1/4 of project cost (an estimate from another project funded). I have estimated \$5,000 as a potential cost-share (potential up to \$10,000).

Private Resources

Funding Source & Type (?)	Amount	Interest rate	Term (?)	Committed
Community Foundation of Johnson County	\$ 1,000.00	0	0	Yes
Old Brick Endowment Fund	\$ 1,000.00	0	0	Yes
Old Brick Capital Funds	\$ 5,000.00	0	0	Yes
Brick Selling Campaign by OB	\$ 5,000.00	0	0	No

Total Private Funds

\$ 12,000.00

Total Project Funding

\$ 92,670.00

Evidence of Funding Commitments * (?)

Up to four pages of additional information about the capacity of the organization may be included. Examples of may include graphics supporting the previous questions, resumes of key staff, additional descriptions of organizational activities, or other relevant information.

CFJCawardletter.jpg

810.87KB

Grant 2018 OB usage numbers by income (version 1).xlsb.xlsx

12.92KB

Use of Funds

Please enter below the uses of funding and amounts requested for the proposed project, including whether formal cost estimates were received. Select the blank space for possible use of funds, or enter your own."

Type (?)	Amount	Formal Cost Estimate	Name of Entity providing cost estimate
Construction of concrete wall for structural stability along Clinton St. 100' long, 4' tall	\$ 10,000.00	Yes	JNL Construction
Brick facade overlay on concrete wall to compliment historic building	\$ 18,570.00	Yes	S. Moyle Masonry
Water drainage/filtration solutions with water-permeable paver surface	\$ 15,850.00	Yes	Sustainable Landscape Solutions (SLS)
Ground enhancements including ADA compliant hand rails/signage/landscaping	\$ 18,250.00	Yes	Sustainable Landscape Solutions
Permit fees/signage	\$ 1,000.00	Yes	Building Permits/Right of Way fees
Paver surface installation for drainage solutions for front of property	\$ 24,000.00	Yes	Sustainable Landscape Solutions
OB Signage at corner of Clinton/Market St.	\$ 5,000.00	No	TBD

Total Use of Funds Amount

\$ 92,670.00

Scope of work (?)

Attach any documentation used for cost estimates

Other Considerations**Number of households or persons served ***

15,420

Total cost per household or person served

\$ 6.01

What percentage of the proposed budget will be made up of private funds? *

12.95

Dollars Leveraged Per City Dollar Spent

\$ 0.37

Describe any community partnerships or volunteers that will contribute to the project.

Kirkwood Community College Design and Construction students (working with students to design water mitigation plan using newest water conservation techniques in real-time project for students), Sustainable Landscape Solutions, MMS Consultants, City of Iowa City (funding and potential historic bricks from City projects), Johnson County (cost-sharing), Grace Church landscaping/planting volunteers, UI Gardeners Club (planting and long-term maintenance).

Describe any identity of interest (IOI) relationships with the applicant and/or project owner, i.e. General Partner has a financial interest in the construction company, etc. *

none



Community Foundation
of Johnson County

325 E. Washington Street, Ste 100
Iowa City, IA 52240

Old Brick

Historic Landmark Structural Support and Landscaping with Vocational Training Collaboration

It is our pleasure to enclose a grant check for \$1,000 from the Community Foundation of Johnson County. Please express your gratitude directly to the donor for making this gift to your organization. The donor should receive an acknowledgement of the grant which should not include a tax deduction confirmation or receipt. The donor is:

Community Foundation of Johnson County
325 E Washington Street, Suite 100
Iowa City, IA 52240

Accepting the grant certifies to CFJC that this does not satisfy a pledge or that any individual, including the donor receives private benefits, goods or services from this award. It also acknowledges that your organization continues to be publicly supported and exempt under the Internal Revenue Code.

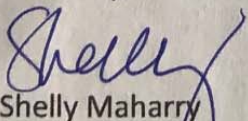
Depositing this check acknowledges your acceptance of the terms and that the funds will be used for the purpose specified in your grant application. If any of the funds are not used for the purposes intended, they will be returned to the CFJC.

Your organization must provide a grant report no later than June 30 of the year following receipt of the grant. Your report is a record of what you have achieved and what you have learned in the process. It will help shape future grant-making decisions by the Community Foundation. You can find the grant report and the terms of the grant agreement on our website, www.communityfoundationofjohnsoncounty.org.

The Community Foundation of Johnson County is proud to partner with our donors in our shared mission to serve Johnson County by growing endowments and distributing funds to build a greater community.

If you have any questions regarding the terms of the grant, please contact the Community Foundation at 319-337-0483. We thank you for the good work of your organization and the difference your ongoing efforts make in our community.

Sincerely,


Shelly Maharry
Executive Director

Old Brick Guest Count Income Based	0-30% Median Income	50%	60%	80%	Over 80%	ADA needed assistance (use of lift)	
Agape Café	90	10	5		0	10	
Agape Café Fundraiser	12	10	25	125	10	3	
CRU	45	40	15		0	1	
Housing Trust Fund of Johnson County*	70	59	30		1	15	
United Nations of Iowa Association Event		30	65	10	4	1	
OB Dance			20	25	3	0	
Hawkeye Ballroom		50	55		0	0	
Quire Fundraiser	10	10	60	35	3	2	
Old Capital Opera		12	45	55	7	1	
Swing		35	3	8	1	0	
Physicians for Social Responsibility	20	55	20	20	5	2	
Circle K Event		105		2	1	1	
Days of the Girl	350	5	5	5	3	0	
Sankofa Meetings	4	8	10	3	0	0	
Blue Planet Groupe		4	15	5	2	2	
Sankofa Women's Conference		15	25	2	0	0	
Henri Harper Civil Rights Tour Fundraiser	10	25	75	5	5	4	
IC Chamber Singers	2	15	25	50	3	3	
Iowa Shares*	200	300	100	100	10	10	
USA Dance		20	35	10	3	0	
Table to Table dinner	45	20	55	10	4	4	
Veterans for Peace	5	20	35	3	1	5	
Secular Humanist	2	4	10	4	2	0	
Resurrection	85	10	10	1	0	1	
Grace	20	35	50	25	2	3	
Girls on the Run*	45	50	35	2	15	0	
Peace Circle Trainings	8	5	10	2	0	2	
IWP/Writers Workshop	2	10	15	25	0	1	
Russian Guitar Festival		2	50	50	1	1	
Library Staff Event		50	50	20	2	2	
Patel Kitchen Rental		1			0	0	
Iowa Youth Writing Project	12	3	2		0	0	
Honors Program Social		118			2	0	
Microbiology Conference			75	45	10	1	
Enrollment Staff event			50	70	15	3	
Kamala Harris GOTV Rally	5	10	50	100	25	2	
Tippe Dean Recognition Lunch			50	55	25	0	
Camp Kaseem Dinner			35	85	5	1	
Women Studies Writing Workshop	1	4	10		0	0	
Iowa Watch Screening	5	15	15	5	5	1	
IC Moms Blog event		15	55	35	5	0	
League of Women Voters Registration	10	10	5	5	0	0	
Womens Action Resource Center Event	5	5	45	5	2	2	
Nurture Her Soul Event	2	10	60	5	5	1	
Iowa Harm Reduction Summitt	40	50	80	25	4	5	
Women in Business		15	15	45	12	0	
Native American AA Meetings	10				0	4	
Meditation Group	10				0	2	
Indigenous Day	45	40	20	1	2	2	
Freedom School	30	40	60		2	1	
CAB Senior Week Events		75				2	
Philanthropy Events (27 events w/ 225 guests)		6075				5	
22 weddings @ 175 guests average			3850			30	
	1200	7500	5430	1083	207	136	15420

These numbers reflect unique individuals not number of times within the building (some groups meet several times a month so the number of people using the building daily is much higher)

*Number of Persons assisted through organization w/income verification

ADA Assistance is actual number of times our lift was used for an individual to get into the Main Hall. Additional unaccounted for handicapped individuals use the ground floor and are not reflected in these numbers

For this purpose, any students accounted for were put into the 50% median income group

Feasibility and Community Impact

Outline the proposed timetable and expected impact for the project. For the timetable, include when requested funding will be committed, project milestones such as rezoning or construction, and when funds will be spent. If applicant plans to apply for funds not committed, include the anticipated date for application and when funds will be awarded. For expected impact, break out beneficiaries by income group. If funded, both the schedule and income breakdown will be used for any project agreement.

Project Benefit Narrative

Describe project benefits and requirements

Such as beneficiary eligibility requirements, targeted beneficiaries, etc.

The building is central to all other activities and good that any of us are able to do for our community. If the building is no longer structurally sound, then all good works would have to cease at this location. Old Brick has a well-developed mission and strategic plan but this project has surfaced outside of our normal planning as emergency projects tend to do. This level of funding required to complete this project successfully is well beyond the operational budget of OB. The building is necessary to serve the 10 non-profits within by providing office/gathering space and a community of progressive fellow non-profit professionals. We also serve may community organizations as a low-cost (sometimes free) venue for fundraising events.

Time Table

Date	Description of Activity
2/4/2019	Work with Kirkwood Community College students on design of project and timelines
4/1/2019	Finalize bids with contractors and material selections
7/1/2019	Schedule re-grading of property hill side as contractors are available
7/1/2019	Engage water mitigation systems drains/grade/materials necessary/Site work
7/1/2019	Build structural reinforcement along Clinton St. with brick overlay
7/15/2019	Lay water filtration/water permeable pavers to filter, absorb, and re-direct water
7/31/2019	Replace landscaping damaged by construction installations/added for water mitigation purposes
9/2/2019	Complete paver installations per design as funding allows

To promote the efficient use of public funds, describe how the project will continue to provide public benefits through and beyond the required compliance period. Describe how the project will provide public benefits below rates in the existing market

Old Brick host thousands of guest each year. Many of those served come to Old Brick to receive food, through our Agape Cafe initiative, education through our connection with many organizations across IC, or social services through contact with one of our 10 in-house non-profits. Old Brick's tenants focus on progressive social issues including social justice (Beloved Community Initiative), affordable housing initiatives (Housing Trust of Johnson County), peace-building (Peace Iowa, United Nations, Physicians for Social Responsibility), the environment, public policy initiatives(Iowa Policy Project), and more. Through the works of our non-profits that are housed within Old Brick and the additional programming done with outside groups, Old Brick serves as a gathering place for social interaction, education, and advocacy. Old Brick's mission is to provide spaces for groups to gather, advocate, and educate at a cost that is affordable to small groups. Old Brick substantially subsidizes the cost of office space to non-profits as part of this mission to serve across many community needs. This proposed project protects the building's foundation and the health of the physical building. The building beyond its historical significance is an essential piece allowing these groups to serve our community. This plan was built around current best practices for water/soil/erosion control practices and will be environmental progressive for future property management of the site.

In what manner or form will the project proceed if it is awarded less than full funding? If there are several components, how will they be prioritized?

This is an extensive project for a small non-profit. As such, we have built this project into phases so that parts could be completed as funding became available. The most critical/time-sensitive piece is the structural reinforcement that is projected to cost \$30,000. 2) \$20,000 in water mitigation/drainage/soil erosion solutions added to prevent further erosion/water damage. 3) \$25,000 to complete paver structure/water permeable across the front of OB for full building drainage, signage.

Income Breakdown

Please indicate the population to be served by the proposed program according to the linked [income categories](#). If requesting money for a specific administrative expense (like a staff member's salary), indicate the population served by your entire agency.

(Please Note: If funded, this information will be used as income targeting for your Agreement).

Median Income	Number of Persons
0 - 30%	1,200
31 - 50%	7,500
51 - 60%	5,430
61 - 80%	1,083
Over 80%	207

Total Persons/Households

15,420

Percent LMI

98.66

Please note the basis for these estimates *

Apaga Cafe serves 80-100 guest each week, homeless individuals in the 0-30%. We listed every event at OB in 2018 and inquired with org. the income breakdown of attendees. Assumptions: student event attendee 50%, wedding attendees 60% averaged.

Capacity and Applicant History

Please list amount of CDBG and/or HOME funds received within the last four City fiscal years and the status of the project(s) undertaken.

CDBG and/or HOME funds received

Fiscal Year Funds Received	Budgeted Amount	Amount Expended	Date Project Completed
	\$	\$	

Please describe your organization's structure, officers, and staff. *

Executive Director overseen by engaged Board of Directors. Board guided by Strategic Plan implemented in 2018 to guide vision and projects. Full time ED with several part-time employees.

Please describe the education and experience of key staff who will implement the project (excluding volunteers, board members, and consultants). If consultants are utilized, identify what role they will play in the project. *

Executive Director overseeing all projects has successfully overseen several large historic renovation projects at OB already. Also has additional professional experience as Project Manager.

Sustainable Landscape Solutions (SLS), landscaping/water/environment experts overseeing design and installations

MMS Consultants, professional landscaping design and site management

Please summarize your organization's portfolio, including how many units you own and/or manage, how many homes you have built/rehabilitated/sold, and what projects are underway. *

none

Evidence of Fiscal Capacity (?)

Audit Summary

FY2017incomePDF (1).pdf

45.76KB

Evidence of Organizational Capacity (?)

Up to four pages of additional information about the capacity of the organization may be included. Examples of possible evidence may be resumes of key staff, additional descriptions of organizational activities, or other relevant information.

Certificate of Historic Places.jpg

543.68KB

Old Brick Board of Directors and affiliations.pdf

89.74KB

Willsresume.2019.doc

59KB

OBtenants2019.docx

12.22KB

Is the applicant (including partners, co-applicants, etc.) currently in compliance with all federal, state and local laws, rules and regulations, including any CDBG and/or HOME funded projects? *

- ☒ Yes
- ☐ No
- ☐ Currently in litigation

		Jan - Dec 17	Jan - Dec 16	\$ Change	% Change
Ordinary Income/Expense					
Income					
	Grants Received	0.00	3,019.00	-3,019.00	-100.0%
	40000 - Monthly Usage	89,551.25	89,760.80	-209.55	-0.23%
	40100 - Event Usage	20,168.37	32,996.86	-12,828.49	-38.88%
	40200 - Interest Income	318.82	282.65	36.17	12.8%
	40300 - Ballroom Rent	58,366.64	42,443.68	15,922.96	37.52%
	Total Income	168,405.08	168,502.99	-97.91	-0.06%
Gross Profit		168,405.08	168,502.99	-97.91	-0.06%
Expense					
Employee					
	60000 - Facility	0.00	2,070.25	-2,070.25	-100.0%
	60001 - Even	8,307.44	4,218.52	4,088.92	96.93%
	60002 - Main	9,324.10	3,339.11	5,984.99	179.24%
	60004 - Exec	32,000.02	30,000.10	1,999.92	6.67%
	60020 - Tax -	3,796.82	3,188.39	608.43	19.08%
	60021 - Tax -	0.00	0.00	0.00	0.0%
	60022 - Tax -	147.78	100.07	47.71	47.68%
	60050 - Wellr	9,096.00	8,604.00	492.00	5.72%
	60051 - Chur	1,279.98	1,279.90	0.08	0.01%
	Employee - C	80.00	0.00	80.00	100.0%
	Total Employee	64,032.14	52,800.34	11,231.80	21.27%
	60100 - Marketing	1,900.71	1,549.29	351.42	22.68%
	60200 - Administration				
	60201 - Office	1,456.36	447.95	1,008.41	225.12%
	60202 - Prop	3,315.00	2,180.75	1,134.25	52.01%
	60203 - Prop	1,032.13	1,551.21	-519.08	-33.46%
	60204 - IT/Ca	4,595.87	4,224.66	371.21	8.79%
	60205 - Mem	337.00	330.00	7.00	2.12%
	60206 - Meet	211.50	408.71	-197.21	-48.25%
	60207 - Payr	3,990.00	3,530.00	460.00	13.03%
	60208 - Post	48.13	9.40	38.73	412.02%
	60209 - Softw	365.34	894.95	-529.61	-59.18%

	60211 • Bank	161.35	345.17	-183.82	-53.26%
	60200 • Admi	40.90	74.88	-33.98	-45.38%
	Total 60200 • Administrati	15,553.58	13,997.68	1,555.90	11.12%
	60300 • Maintenance				
	60301 • Gas/l	11,859.87	11,045.58	814.29	7.37%
	60302 • Wate	1,356.68	1,307.49	49.19	3.76%
	60304 • Trasl	2,886.52	1,941.05	945.47	48.71%
	60305 • Snow	1,675.00	567.50	1,107.50	195.15%
	60306 • Janit	5,832.38	2,900.66	2,931.72	101.07%
	60307 • Janit	2,142.89	492.31	1,650.58	335.27%
	60308 • Grou	3,152.19	2,044.67	1,107.52	54.17%
	60309 • Pianc	180.00	125.00	55.00	44.0%
	60310 • Even	0.00	25.00	-25.00	-100.0%
	60311 • Facil	1,620.66	1,924.55	-303.89	-15.79%
	60312 • Gene	17,443.03	24,682.47	-7,239.44	-29.33%
	60313 • Gene	2,722.92	9,174.06	-6,451.14	-70.32%
	60314 • Pest	106.00	0.00	106.00	100.0%
	Total 60300 • Maintenance	50,978.14	56,230.34	-5,252.20	-9.34%
	60400 • Depreciation Expe	19,102.92	20,597.76	-1,494.84	-7.26%
	60500 • Miscellaneous Exp	202.98	243.76	-40.78	-16.73%
	66000 • Payroll Expenses	0.00	2,050.00	-2,050.00	-100.0%
	Total Expense	151,770.47	147,469.17	4,301.30	2.92%
Net Ordinary Income		16,634.61	21,033.82	-4,399.21	-20.92%
		16,634.61	21,033.82	-4,399.21	-20.92%

State of Iowa

Division of Historic Preservation • Iowa State Historical Department

This certifies that

North Presbyterian Church of Iowa City

has been entered in

THE NATIONAL REGISTER OF HISTORIC PLACES

This action was taken under the provisions of the National Historic Preservation Act
of October 15, 1966 and Chapter 303, the Code of Iowa



A handwritten signature in cursive script, reading "Robert D. Ray".

Robert D. Ray, Governor

A handwritten signature in cursive script, reading "Adrian D. Anderson".

Adrian D. Anderson, State Historic Preservation Officer



Old Brick Board of Directors

Gerald Partridge, JD: Board of Director President, Executive Director of Police Legal Sciences, Inc., Mediation Services of Eastern Iowa, Family Folk Machine, Harp Players Theater Group

George Perry, JD: Board of Director Vice President, Retired, President of The Perry Foundation, Secretary of Prelude Behavioral Services Board of Directors.

Molly E. Brown, VP Commercial Banking, Hills Bank and Trust Company Old Brick, Treasurer and Chair of Finance Committee; Junior Achievement of Eastern Iowa, Board Member; Housing Trust Fund of Johnson County, Board Member; Team Breast Friends, Board Member

Ann M Rhodes, RN, MA, JD, FAAN, Clinical Professor, College of Nursing, The University of Iowa, Board of Directors, Hills Bank and Trust Co.; Board of Directors, Iowa City Free Medical and Dental Clinic

Saul Mekies, Professor, Economics, Kirkwood Community College and The University of Iowa

Daryl G. Robinson, FCSI CCS AIA, Specifications Writer/Quality Assurance Manager
Board of Officers (President) of the Crandic Chapter of the Construction Specifications Institute (CSI).

Richard Dorzweiler, Retired University of Iowa

Erin McGuire, Community volunteer

Brianna Wills

Brianna.Wills@gmail.com 70 Hickory Place Iowa City, IA 52245 Cell (319)383-1025

Education/Licenses: *Bachelor of Arts* in Communications (Advertising and Public Relations) and Political Science
The University of Alabama

Master of Business Administration (MBA) Leadership and Communications focus (Dec. 2019)
The University of Dubuque

Certified Fund Raising Executive (CFRE) application pending

Certificate in Nonprofit Management (June 2019)
Iowa State University

Teaching License (Substitute), State of Iowa 2018-2023

Experience:

Executive Director

Old Brick

March 2017-current
Iowa City, Iowa

- Staff recruitment, training, yearly evaluations, all HR functions for staff of 6
- Budget management of \$500,000+ yearly including all financial investments, depreciation, endowment creation, payroll
- Develop 3 and 5-year strategic plans including budget projections, capital campaigns and facility needs
- Extensive Grant writing for local, state, and federal money for historical preservation, programming, facility enhancement. Grant implementation including managing how the money is spent and accounted for within grant structure and final grant reporting
- Facility management including as a “caretaker” of historic landmark (building is 163 years old) upkeep of building, renovation planning and acting as general contractor for renovation of spaces
- Plan/Manage hundreds of events and programming each year at Old Brick including student groups, weddings, and education seminars, fundraisers, etc.
- Creating community and collaboration between the 12 non-profit groups who are tenants within Old Brick including recruitment of new tenants
- Act as the “Face” of the Old Brick organization for speaking engagements, community events and as liaison with external groups

Iowa City Community School District

Substitute Teacher

January 2018-current
Iowa City, Iowa

- Substitute teach across the ICCSD in all grades and schools PK-12th.

The Leukemia and Lymphoma Society

Campaign Manager Iowa—Light the Night and Man/Woman of the Year Campaigns

June 2016-2017
Statewide (Iowa)

- Manager two fundraising campaigns including all fundraising, budgeting, logistics and special events across Iowa.
- Light the Night campaign is a walk with over 2000 participants at Kinnick Stadium, 150 teams of family/friends, 100 volunteers, 20 sponsors and vendors, and over \$175,000 fundraising goal.
- Man/Woman of the Year Campaign includes identifying motivated individuals and helping them execute a fundraising campaign in competition with other candidates. Fundraising campaign goal over \$350,000. Gala logistics for 500 guests.
- Identifying/Empathizing with a sensitive population including children with cancer, families who have lost love ones to cancer, and current patients.
-

The Salvation Army of Johnson County

Director of Development & Community Relations

November 2014-2016
Iowa City, Iowa

- Strategic Planning for future improvements of fund raising and at-risk programming including website updates, and investigations of new ways of giving including text, on-line, and email engagement tools.
- Grant Writing/Submission/Follow-up to support Food Pantry, Youth Programming, and Temporary Housing programs to local and national organizations.
- Engage/Educate/Recruit volunteers from community partners/companies/organizations for donations, grants, volunteer hours, and increasing awareness of organization. (Chamber of Commerce, Rotary Club etc.)
- Plan/Execute/Evaluate all fundraising activities including on-line, direct mail, annual giving, major gifts, planned/estate giving, walk-in, special events and Advisory Board giving.

- Organize/Execute all stewardship activities including thank you notes, tax letters, phone calls and personal visits.
- Recruit/Manage Advisory Board members, run BOD meetings, communications.
- Enhance/Create new programming to support at-risk youth/families and homeless populations
- Organize and Manage 20 locations for the Red Kettle Bell Ringing holiday campaign including personnel and press coverage
- Manage Johnson County Toys for Tots Campaign in partnership with the national Toys for Tots Foundation
 - Signage, advertising, recruiting eligible families, recruiting donors of toys, volunteer recruitment/organization, and grant writing to support toy efforts.
 - Schedule/Manage toy distribution event including 20,000 toys to families in Johnson County

The Academy of Natural Sciences & Children's Museum

March 2004-April 2005

Executive Project Manager/Special Exhibits

Philadelphia, Pennsylvania

- Manage all sub-group staff within Academy (Exhibits, Education, Membership, Marketing etc.) to form a cohesive message and strategy relating to each exhibit with specific targets and goal-driven strategy (7 department heads with 3-5 staff reports each)
- Grant Writing and reporting to Foundations/Organizations/Government that funded exhibits and events
- Meet/Engage/Collaborate with civic organizations (Convention/Visitors Bureau, Chamber of Commerce), to create, plan and co-fund events with mutual benefits to enhance awareness and attendance to museum and exhibit with internal and external staff and planning committees
- Manage/Allocate Exhibit budget and grants (\$2.2 million) across entire Academy including Public Programs, Special Events, Membership, Operations, Facilities, and Guest Services with strict adherence to grant specifications & budget
- Plan/Manage all special events including exhibit opening galas with 300+ attendance with Gala Committee
- Develop public programming both educational and entertainment based to attract audiences to exhibit/museum and work with Speakers Bureaus to book national talent as dictated by grants/funding
- Manage \$500,000 worth of media placement; create/manage marketing materials (brochures, email, letters, ads on radio, TV and print.)
- Oversee Exhibits Department during design and installation of exhibits with eye towards future exhibit installation options

Valley Forge Military Academy and College

Jan. 2003-March 2004

Director of Annual Giving and Special Events

Wayne, Pennsylvania

- Develop/Plan/Implement/Re-imagine all fundraising activities/campaigns/programs
- Manage a professional staff of 5 with an additional large pool of part-time workers and volunteer base
- Develop new programming to support fundraising, alumni engagement, staff and cadet recruitment and development
- Identification/Cultivation/Solicitation of major gift prospects (capital, scholarship, annual, estate planning) via mail, phone and in person.
- Created program to identify business partners and potential grant opportunities with additional program creation and management of new staff
- Plan/Manage all special events for donors/alumni/parents including golf outings, 75th birthday gala (400+ attendees), recognition society balls, and Alumni Day/Homecoming events
 - Recruit/Manage/Train all volunteers and committees for special events (~150 volunteers)
- Identify/Develop relationships with Board of Trustees and other VIP donors and friends to enhance organizations community relationships and future funding streams

The University of Pennsylvania, School of Nursing (SON)

Sept. 2001-Jan. 2003

Assistant Director of Donor Relations and Special Events

Philadelphia, Pennsylvania

- Planned/Managed all donor/stewardship events for the SON including VIP donor events, New Dean Receptions, and Alumni Day.
- Implemented all stewardship activities including writing reports, events, prospect strategies, create cultivation pipeline of alumni, community members and students.
- Coordinated/Recruited students, donors, volunteers, and alumni to participate in appropriate events leading into a cultivation cycle
- Edited/Managed alumni publications including 24 page bi-annual alumni magazine and all donor letters/acknowledgements/reports

Tierney Communications, Exelon/PECO Energy and Independence Blue Cross Accounts

June 2000-Sept. 2001

Assistant Account Executive

Philadelphia, Pennsylvania

- Tracked/Planned spending and budget of multi-million-dollar ad campaign and accounts
- Planned/Managed client and agency press events, coverage, and image
- Developed/Implemented integrated marketing plans to meet clients' objective

Recent Activities & Interest:

SouthEast Jr High PTSO President
Public Relations Chair, Special Populations Grant for Voting Access
Johnson County Board of Supervisors, Planning and Zoning Commissioner
Meals on Wheels Participant
Iowa City Noon Rotary
Johnson County Democrats Central Committee
District Wide Parents' Organization (DPO), Co-President 2014-2015
Trustee, Kickers Soccer Club
Iowa City Community School District Foundation Board, DPO Rep. 2014-2015
Iowa City Community School District Foundation, *Parties for a Purpose* committee
United Action For Youth (UAY), Festival of Flowers Committee
Operation Backpack, HACAP Food Reservoir
100+ Women Who Care
Iowa City Junior Service League, Holiday Home Tour-Chair and New Member Chair
Herbert Hoover Elementary: PTA President 2013-2014
Neighborhood Park Planning Committee, City of Iowa City/Neighborhood
Distinguished Young Women of Iowa Scholarship Program, VP-Board of Directors
Iowa City Panhellenic Alumnae Council
Iowa City Community School District Interview and Selection Committee
Iowa City Community School District Advisory Committee on Magnet Schools
Iowa City Community School District PERL Levy Committee
Doula

Non-Profit Organizations Housed within Old Brick

Housing Trust Fund of Johnson County

Agape Cafe

Peace Iowa

Iowa Shares

United Nations Association of Iowa

Iowa Policy Project

Girls on the Run

Days of the Girl

Physicians for Social Responsibility

Grace Church

Beloved Community Initiative

Resurrection Community

Gerald and Lynne Partridge Family Foundation

George Perry Family Foundation

Veterans for Peace

CRU



Successful Living

2406 Towncrest Dr. Iowa City, Iowa 52240

Phone (319) 358-6800

Fax (319) 358-6807

HCDC:

February 8, 2019

We have submitted 2 applications for CDBG/HOME grants. The City has some questions or concerns, which we address herein.

One application is for a **grant** to **rehab a house** on Village Rd. for \$75,000.

- We want to be considered for a grant, either CDBG or HOME. We do not want a loan for this rehab project. We control our housing debt carefully (and associated cash flow), which is mostly mortgages plus one HOME loan for \$50k (that we hope to have forgiven in five years, but that remains to be seen).
- We already meet the city's Affirmative Marketing Plan. Other agencies and individuals who know of our mission and our client population of the mentally ill are always in the loop about our SRO vacancies. This is where we get our referrals. We have Fair Housing signs up and encourage diversity.
- Our client population has always been hard on houses, and repairs take time, which requires down time until repairs are completed. Historically this is how things have gone for us and this is why our "loss" rate is high.
- Similarly, repairs are costly and fairly frequent. See above about client population being hard on houses. Additionally, our houses are getting to the age where to be maintained, money must be spent.
- Our operating exp is what it is, high or not. It's possible perhaps some utilities got mixed in there instead of being in misc oper expense. If awarded funds the City has already asked our pro forma be re-stated and any misclassification will be addressed at that time. This will not affect the bottom line however.
- We need a grant, not a loan of any kind, to proceed with this rehab.
- It's noted we have grant funds we have not used yet. For rehab that has taken so long, these unused funds are for one house which is being treated by the City as historically preserved, and it has taken a great deal of time between breaks in the weather last year and this year to plan, get bids and start the work. This project will be done as the weather improves and the last of the work will get finished.

Our other application is for **down payments grants** on four new affordable housing purchases, \$240,000.

- There is a question or concern from the city about rehoming tenants. We buy 4 bedroom houses. Then we add a fifth bedroom subsequent to purchase. This has become our model the past few years and it works well. *We have never bought a home that was occupied and would never enter into an agreement where we had to re-home tenants.*
- It was pointed out that we still have funds left to spend from previous years. One of those grants is a rehab project on an historically preserved house, and it has simply taken a long time to get it



Successful Living

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Phone (319) 358-6800

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all planned and work started due to its preservation status. But it's coming along and will be completed soon.

- And, yes, we still have two more houses to buy this year with previously awarded grant funds. We did close on one the end of December and we will purchase the final two houses before the start of the new fiscal year, which will use up all of our prior HOME funding. We are actively looking. After these two houses are bought, we will continue to aggressively look for house purchases in the new fiscal year, with the new HOME funds awarded us in this round, putting forth greater effort than ever as more homes become available for sale as winter winds down.
- We prefer HOME funds to avoid the conflict of interest: one board member helps us buy homes and gives us a break on his commission. CDBG would not allow him to earn any commission. We believe he deserves some payment, and therefore prefer to be awarded HOME funds. Previously in using CDBG funds, this board member forfeited all commission despite the hours he and his staff put in, which we would like to avoid. If we do get awarded CDBG funds instead of HOME, we still want the grant, and would perhaps engage another Real Estate agent not otherwise associated with our agency.
- We already meet the city's Affirmative Marketing Plan. Other agencies and individuals who know of our mission and our client population of the mentally ill are always in the loop about our SRO vacancies. This is where we get our referrals. We have Fair Housing signs up and encourage diversity.
- When we add a 5th bedroom we never spend in excess of \$20k-\$25k, so *we are not subject to Davis Bacon or other HUD rules that kick in when rehabs exceed \$100k.*
- Our agency does not pay property tax and we make that known to the county auditor upon purchase. There have been occasions when previous owners perhaps paid in arrears and we made one final payment after purchase, but not every time. We have never included this in our pro formas on grant applications, but can add it in if required.
- Our client population has always been hard on houses, and repairs take time, which requires down time until repairs are completed. Historically this is how things have gone for us and this is why our "loss" rate is high.
- Similarly, repairs are costly and fairly frequent. See #3 above about client population being hard on houses. Additionally, our houses are getting to the age where to be maintained, money must be spent.
- If our operating exp appears high, it's possible some utilities got mixed in there instead of being in misc oper expense. If awarded funds the City has already asked our pro forma be re-stated and any misclassification will be addressed at that time. This will not affect the bottom line however. And we are applying for GRANTS, not loans.
- The City has noted that in the past we had one down payment grant that benefited fewer than planned beneficiaries. This was actually the first two grants awarded to us, and in our application we asked, frankly, for too little. Then there was a delay in receiving funding due to the presidential election and HUD difficulties until October of 2017. By the time we began looking in the Spring of 2018, Iowa City houses were selling very quickly at higher than expected prices (much higher than we thought). That is when we asked for these two down payments to



Successful Living

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be combined into one for a total of \$87,000 for a single house, which we bought as soon as possible. We do not expect this to happen again.

- All past granted and loaned City funds will be utilized by 7/1/19. Hills bank has also affirmed their support for the respective house purchases.

Kind regards,

Carla J. Phelps
Director, Grants & Development
Successful Living

Application Information



Aid to Agencies provides flexible operational funding for nonprofits. Applications are due Tuesday, January 18, 2019 at noon. This application is for “emerging” agencies, those that have not existed as a legal entity for at least 2 years or have not received A2A funds in any of the last five years. \$19,000 is estimated to be available this year. Each agency is eligible to apply for up to \$15,000. No award will be made for less than \$5,000. Please submit one project proposal per application. Questions can be directed to Neighborhood Services at kirk-lehmann@iowa-city.org or 319-356-5230. For additional assistance, City staff will hold office hours to help applicants complete applications from 9:00 am – 11:00 am on January 2, 4, and 8 in Iowa City City Hall, Department of Neighborhood and Development Services (410 E. Washington Street, Iowa City). Additional assistance, and hard copy applications, are available upon request.”

Project Name *

Redevelopment of Forest View Mobile Home Park

Total amount of funds requested *

\$ 15,000.00

Applicant Name *

Rafael Morataya

Applicant Organization *

Center for Worker Justice of Eastern Iowa

Applicant Address *

Street Address

1556 1st Avenue #C

Address Line 2

City

Iowa City

Postal / Zip Code

52240

State / Province / Region

IA

Country

USA

Signature ***Contact Person ***

Barbara Ziegler

Phone Number *

319-338-0142

Email *barbara@cwjiowa.org**Indicate your organizations corporate status ***

☒ Non-profit

☐ For-profit

☐ Other

Years in business *

6

Has the applicant received City assistance in the last five years? *

☒ Yes ☐ No

In those five years, has any City assistance reverted to the City due to non-expenditure of funds? *

☐ Yes ☒ No

Is the applicant currently in compliance with all federal, state and local laws, rules and regulations including any CDBG and/or HOME funded projects? *

(including partners, co-applicants, etc.)

☒ Yes

☐ No

☐ Currently in litigation

Project Information

Need & Priority

The City Steps Plan guides funding within the community that benefits low-moderate income persons by creating jobs, improving housing, and providing services. You can find a copy of City Steps at www.icgov.org/actionplan.

Brief summary of proposed project *

Limited to 2000 characters

Two years ago, residents of Forest View Mobile Home Park realized developers had bought their land and planned a new commercial development.

Instead of waiting and worrying, the residents took action. They organized the Forest View Tenant's Association with support from the Center for Worker Justice, drafted principles for a just development, and demanded a voice in the process.

Since then, a committee of dozens of residents have met at least monthly with developers to negotiate over the details of their new neighborhood. The joint agreement now being considered by the Planning and Zoning Commission includes plans for new modular homes for all current mobile home residents at similar rents to their current lot rent, a rent-to-own option, and other provisions that the tenants' association has worked hard to achieve.

This is an important model for a more just affordable home development process.

Why this project is needed? *

Limited to 2000 characters

Early in this process Forest View residents adopted the following statement. This project will lead to the realization of the vision expressed by the residents.

"The residents of Forest View are a tight-knit community. Many of us have lived here for years. We take care of each other, and we believe a just development must give all current residents the option to stay. There is a severe housing crisis in Iowa City; forcing any number of residents out leaves them at risk of homelessness.

The trailers in Forest View are our homes. We bought them, invested money in maintaining them, raised our families in them, and had expected to stay in them. But they are also very old, do not comply with modern safety codes, and are in no shape to be moved. If our community must be relocated as part of a new multi-million dollar development, the end result should include safe and sustainable homes that can last. We would particularly like to explore the possibility of developing a complex of small houses, with financing that current residents could afford. This could provide a sustainable alternative for low-income housing in our area, and would be a step toward addressing Iowa City's housing crisis."

How does it fill a gap in the community? *

Limited to 1500 characters

The residents of Forest View - about 500 people (130 families) will benefit directly from preserving affordable homes in their current neighborhood, keeping their neighborhood together, improving their living conditions, and new access to the option of home ownership. They will also benefit from working on this project by strengthening their relationships with local elected officials, empowering themselves to make improvements in the community, and expanding their local community alliances

How does it address the goals of 2016-2020 CITY STEPS? *

Limited to 1500 characters

This project relates directly to the section of the 2016-2020 CITY STEPS plan that describes the expansion of economic opportunities through more jobs paying self-sufficient wages, homeownership opportunities, development activities that promote long-term community viability, and the empowerment of low- and moderate-income persons to achieve self-sufficiency. It addresses several important long-term issues in the community: 1) critical lack of affordable housing in the area, 2) health and safety of residents in our deteriorating trailer park communities 3) barriers to home ownership for low-income and migrant workers, and 4) lack of tenant voices in local housing and development planning.

Additional Documentation

Please indicate the population to be served by the proposed program according to the linked [income categories](#). If requesting money for a specific administrative expense (like a staff member's salary), indicate the population served by your entire agency.

(Please Note: If funded, this information will be used as income targeting for your Agreement).

Income Breakdown

Median Income	Number of Persons
0 - 30%	120
31 - 50%	90
51 - 80%	15
Over 80%	10

Total Persons	235
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Percent LMI

95.74

Percent Iowa City Residents

100

Please describe the basis or methodology used to estimate the number of clients to be served (?)

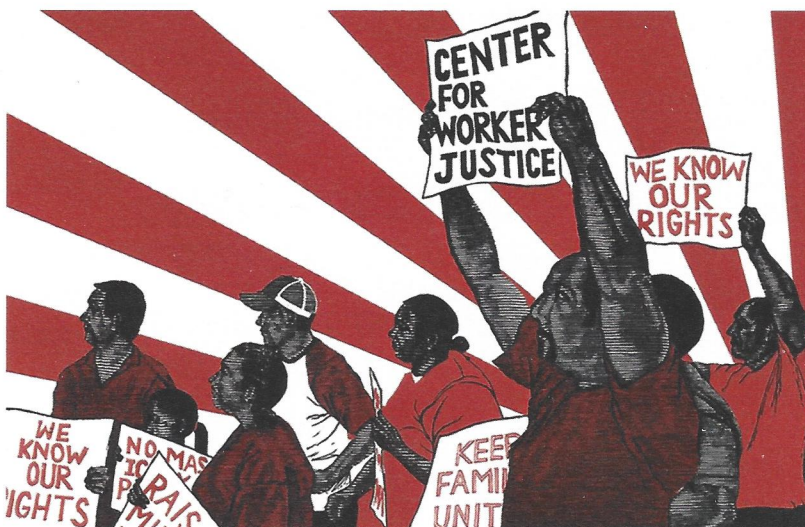
Limited to 750 characters

Estimates based on statements of residents and preliminary survey of residents.

CENTER FOR WORKER JUSTICE OF EASTERN IOWA



RAISING VOICES,
TAKING ACTION



Spring and Summer | 2018

CWJ BOARD OF DIRECTORS

President

Sergio Irund A-wan

Vice President

Marcela Hurtado

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Charlie Eastham

Secretary

Nicole Novak

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Father Rudy Juarez

Fatima Saeed

Irma Botello

Margarita Baltazar

Maria Cachua

Pastor Tony Smith

Robin Clark-Bennett

Royce Peterson

Scott Smith

Contact us!

940 S. Gilbert Ct

Iowa City, IA 52240

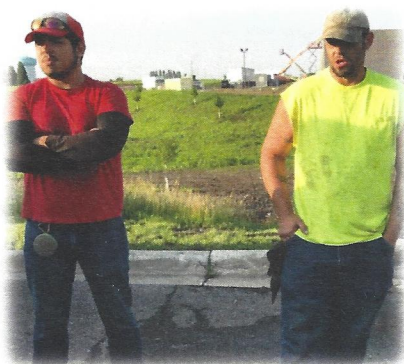
Phone: (319) 594-7593

Email: info@cwjiowa.org

Website:

www.cwjiowa.org

IN THE FACE OF DIVISION & ATTACKS, WE'RE BUILDING UNITY & HOPE



IN NEWTON - Supporting
Workers Striking for Safety
and Dignity in Construction



IN JOHNSON COUNTY —Partnering
with Local Officials to Advance the
Struggle for Living Wages



IN CEDAR RAPIDS Calling on Senators to Stop Terrorizing Immigrant Families

The Center for Worker Justice of Eastern Iowa (CWJ) unites low-wage workers across race, ethnicity, and immigration status to pursue social and economic justice through education, leadership development, issue-based organizing, direct services, and community alliances.

CWJ is a 501(c)(3) organization. All donations are tax-deductible

ONGOING PROGRESS TOWARD LIVING WAGES

When the state legislature passed a law last year barring local minimum wage laws and rolling back the Johnson County minimum wage, we pledged to keep moving forward together. We're doing just that!

As a result of our outreach last year, 160 businesses pledged to voluntarily honor the local \$10.10 minimum.

This spring, county supervisors agreed to move forward with the provision in our county minimum wage law that calls for officials to assess the



Consumer Price Index each year, and raise the local minimum wage accordingly. On March 29, the Johnson County Supervisors approved a 17 cent increase, raising the wage to \$10.27 per hour. While state law bars the county from enforcing this minimum, their action sends a strong message to area employers. County supervisors have also passed an ordinance putting all county workers on a path to a \$15 minimum wage by 2019. CWJ members are now reaching out to city officials in support of \$15 minimum wage ordinances for city employees, and minimum wage laws governing businesses that apply for TIF and other city economic development funds.

FOREST VIEW UPDATE

Two years ago, residents of Forest View Mobile Home Park realized developers had bought their land and planned a new commercial development.

Instead of waiting and worrying, the residents took action. They organized the Forest View Tenants' Association with support from CWJ, drafted principles for a just development, and demanded a voice in the process.

Since then, a committee of dozens of residents have met at least monthly with developers to negotiate over the details of the new development. The joint agreement being considered by the planning and zoning commission includes plans for new modular homes for all current mobile home residents at similar rents, a rent-to-own option, and other provisions that the tenants' association has worked hard to achieve.

This is an important model for a more just development process. Watch for updates as this enters its final phase!

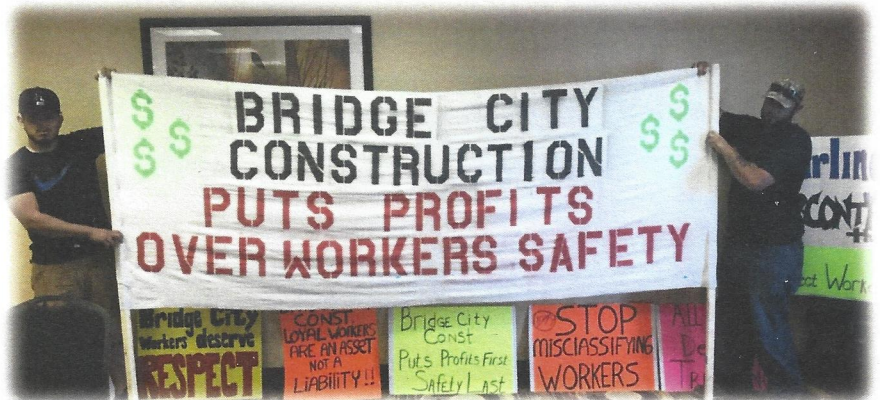
SUPPORT STRIKING BRIDGE CITY WORKERS!

Early in the morning of June 15, workers of Bridge City construction based in Ottumwa declared a strike at their Newton jobsite, to protest dangerous and unjust working conditions.

CWJ leaders traveled to Newton to support them, and have connected the workers with allies around the region.

The workers are protesting the same conditions that CWJ is confronting across the region—unsafe jobs without proper training or equipment, failure to provide workers' compensation payments for injured workers, misclassification of workers as "independent contractors" to avoid complying with basic workers' rights, low wages, and unlawful deductions from workers' pay. Bridge City workers have built schools, medical facilities, and local businesses—our communities need to do more to ensure that the construction companies we hire are honoring workers' basic rights.

Join us in supporting these brave workers! Contact them at tristateworkerscoalition@gmail.com for updates.



AN INJURY TO ONE IS AN INJURY TO ALL: STOP THE ATTACKS ON IMMIGRANT WORKERS

In our small Iowa cities and towns, our success and survival depends on each other. On neighbors helping neighbors in times of need. On young families revitalizing shrinking rural communities. On co-workers banding together for dignity, to ensure our rights are respected, and so we all come home safely at the end of the day. Regardless of where we were born, or what language we grew up speaking, the residents of our communities take care of each other. These are core Iowa values, and the values that CWJ was created to defend.

In the face of attacks on immigrant communities, **we are fighting back with solidarity**. We have seen firsthand the destruction that comes from criminalizing immigrant workers. It terrorizes families, makes witnesses or victims of crime afraid to call police, gives unscrupulous employers enormous power to intimidate workers, and weakens our entire community. It doesn't have to be this way—by organizing for positive change on a local and state level, we can win the just immigration reforms for our nation that are long overdue.



CWJ Immigration Committees

Since 2017, members of CWJ have led monthly meetings with community allies to discuss changing immigration policies and strategies for defending human rights. Out of these discussions, we formed the Family Support team, the Rapid Response team, and the Legal team.

The Family Support team has assisted local families impacted by immigration detention and deportation. They have provided assistance with food, childcare, and transportation, and have shown up to witness immigration proceedings. These are immediate and vital needs of children and families in crisis.

The Rapid Response team has advocate for change with elected officials, and is involved in emergency planning. In January they organized a meeting with staffers for Senators Ernst and Grassley to demand a “clean” DREAM Act. They recently held a Know Your Rights workshops about the rights of immigrants and witnesses in interactions with immigration officials.

Finally, the legal team has met with local attorneys and organized a Visitation Program to talk with detained immigrants in the Hardin County jail. Similar programs exist around the country, to break the isolation detained immigrants experience, and provide information about service providers around Iowa.



Responding to the Mt. Pleasant Raid

On May 9, ICE agents swept into Mt. Pleasant with helicopters, dogs, and tasers to round up 32 peaceful workers from their jobs at a concrete factory. Most were fathers who had come to the U.S. fleeing violence in their home countries, working hard to give their kids a better life. None were accused of being a risk to anyone. They were shackled and taken to jails across the region, and kids were left traumatized.

But that same evening, Iowans responded. People from across the state drove to the 1st Presbyterian Church in Mt. Pleasant, which was soon packed with people offering support, skills, and donations. CWJ staff and volunteers were on the scene from the first night, contributing language skills, organizing experience, and ally networks. We are proud to stand with IowaWINS, AFSC, DREAM Iowa, LULAC, TeamCAN, UFCW, Eastern Iowa Bond Project, Catholic Diocese of Davenport, and so many others who have provided support in Mt. Pleasant.

The damage is deep, ongoing, and far from repaired. But by building a statewide network, 24 of the 32 men were released on bond to their families and have a hope of due process. To find out how you can support the families of workers detained in Mt. Pleasant, contact IowaWINS at iowawinsmp@gmail.com.

CWJ BOARD OF DIRECTORS 2018



In 2018, we welcomed three new members to our board of directors!

CWJ member Elizabeth Bernal is a longtime leader in our community. She was involved in the early organizing efforts that established the Center for Worker Justice, and has been an affordable housing activist involved in Habitat for Humanity. She also takes care of Iowa City area children as a school cafeteria worker.

Nicole Novak has worked with CWJ for years as a researcher and volunteer. She led groundbreaking research on the impact of the Johnson County Community ID, which has helped CWJ members and county officials identify ways to build on the program's strengths and fill remaining needs. She conducted presentations with CWJ President Irund A-wan for communities across the region, so others can learn from this historic program.

Pastor Anthony Smith of the New Creations International Church is a respected local leader with a passion for social and economic justice. He has partnered with CWJ on many projects—including the struggle to raise and defend the Johnson County Minimum Wage, organizing with Rose Oaks residents who were evicted from their affordable housing, and faith-based organizing for social justice. He has also spearheaded the formation of the Johnson County Interfaith Cluster, organizing faith leaders to confront racism and discrimination.

President Irund A-wan has been re-elected to lead the organization for another term, together with Vice-President Marcela Hurtado and newly-elected Treasurer Charlie Eastham and Secretary Nicole Novak.

GET INVOLVED

Everything CWJ does is possible because of volunteers like you—who contribute ideas, energy, skills, time, and financial resources toward achieving a more just and inclusive community. Stop in at our office or website, email or call, to find ways you can join our movement!

BECOME A SUSTAINING DONOR

Sustaining donors who make a monthly donation to CWJ play an essential role in helping to ensure that we can keep our doors open and our work for justice moving forward.

BECOME A VOLUNTEER

We are always looking for volunteer interpreters, child care providers for meetings, artists, and organizers. Let us know if you have skills you would like to contribute!

ATTEND OUR MEETINGS AND EVENTS

Check out our website www.cwjiowa.org for a calendar of upcoming meetings and events.

GET INVOLVED IN ONE OF OUR COMMITTEES

You can get involved in the Housing Committee, the Immigration Response Team, the Finance Committee, the Minimum Wage campaign or other projects of CWJ by calling or emailing the CWJ office. Thank you!

If you are interested in getting involved with us, our contact information is on the front page.

Project name: Grow: Johnson County 2019 Production

Total funds requested: \$15,000

Applicant name: Jake Kundert

Applicant organization: Iowa Valley Resource Conservation and Development

Applicant address: 920 48th Ave, Amana, Iowa 52203

Contact Person: Jake Kundert

Authorized submission by Jake Kundert

Phone number: 319-622-3264

Email: jake@ivrcd.org

Organization corporate status: non-profit

Years in business: 20

Has the applicant received city assistance in the past 5 years? No

Has the applicant received city assistance in the past 3 years? No

Please provide evidence of your organization's capacity, financial skills, commitment and/or experience to implement the proposed program or service within the established timetable and budget.* (2,592/4000 characters)

Iowa Valley Resource Conservation and Development (IVRCD) has been a leader in creating and revitalizing the regional food system. IVRCD Deputy Director and Grow: Johnson County Production Manager, Jason Grimm is a key player in supporting local food growth in Iowa and is engaged not only within the IVRCD's project region, but also in surrounding counties, statewide, and at a national level for research and program advocacy. IVRCD Food Systems Director and Grow: Johnson County Program Director Jake Kundert has over eight years experience leading specialty crop research, farmers market manager training, farm and food systems projects, and food entrepreneurship development. Grow: Johnson County Packshed and Distribution Manager Míchi López has experience in educating volunteers & community members about cultivation and harvest activities. All three project staff have extensive, real-world experience with fruit and vegetable farming, both in their personal and professional lives. IVRCD has stability as an organization (20 years in operation) and uses best practice regarding organizational and program records, finance, and administration including a third party CPA (Terry Lockridge & Dunn) and a Professional Employment Organization (Aureon HR) to support

personnel/human resources, administer benefit plans, process payroll, and file payroll taxes. IVRCD has insurance coverage for staff and volunteers.

The Grow: Johnson County program has had three successful production seasons leading up to this year. Each year capacity and efficiency has increased, as well as the diversity of food and the overall pounds of food distributed. Over time, the team has developed better tracking, training, and field systems. The first three production years the team sought and secured funding for the necessary equipment and small machinery to allow for production at a four-acre scale including a tractor, a large walk-in cooler, hand tools, and a suite of distribution supplies like large wash bins. The plan for 2019 production is based on experience, records, and demonstrated need by the 15 partner agencies (11 of the 15 are within Iowa City) and supported by already secured assets.

The Grow: Johnson County program has diverse financial backing from local and regional grants, corporate giving programs, and consistent support of the local county government all of which contribute towards long-term sustainability. The Johnson County Board of Supervisors has been a vocal supporter of Grow: Johnson County since its inception, and continues to provide yearly financial support.

Is the applicant currently in compliance with all federal, state and local laws, rules and regulations including any CDBG and/or HOME funded projects? Yes

Summary of project (1751/2000 characters):

Iowa Valley RC&D is requested \$15,000 from the City of Iowa City's Emerging Aid to Agencies to fund the remaining need for Grow: Johnson County's 2019 Production. The production project for 2019 includes collaboration and research with 15 partner agencies, crop planning, recordkeeping, and volunteer recruitment/training. It also includes all of the field work such as cultivation, weed management, harvest, processing in accordance with USDA Good Agricultural Practices, and distribution to agencies. In 2018, Grow produced 16,000 pounds of food or an estimated \$45,000.00 of fresh, local, organic food-- or the equivalent of 80,000 servings--at no cost to our partner agencies. This 2019 Production project will match, or exceed, the amount and value grown in 2018.

Grow: Johnson County Program (Grow) is a hunger-relief and educational farm program of located on the Johnson County Historic Poor Farm in Iowa City, IA. This program aims to improve healthy food access for our community's most vulnerable residents as well as equip aspiring growers with organic food production skills. Using four acres of county land, Grow: Johnson County freely provides 100% of its organic produce to local hunger relief and social service agencies including food pantries, shelters and rehabilitation centers, free meal sites, home delivered meals, child care centers, and refugee and immigrant support centers. Grow also provides hands-on opportunities for community members of all ages and abilities to become involved with local food production. Currently, Grow: Johnson County's charitable food production takes place from May through October. Since the program's first growing season in

2016 over 50,000 lbs of produce have reached our neighbors in need.

Why is this project needed (1518/2000 characters):

The Grow: Johnson County program was created to address local need for high quality, fresh, and nutritious produce at social service agencies. Of the 19,500 Johnson County residents who are considered to be food insecure, 54% rely on food assistance agencies for half or more of their food (Feeding America, 2017; Johnson County Hunger Task Force, 2016). During the growing season, Grow provides partners with organic foods weekly that, otherwise, are not readily accessible. Of Grow's fifteen partners, eleven of them are located in Iowa City: Crisis Center, IC Compassion, Shelter House, Domestic Violence Intervention Program, the Iowa City Free Lunch Program, the Neighborhood Centers of Johnson County, Field to Family, the Bloomington HACAP Head Start, the Waterfront HACAP Head Start, Salvation Army, and the Food Pantry at Iowa.

Good nutrition is one of the keys needed in order to live a healthy life. By freely providing fresh, local, organic food to our neighbors we are fighting food insecurity and providing access to healthy foods. Healthy food access continues to be a significant barrier to our neighbors in need.

Demand for Grow's produce is at an all-time high. Surveys completed in November/December of 2018 with program partners showed that 75% requested an increase in production and distribution to better meet their customers needs. Partners also provided feedback on the produce profiles they received so that the Grow team can better tailor distribution to meet the individual agency needs.

How does it fill a gap in the community (1005/1500 characters):

Grow's production of food provides a reliable source for fresh produce and the addresses a need for food production knowledge among aspiring growers.

Grow: Johnson County strives to be a client-driven program, which is why the production process has been specialized on foods that are in high demand at local agencies. For example, local food pantries are often supplied with surplus cucumber, but are rarely offered client-favorites like watermelon, potatoes, onions, collards, and okra. By tailoring the production method to the community's needs, Grow: Johnson County provides produce that is not always accessible at food assistance sites, ensuring value to our partners by not duplicating services provided elsewhere.

More often than not, food assistance agencies can only offer their clientele items that have been donated. Grow supports local food sovereignty by providing partner agency clientele with food that they want to eat and by working to give them a voice in the production process.

How does it address the goals of 2016-2020 CITY STEPS (972/1500 characters):

The Grow: Johnson County 2019 Production project helps accomplish Goal 7 - Provide Public Services - in the Iowa City Steps Iowa City's Five Year Consolidated Plan for Housing, Jobs, and Services for Low Income Residents (2016-2020). Goal 7 is to "Increase the effectiveness of physical investments that improve conditions for the elderly, youth, low-income persons, and other special populations."

The 2019 production project will distribute at least 16,000 pounds of local, fresh, organic, and free food to partner agencies (the equivalent of \$45,000.00 or 80,000 servings). These agencies serve low to moderate-income (LMI) residents, households with incomes less than 50% of the area median income (AMI), and those with extremely low-incomes (less than 30% of AMI). They also serve special needs individuals including at-risk children and youth, low-income families, the homeless and persons threatened with homelessness, the elderly, and persons with disabilities.

[Budget and Labor Breakdown]

Budget Breakdown

Use of Funds	City Funds	Other Funds	Source of Other Funds	Type	Status	
Grow Personnel	\$ 15,000.00	\$		Cash ▾	Uncommit ▾	×
Grow Personnel	\$	\$ 26,000.00	Johnson County	Cash ▾	Committer ▾	×
Grow Personnel	\$	\$ 3,775.00	United Natural Fi	Cash ▾	Committer ▾	×
Grow Personnel	\$	\$ 5,900.00	Blooming Prairie	Cash ▾	Committer ▾	×
Food Distribution	\$	\$ 3,900.00	Table to Table	In-Kind ▾	Committer ▾	×
Transplants and Seeds	\$	\$ 4,000.00	Johnson County	Cash ▾	Committer ▾	×
Fuel and Supplies	\$	\$ 1,000.00	Frontier Co-op	Cash ▾	Committer ▾	×
Production Volunteers	\$	\$ 14,200.00	Production Volur	In-Kind ▾	Uncommit ▾	×
Equipment	\$	\$ 5,000.00	Theisen's	Cash ▾	Uncommit ▾	×
Equipment	\$	\$ 4,500.00	Farm Credit Ser	Cash ▾	Uncommit ▾	×
Add						
	City Funds	Other Funds				
Total	\$ 15,000.00	\$ 68,275.00				

Please list anticipated dates uncommitted funding is expected*

July 1st 2019, City of Iowa City Emerging Aid to Agencies. Volunteer times is distributed over season.

Labor Breakdown

Type	Description	Hours	Per Hour Rate	Total Cost	
Skilled ▾	Jason Grimm - D	156	\$ 28.00	\$ 4,368.00	×
Skilled ▾	Jake Kundert - F	595	\$ 22.00	\$ 13,090.00	×
Skilled ▾	Míchi López - Pa	1,570	\$ 15.00	\$ 23,550.00	×
Unskilled ▾	Seasonal Produc	879	\$ 11.00	\$ 9,669.00	×
Volunteer ▾	Production Volun	576			×

[Add](#)

Total Labor Cost

\$ 50,677.00

*Descriptions

Jason Grimm - Deputy Director

Jake Kundert - Food Systems Director

Míchi López - Packshed and Distribution Manager

Production Volunteers

If volunteers are used, please describe how these volunteers are utilized for the proposed activity. (631/1000 characters)

Grow: Johnson County leverages volunteers to assist in all aspects of our food production system. Under the guidance of experienced production staff, volunteers help seed, plant, weed, harvest, wash and package produce, and maintain production areas. Each spring, the production team holds a volunteer orientation and food safety training to ensure that everyone involved in Grow's produce operation is familiar with the farm's food safety standards.

Volunteers range from individuals to large groups and there is no age limit, no needed experience or background, and no special abilities required to be a volunteer with Grow. For example, groups who contributed in 2018 included Johnson County Master Gardeners, C.H. Robinson, and the University of Iowa first year law and public health students.

Impact and community Benefit--estimate the number of clients to be served and their median income

Impact & Community Benefit

Please indicate the population to be served by the proposed program according to the linked [income categories](#). If requesting money for a specific administrative expense (like a staff member's salary), indicate the population served by your entire agency.

(Please Note: If funded, this information will be used as income targeting for your Agreement).

Income Breakdown

Median Income	Number of Persons
0 - 30%	<input type="text" value="25"/>
31 - 50%	<input type="text" value="25"/>
51 - 80%	<input type="text" value="25"/>
Over 80%	<input type="text" value="25"/>

Total Persons	<input type="text" value="100"/>
---------------	----------------------------------

Percent LMI

Percent Iowa City Residents

Please describe the basis or methodology used to estimate the number of clients to be served (393/750 characters)

The Grow: Johnson County Program is partnered with 15 agencies, several of which do not take demographic data for various reasons. Currently, Grow is not directly involved with clientele services and therefore does not collect data. Feedback from partner agencies regarding Grow produce consumed is very positive, with only a few instances of produce having to be discarded which means that nearly all of the produce delivered is taken home by clientele. In 2018, records show \$45,000 of Grow produce (an equivalent of approx. 80,000 servings) was consumed by community members in need.



1-16-19

Department of Neighborhood and Development Services
410 E. Washington St
Iowa City, Iowa

Dear City of Iowa City Housing and Community Development Commission:

On behalf of Table to Table I am pleased to offer my support for the Iowa Valley Resource Conservation and Development (IVRCD's) proposal, "Grow: Johnson County" to the City of Iowa City's Emerging Aid to Agencies Grant. This proposal seeks to fund Grow: Johnson County's efforts to provide fresh, organic produce to food assistance organizations, like Table to Table that serve thousands of food insecure individuals in our community.

We've had a growing partnership with IVRCD and their Grow: Johnson County project for three seasons. This growing season, the Grow: Johnson County farm donated nearly 13,000 lbs of free organic produce to Table to Table. We distributed that produce to 15 local agencies who serve more than 15,000 hungry people annually. The agencies we serve have very few sources of fresh fruits and vegetables. Providing produce to our partners is our priority and with vegetables from Grow, we've been able to increase the amount of produce we distribute by 30% during the summer.

Our work with the Grow farm is truly a well-matched partnership. Table to Table already has the distribution network in place to reach thousands of Johnson County residents. Grow: Johnson County is producing the very type of food that our clients most need. Each year they assess the needs of the community and plan their crop according to the feedback of the people they serve. This helps Table to Table fill the gaps in our distribution network, enabling us to meet food needs not met by other sources or organizations.

We envision our partnership continuing with the support of the Emerging Aid to Agencies grant. Emerging Aid to Agencies funding for the Grow: Johnson County project. Table to Table is committed to working with Grow: Johnson County to provide good food for all in our Iowa City community. We look forward to working with project lead Míchi López in this pursuit.

Sincerely,

Nicki Ross
Executive Director
Table to Table



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

January 16, 2019

Department of Neighborhood and Development Services
410 E. Washington St
Iowa City, Iowa

Dear City of Iowa City Housing and Community Development Commission:

On behalf of The Crisis Center of Johnson County, I am pleased to offer my support for the Iowa Valley Resource Conservation and Development (IVRCD's) proposal, "Grow: Johnson County" to the City of Iowa City's Emerging Aid to Agencies Grant. This proposal seeks to fund Grow: Johnson County's efforts to provide fresh organic produce to food assistance organizations, like The Crisis Center Food Bank, that serve thousands of food insecure individuals in our community.

As Food Bank and Emergency Assistance Director at the Crisis Center, I have seen firsthand the impact Grow: Johnson County has on local nonprofits. While the Crisis Center Food Bank receives a lot of produce during the growing season, several things set apart the donations from Grow:

- The produce is picked and distributed within a day, so it is very fresh;
- The produce is high quality, herbicide- and pesticide-free, and picked at the right time in its growth, so it looks beautiful and is at peak nutritional content;
- They grow a wide variety of fruits and vegetables to meet diverse requests; and
- Grow: Johnson County consults with recipient agencies to find out what we most need, so we can best meet the needs of our clients. For instance, last year, they planted and produced more okra and onions for recipients, because those were two items we said we needed in higher quantities.

If Grow: Johnson County receives this grant, it will allow them to continue providing an impressive quantity and variety of fruits and vegetables to agencies in Iowa City allowing us to provide nutritious food to people in need. The Crisis Center is committed to working with Grow: Johnson County to provide good food for all in our Iowa City community. I look forward to working with project lead Míchi López in this pursuit.

Sincerely,

Sarah Benson Witry
Food Bank & Emergency Assistance Director
The Crisis Center of Johnson County



January 9, 2019

Department of Neighborhood and Development Services
410 E. Washington St
Iowa City, Iowa

Dear City of Iowa City Housing and Community Development Commission:

On behalf of HACAP Head Start we are pleased to offer our support for the Iowa Valley Resource Conservation and Development (IVRCD's) proposal, "Grow: Johnson County" to the City of Iowa City's Emerging Aid to Agencies Grant. This proposal seeks to fund Grow: Johnson County's efforts to provide fresh organic produce to food assistance organizations, like HACAP Head Start, that serve thousands of food insecure individuals in our community.

HACAP Head Start provides preschool and child care for toddlers and preschoolers in Johnson County who come from low income families. It is important that we provide the children healthy meals and snacks while they are in our care in order to optimize their growth and learning potential. We also consider the impact the provision of nutritious meals has on families, as children are exposed to a variety of nutritious foods that they might not otherwise learn to enjoy. Grow: Johnson County supports these efforts by weekly donations of fresh organic produce to HACAP Head Start through Table to Table.

HACAP Head Start is committed to working with Grow: Johnson County to provide nutritious food for all in our Iowa City community. We look forward to future opportunities to collaborate with Grow: Johnson County.

Sincerely,

Libby Underwood
HACAP Head Start Nutrition Manager

Jennifer Kindon
HACAP Head Start Waterfront
Assistant Supervisor

Upon attempt to submit the following popped up.

Laserfiche Forms™

Laserfiche Forms has encountered a problem.

The function 'MULT' was given an invalid number of arguments. [LFF1006-InvalidArgumentCount]

This application was submitted as a PDF to Kirk Lehmann via email at 12:07pm.

Application Information

Aid to Agencies provides flexible operational funding for nonprofits. Applications are due Tuesday, January 18, 2019 at noon. This application is for “emerging” agencies, those that have not existed as a legal entity for at least 2 years or have not received A2A funds in any of the last five years. \$19,000 is estimated to be available this year. Each agency is eligible to apply for up to \$15,000. No award will be made for less than \$5,000. Please submit one project proposal per application. Questions can be directed to Neighborhood Services at kirk-lehmann@iowa-city.org or 319-356-5230. For additional assistance, City staff will hold office hours to help applicants complete applications from 9:00 am – 11:00 am on January 2, 4, and 8 in Iowa City City Hall, Department of Neighborhood and Development Services (410 E. Washington Street, Iowa City). Additional assistance, and hard copy applications, are available upon request.”

Project Name *

Starting a Clean Energy District in Iowa City

Total amount of funds requested *

\$ 12,000.00

Applicant Name *

Craig Mosher, Cheryl Miller, Martha Norbeck, GT Karr, Rob Novak

Applicant Organization *

Johnson Clean Energy District (JCED)

Applicant Address *

Street Address

115 Prairie Hill Lane

Address Line 2

City

Iowa City

Postal / Zip Code

52246

State / Province / Region

IA

Country

USA

Signature ***Contact Person ***

Craig Mosher

Phone Number *

563-380-5854

Email *craig.r.mosher@gmail.com**Indicate your organizations corporate status ***

- ☒ Non-profit
☐ For-profit
☐ Other

Years in business *

1

Has the applicant received City assistance in the last five years? *

- ☐ Yes ☒ No

Has the applicant received City assistance in the last three years? *

- ☐ Yes ☒ No

Please provide evidence of your organization's capacity, financial skills, commitment and/or experience to implement the proposed program or service within the established timetable and budget. *

Limited to 4000 characters

Our organizing committee, which will become our board, is composed of skilled professionals as outlined in the section below outlining the volunteer work we will do. Among us we have ample capacity to complete the work outlined in this proposal on time, on budget, and with distinction. Note: I'm sorry, I didn't see this question earlier so don't have time to draft a fuller response but we will be glad to provide that additional information.

Is the applicant currently in compliance with all federal, state and local laws, rules and regulations including any CDBG and/or HOME funded projects? *

(including partners, co-applicants, etc.)

- ☒ Yes
☐ No
☐ Currently in litigation

Project Information

Need & Priority

The City Steps Plan guides funding within the community that benefits low-moderate income persons by creating jobs, improving housing, and providing services. You can find a copy of City Steps at www.icgov.org/actionplan.

Brief summary of proposed project *

Limited to 2000 characters

The Johnson Clean Energy District (JCED) is being created to dramatically expand and accelerate the transition to cleaner, more efficient energy and to bring broad societal, ecological, and economic benefits to Iowa City and Johnson County. More specifically, JCED will:

Do energy auditing and planning for homeowners, landlords, and businesses.

Collaborate with Green Iowa AmeriCorps (GIA), the City Housing Rehabilitation Program, GRIP, Johnson County, HACAP, Habitat, and The Housing Fellowship (THF) to coordinate and accelerate retrofits to make residential and business buildings more energy efficient.

Educate the public and targeted groups about energy efficiency (EE), renewable energy (RE), and global climate change.

Keep energy dollars local and stimulate the local economy through: consumers saving money on their energy bills, producing energy locally (solar PV), and expanding the market for RE and EE work for contractors.

Collaborate with Kirkwood Community College and other educators and trainers to train auditors and contractors.

Advocate at local and state levels for clean energy policies through the new Clean Energy Districts of Iowa organization.

Specific action tasks we will do:

Incorporate as a non-profit and obtain 501(c)(3) status

Recruit homes and businesses for GIA to do Level One EE work and refer to City housing rehab programs, HACAP, Habitat, and local contractors for additional EE work. GIA teams are expected to do 120 homes per year. These Level One visits are further explained in the budget section. Contract with BPI certified auditors to provide at least 12 Level Two in-depth audits for more extensive EE work (insulation, roofs, HVAC, solar PV, etc). More audits can be done on a fee-for-service basis. Collaborate with the City on a list of recommended contractors to do the work.

Follow up with customers on audit recommendations to execute work.

Plan a larger EE campaign modeled on Solarize Johnson County. Seek funding from HOME, Jo

Why this project is needed? *

Limited to 2000 characters

Although a variety of programs exist to encourage energy efficiency and renewable energy, none are currently at the scale needed to reach the city's and society's goals and they are not well-coordinated with each other.

Need: the Iowa City Climate Action Plan and CITY STEPS document the need to reach ambitious EE housing rehab retrofit goals (975 homes per year) but existing agencies do not have the capacity to do EE and renewable development at the necessary scale. Solution: JCED will dramatically scale up successful energy efficiency and renewable energy programs for homeowners, businesses, and government.

Need: the public needs to understand more about carbon emissions and the costs of wasting energy. Solution: JCED will increase public awareness and readiness to take action on clean, efficient energy through breakfast seminars, newsletters, electric car fairs, light bulb exchanges, tours of efficient solar homes, etc

Need: agencies and programs doing energy efficiency and renewable energy work are not always communicating and coordinating enough with each other. Solution: JCED will develop a communication platform between agencies to improve coordination.

Need: we do not have enough systematic data collection about EE programs and renewable energy development. Data on carbon reductions and energy dollar savings for consumers is needed. Solution: JCED can document and evaluate program results. For example, JCED has a spreadsheet that calculates carbon reductions and energy cost savings per building served.

Need: programs and contractors need additional training and certification to do EE work at scale. Solution: JCED and partners will offer training for BPI auditing certification and assist in technical training of EE workers. For example, in collaboration with Iowa City Cohousing, JCED will offer training for contractors in advanced (LEED eligible) energy efficiency construction techniques. JCED will also collaborate with Kirkwood Community College to pr

How does it fill a gap in the community? *

Limited to 1500 characters

First, the Johnson Clean Energy District (JCED) will act as a focal point – a fulcrum – for coordinated action among all energy transition stakeholders. At present, there is no single place that brings service providers, consumers, financing, and policies together. This organization will serve as a “One Stop Shop” where energy consumers, contractors, service providers, students and educators, investors, policymakers, regulators, and others can obtain high quality energy-related information, services, and incentives.

Second, JCED will provide more focus and resources to the outreach and educational work being done by the GAI team and others. Through this work Iowa Citians will come to understand more clearly the connection between energy consumption, carbon emissions, and the personal, economic, and social costs of global climate change. A public education campaign combined with incentive packages can help motivate many homeowners.

Third, and most important, the Energy District will play a major part in taking EE and RE programs to scale. It will develop and evaluate different approaches and technologies and develop partnerships needed to meet demand and achieve GHG reduction goals on timelines outlined in the Iowa City Climate Action Plan. Scaling this effort will start with ramping up existing programs for LMI homeowners in Iowa City. Within a very short time, however, the effort must eventually reach homeowners in every demographic (income, owner/renter, age, rural/urb

How does it address the goals of 2016-2020 CITY STEPS? *

Limited to 1500 characters

While CITY STEPS focuses on the CDBG, HOME, and GRIP programs it provides useful information about City goals and needs that are relevant to the EE housing rehabilitation, economic development, and job creation goals of this Aid to Agencies proposal. The CITY STEPS overall goals include: #2 “...reinvestment in aging neighborhoods...” and #3, “To expand economic opportunities through job creation,” – both of which will be accomplished through this new agency’s work. (p. 4)

The Strategic Plan Overview states that federal funds are intended to provide LMI households with decent housing ... expanded economic opportunities...” Also, “eligible activities include ... housing rehabilitation ... economic development.” (p. 91)

The Priority Set-Asides, Needs and Goals Summaries state high priority needs and goals that are directly related to this proposal: 1) improving both owner and rental housing through rehabilitation of existing units and 2) economic development (pp. 96, 107-109)

Creating suitable living environments is another objective. The relative energy cost burden on low income households can be double that for the median household. Households may have to trade-off necessities to pay energy bills. As more households receive energy efficiency assistance it will help reduce their energy cost burden and increase comfort.

The City Climate Action Plan sets a high priority on retrofitting existing buildings (which account for 56% of City GHG emissions) to increase energy efficiency—as

Additional Documentation

Please submit no more than 7 additional pages

Budget & Doc 1.18.19.docx

17.56KB

Resources & Feasibility

Provide a budget breakdown for your specific program. Include **only** costs directly related to the program. For example, providing a specific service should include the total estimated costs and available resources, broke out by general categories such as salaries, materials, office expense, marketing, etc. If required by local and/or federal regulations, include the cost of an audit. Document costs whenever possible.

Budget Breakdown

Use of Funds	City Funds	Other Funds	Source of Other Funds	Type	Status
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Use of Funds	City Funds	Other Funds	Source of Other Funds	Type	Status
Construction / Rehabilitation	\$ 12,000.00	\$ 25,000.00	JCED will explore additional funding from: the Iowa City Community Partnerships for Climate Action grant program, Johnson County Community Foundation, HTF, Johnson County, private individuals, and other sources. We also anticipate some funding from the Clean Energy Districts of Iowa through the Greater Dubuque Community Foundation.	Cash	Uncommitted
	City Funds	Other Funds			
Total	\$ 12,000.00	\$ 25,000.00			
Please list anticipated dates uncommitted funding is expected *					
We don't have firm dates yet but will be applying to the sources outlined in the proposal.					
This additional funding will include grants, private donations, in-kind contributions, and collaborative work from other agencies, private contributions.					
Initial conversations have been held with several of these funding sources but no firm commitments have been made yet.					
Documentation of Costs					
Doc of Costs A2A.docx				12.21KB	
Labor Breakdown					
Type	Description	Hours	Per Hour Rate	Total Cost	

Type	Description	Hours	Per Hour Rate	Total Cost
Skilled	BPI certified auditor to do audits; recruit households and businesses for GIA Level One visits and Level Two (deeper) audits, EE and solar PV work; public education; collaboration with other agencies; etc.	500	\$ 22.50	\$ 11,250.00

Total Labor Cost
\$ 11,250.00

If volunteers are used, please describe how these volunteers are utilized for the proposed activity.
Limited to 1000 characters

Craig Mosher worked for Hillcrest Family Services—building a CDBG funded group home and rehabing an apartment building. He was Director of the Johnson County MH/DD Department. He also worked for Community Action in Decorah and built a group home with the help of Habitat for Humanity, a County land donation, City funding, and federal grants that he wrote.

Martha Norbeck is a local green building architect. She serves on the Iowa City Climate Action Committee (ICCAC) and is chair of the Iowa chapter of the US Green Building Council. She will do training, public education, recruitment of households.

Cheryl Miller managed scientific and stakeholder forums at the University of Minnesota on energy and GHG reduction options in the state. She will do grant writing, public education, and recruitment of households.

G.T. Karr serves on the (ICCAC) and the Greater Iowa City Home Builders Association. He will do training and public education.

Rob Novak is a certified auditor and BPI trainer w

All public service projects are required to expend their full award and complete the proposed project by the end of the fiscal year (June 30, 2020). Will you be able to meet this requirement? *

☒ Yes ☐ No

Impact & Community Benefit

Please indicate the population to be served by the proposed program according to the linked [income categories](#). If requesting money for a specific administrative expense (like a staff member's salary), indicate the population served by your entire agency.

(Please Note: If funded, this information will be used as income targeting for your Agreement).

Income Breakdown

Median Income	Number of Persons
0 - 30%	15
31 - 50%	15
51 - 80%	30

Median Income	Number of Persons
Over 80%	12

Total Persons	72
---------------	----

Percent LMI

83.33

Percent Iowa City Residents

100

Please describe the basis or methodology used to estimate the number of clients to be served (?)

Limited to 750 characters

The estimate of number of people served is based on the expectation and performance of GIA teams in Iowa. They do at least 120 households per 10 month period. We figured we could refer half of this number to GIA. JCED will also be able to do 12 Level Two audits with A2A funding. We may spread this Level Two money further by subsidizing just part of the cost for each household. We will collaborate with THF to recruit from among their LMI clients. THF may also have funding to do some additional households that we can help them recruit.

Both the Winneshiek and Clayton County Energy Districts exceed these numbers of households served each year, using GIA teams.

Budget

	City of Iowa City	Other Sources	All Sources
Salary & benefits		13,500	
Subsidize Audits 10 @ 500	5,000	5,000	
Legal - Incorporation, 501(c)3	900		
Supplies - LED bulbs, etc.	2,400	2,800	
Printing	300	300	
PR - Advertising	600	500	
Computer, printer, software	1,300		
Consultation & training	1,400	2,500	
Dues	100		
Travel	200	200	
Office Supplies	200	200	
Totals	12,000	25,000	37,000

Use of Funds (i.e., salaries, materials, office expense, marketing)

Note: The budget can be adjusted to meet City priorities for funding other applications by adjusting the amounts for subsidizing audits and supplies.

The budget for this A2A proposal includes:

- Subsidize audits – funds to subsidize Level Two (deeper) audits. Half of this will go to LMI households.
- Legal costs to incorporate and get IRS 501(c)(3) status.
- Supplies for Level One home visits and events: LED bulbs, aerators, etc.*
- Printing and advertising for public education, outreach, and publicity
- Computer, printer, and software. Office space will be donated in year one.
- Consultation from other energy districts and BPI training for staff
- Dues for the Clean Energy Districts of Iowa organization
- Travel – mileage for travel to homes, businesses and meetings
- Office supplies

* These Level One visits do a basic audit, change all light bulbs for LEDs, change faucet aerators to low-flow and sometimes do some air sealing (caulking or taping air ducts). This is more than utility audits typically do. JCED will provide at least 60 LMI referrals to GIA. These Level One home visits save residents an average of \$100 per year on their energy bills at a cost to the program of approximately \$125. LMI families pay nothing.

We will seek other sources of funding as noted below. This will allow additional work as outlined and the hiring of a half-time staff person for the second half of the fiscal year to carry out the work of this program including doing Level Two audits, education, recruitment of households to refer to GIA and other agencies, etc.

Documentation of Costs

Labor Breakdown	NONE in this A2A proposal; some with other funding as follows.
Type	Half-time staff for six months
Description	BPI certified auditor to do audits; recruit households and businesses for GIA Level One visits and Level Two (deeper) audits, EE and solar PV work; public education; collaboration with other agencies; etc.
Hours	20 x 25 weeks = 500
Per Hour Rate	$\$45,000/4 = 11,250/500 = \22.50
Total Cost	\$13,500 including 20% (2250) for benefits
Total Labor Cost	\$13,500

Application Information

Select Language | ▼

Aid to Agencies provides flexible operational funding for nonprofits. Applications are due Tuesday, January 18, 2019 at noon. This application is for “emerging” agencies, those that have not existed as a legal entity for at least 2 years or have not received A2A funds in any of the last five years. \$19,000 is estimated to be available this year. Each agency is eligible to apply for up to \$15,000. No award will be made for less than \$5,000. Please submit one project proposal per application. Questions can be directed to Neighborhood Services at kirk-lehmann@iowa-city.org or 319-356-5230. For additional assistance, City staff will hold office hours to help applicants complete applications from 9:00 am – 11:00 am on January 2, 4, and 8 in Iowa City City Hall, Department of Neighborhood and Development Services (410 E. Washington Street, Iowa City). Additional assistance, and hard copy applications, are available upon request.”

Project Name *

LCA Renovation Phase 2

Total amount of funds requested *

\$ 56,247.51

Applicant Name *

Anthony

Applicant Organization *

Little Creations Academy

Applicant Address *

Street Address

2929 E Court St

Address Line 2

City

Iowa City

Postal / Zip Code

52245

State / Province / Region

Iowa

Country

United States

Signature ***Contact Person ***

Anthony Smith

Phone Number *

3196544624

Email *

pastor@ncichurch.com

Indicate your organizations corporate status *

☒ Non-profit

☐ For-profit

☐ Other

Years in business *

2

Has the applicant received City assistance in the last five years? *

☒ Yes ☐ No

In those five years, has any City assistance reverted to the City due to non-expenditure of funds? *

☐ Yes ☒ No

Is the applicant currently in compliance with all federal, state and local laws, rules and regulations including any CDBG and/or HOME funded projects? *

(including partners, co-applicants, etc.)

☒ Yes

☐ No

☐ Currently in litigation

Project Information

Need & Priority

The City Steps Plan guides funding within the community that benefits low-moderate income persons by creating jobs, improving housing, and providing services. You can find a copy of City Steps at www.icgov.org/actionplan.

Brief summary of proposed project *

Limited to 2000 characters

The purpose of the project is to purchase and install a Smart Board for school age students.

Why this project is needed? *

Limited to 2000 characters

The smart board's primary use is for the After School Program. Its a key learning tool for teachers and students.

How does it fill a gap in the community? *

Limited to 1500 characters

Our child care facility serves the general public and those who are financially challenges. We provide quality child care that most families can afford. Our childcare center gives the undeserved the opportunity to be productive in the community while maintaining their dignity.

How does it address the goals of 2016-2020 CITY STEPS? *

Limited to 1500 characters

Little Creations Academy provides child care service to low income families. Our services extend to the Domestic Violence Center, Shelter house, and Promise Jobs as well the general public. Our center provide the disenfranchised the opportunity to prosper. All of our staff are paid at least \$10.10 per hr.

Additional Documentation

Please submit no more than 7 additional pages

Resources & Feasibility

Provide a budget breakdown for your specific program. Include **only** costs directly related to the program. For example, providing a specific service should include the total estimated costs and available resources, broke out by general categories such as salaries, materials, office expense, marketing, etc. If required by local and/or federal regulations, include the cost of an audit. Document costs whenever possible.

Budget Breakdown

Use of Funds	City Funds	Other Funds	Source of Other Funds	Type	Status
Smart Board	\$ 6,165.00	\$		Cash	Uncommitted

	City Funds	Other Funds
Total	\$ 6,165.00	\$ 0.00

Please list anticipated dates uncommitted funding is expected *

April 1, 2019

Documentation of Costs

Smart Board Gleeson.pdf

153.47KB

Smart Board.jpg

166.35KB

Labor Breakdown

Type	Description	Hours	Per Hour Rate	Total Cost
Skilled	Smart Board Install	10	\$ 27.16	\$ 271.60
Skilled	Electrical Install	10	\$ 32.85	\$ 328.50

Total Labor Cost

\$ 600.10

If volunteers are used, please describe how these volunteers are utilized for the proposed activity.

Limited to 1000 characters

All public service projects are required to expend their full award and complete the proposed project by the end of the fiscal year (June 30, 2020). Will you be able to meet this requirement? *

☒ Yes ☐ No

Impact & Community Benefit

Please indicate the population to be served by the proposed program according to the linked [income categories](#). If requesting money for a specific administrative expense (like a staff member's salary), indicate the population served by your entire agency.

(Please Note: If funded, this information will be used as income targeting for your Agreement).

Income Breakdown

Median Income	Number of Persons
0 - 30%	4
31 - 50%	
51 - 80%	
Over 80%	20

Total Persons 24

Percent LMI

16.67

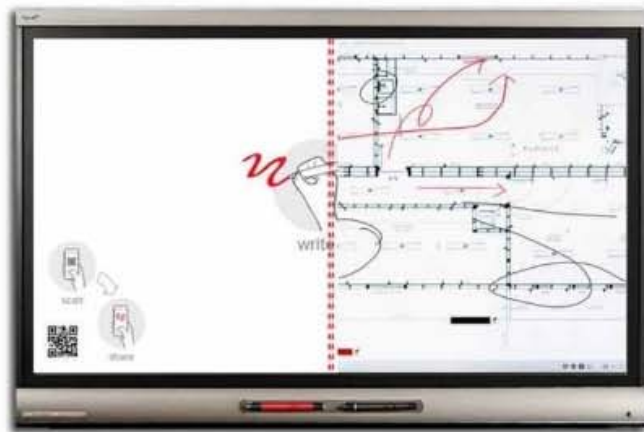
Percent Iowa City Residents

75

Please describe the basis or methodology used to estimate the number of clients to be served (?)

Limited to 750 characters

Our database stores the clients we serve. We collect data such as address, family members, and income. We are required to keep records of low income clients that receive financial assistance.



SMART Board 6075 75" 4K Ultra HD Pro Interactive Digital Signage with iQ - SPNL-6275P

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- Object awareness allows you to perform mouse functions with

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\$6,165⁰⁰

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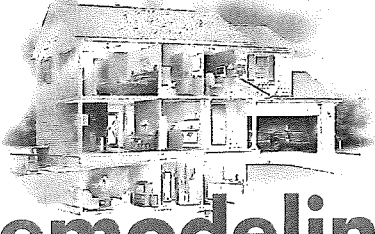
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Gleeson



Remodeling

(319) 800-1431

Yimi Andino • 319-800-1431 • g.remodeling@outlook.com

232 PO Box

450 Highway 1 West Ste E.

Iowa City, IA 52246

Contractors Invoice

WORK PERFORMED AT:

TO: Little Creations Academy

Little Creations Academy
2929 E Court St
Iowa city IA 52402

DATE
1/16/2019

YOUR WORK ORDER NO.

OUR BID NO.

DESCRIPTION OF WORK PERFORMED

1) Install Smart board at the Main room downster, install new outlet 110 v. Conetion on the wall. Install the Smart board Mount 6' up from the floor.

Labor for electritions ~~\$1270~~ \$325

Labor for mount the smart board \$480

Yimi Andino

Application Information

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Project Name *

Staff Payroll funding

Total amount of funds requested *

\$ 15,000.00

Applicant Name *

Carla Phelps

Applicant Organization *

Successful Living

Applicant Address *

Street Address

2406 Towncrest Drive

Address Line 2

City

Iowa City

Postal / Zip Code

52240

State / Province / Region

IA

Country

United States

Signature ***Contact Person ***

Carla J. Phelps

Phone Number *

3194711809

Email *

cphelps@icsuccess.org

Indicate your organizations corporate status *

☒ Non-profit

☐ For-profit

☐ Other

Years in business *

20

Has the applicant received City assistance in the last five years? *

☒ Yes ☐ No

In those five years, has any City assistance reverted to the City due to non-expenditure of funds? *

☐ Yes ☒ No

Is the applicant currently in compliance with all federal, state and local laws, rules and regulations including any CDBG and/or HOME funded projects? *

(including partners, co-applicants, etc.)

☒ Yes

☐ No

☐ Currently in litigation

Project Information

Need & Priority

The City Steps Plan guides funding within the community that benefits low-moderate income persons by creating jobs, improving housing, and providing services. You can find a copy of City Steps at www.icgov.org/actionplan.

Brief summary of proposed project *

Limited to 2000 characters

Successful Living staff works exclusively with the Chronically Mentally Ill (CMI) in Iowa City, and has for 20 years. We are successful due to our hardworking staff – who have more and more demands made of them each year, due to regulations imposed on our agency in terms of documentation.

Our clients come to us from the streets, shelters and other unfortunate circumstances. Agency staff gets them into secure housing, enrolled with Medicaid and into to see doctors to treat their psychiatric illnesses and their myriad physical ailments after years of neglect.

Our staff works daily with these clients: medication management, counseling on nutrition, hygiene, time management, budgeting and many other supports. Our staff are on the front lines in caring for these people, preventing isolation and talking about depression, anxiety, hearing voices, the consequences of missing meds, participating in groups and more. This is how client behaviors improve, how clients learn how to manage their own lives and to eventually enjoy themselves with higher self-esteem and pleasure in living. This is what recovery means, and how it is achieved, with the help of our compassionate staff.

Iowa's Medicaid program pays for services via the hours staff spends with clients. Medicaid funding is how we pay all agency expenses. But more and more staff time is required to document all client contacts each year, without enough time to get it all done (this documentation is done online, out of the presence of clients: staff hours that Medicaid requires, but doesn't pay for).

Further, our Medicaid billing rates have not increased in over 10 years for clients with highest needs, yet we continue to give staff raises annually. All agency expenses rise each year while our income remains static.

We need help with staff payroll expenses, to pay them for more hours of work.

Why this project is needed? *

Limited to 2000 characters

Our agency's staff plays an integral role in the care and treatment of the Chronically Mentally Ill population in Iowa City. We are a service organization; our staff is our greatest resource and our biggest expense. Yet staff at agencies like ours (who are overwhelmingly female) are among the lowest paid of all the employed in Iowa City, at a time when the demands on staff are increasing. This is in the context of the work itself, which is innately stressful, due to the nature of mental illness and the cruel toll it takes on our clients and staff alike. Yet, that is the most important work of our compassionate staff, helping clients heal. The difficulty is that on top of 1:1 client work, staff are also required to do more and more paperwork, staff work which Medicaid does not reimburse us for, due to rules imposed by both the MCOs (these are Managed Care Organizations, which are private insurance companies who administer Iowa's Medicaid program) and by Iowa DHS. This additional work requires additional staff compensation in order to continue to provide high quality services to our clients, the heart of our agency. We need to prevent staff attrition due to inadequate compensation for doing mandated paperwork.

How does it fill a gap in the community? *

Limited to 1500 characters

The mentally ill who are poor need the help of our staff. Our staff deserves better compensation due to this workload. Virtually all of our clients have experienced homelessness, and have had their illnesses go untreated. That is the gap our agency's staff fills: our staff takes in the impoverished mentally ill from off the streets and assists them in their recovery by securing housing and psychiatric services to get them on the road to recovery. Many clients remain with us for many years thereafter. This helps our clients and also helps our community, saving on resources like law enforcement, psych wards, the ER and others. People heal and behaviors improve, attitudes change and outcomes are healthy and optimal. It is our staff that makes this happen. Without good staff no agency can keep up with the demand for these critical and challenging services. The additional red tape imposed each year has made staff work more and more challenging. Our staff and clients deserve better.

How does it address the goals of 2016-2020 CITY STEPS? *

Limited to 1500 characters

Priority Needs of City Steps Aid to Agency, by number: Our agency provides affordable rental housing to adults who experience Chronic Mental Illness (05O), and we expand housing each year with the acquisition of more houses. In so doing we eliminate homelessness (05). All of our staff works exclusively with the mentally ill, most of whom are 100% disabled (05B) by their illnesses. They also have physical ailments we attend to so their physical health improves (05M). We work with those who live in our housing and with others who live elsewhere. Our own houses are in residential neighborhoods and our clients become good neighbors to those around them. Goodwill is promoted and our community has been welcoming with a generosity of spirit. We promote good neighborhood relationships and receive the same in return. Most of our clients don't drive or have cars so our staff transports (05E) them everywhere until they become able to use public transport (some never do).

Additional Documentation

Please submit no more than 7 additional pages

Resources & Feasibility

Provide a budget breakdown for your specific program. Include **only** costs directly related to the program. For example, providing a specific service should include the total estimated costs and available resources, broke out by general categories such as salaries, materials, office expense, marketing, etc. If required by local and/or federal regulations, include the cost of an audit. Document costs whenever possible.

Budget Breakdown

Use of Funds	City Funds	Other Funds	Source of Other Funds	Type	Status
Staff payroll funding	\$ 15,000.00	\$			Uncommitted

	City Funds	Other Funds
Total	\$ 15,000.00	\$ 0.00

Please list anticipated dates uncommitted funding is expected *

July 1, 2019 is the anticipated funding of this Aid to Agency grant by the City Council. As soon as we receive funds we will implement a payroll program to equitably assign and pay staff for extra work hours. We will budget monthly, taking into account seasonality and other factors..

Documentation of Costs

FINAL Spreadsheet for extra staff pay.xlsx

9.65KB

Labor Breakdown

Type	Description	Hours	Per Hour Rate	Total Cost
Skilled	straight time	1,154	\$ 13.00	\$ 15,002.00

Total Labor Cost

\$ 15,002.00

If volunteers are used, please describe how these volunteers are utilized for the proposed activity.

Limited to 1000 characters

All public service projects are required to expend their full award and complete the proposed project by the end of the fiscal year (June 30, 2020). Will you be able to meet this requirement? *

☒ Yes ☐ No

Impact & Community Benefit

Please indicate the population to be served by the proposed program according to the linked [income categories](#). If requesting money for a specific administrative expense (like a staff member's salary), indicate the population served by your entire agency.

(Please Note: If funded, this information will be used as income targeting for your Agreement).

Income Breakdown

Median Income	Number of Persons
0 - 30%	185
31 - 50%	
51 - 80%	
Over 80%	

Total Persons	185
----------------------	-----

Percent LMI

100.00

Percent Iowa City Residents

100

Please describe the basis or methodology used to estimate the number of clients to be served (?)

Limited to 750 characters

We have added together total clients the agency has at present with additional clients who will be living in upcoming housing acquisitions.

30 staff

average pay rate is \$13/hour

A2A grant request for extra paid hours for mental health workers = \$15,000

\$15,000 divided by \$13/hour = 1154 approximate extra paid hours available annually

\$15,000 divided by 30 staff = \$ 500 appromxiately \$500 per staff = extra pay annually

\$500 divided by \$13/hour = 38 approximately 38 hours of extra paid time per staff annually

NOTE: All funds will be used for expenses related to staffing. Some may be used for slight pay increases.

For staff who work less than 40 hours, we will increase their hours. We may pay overtime to others.

A combination of approaches to this extra compensation will be utilized to most equitably reward our hardworking staff. We will budget monthly for 12 months.

Application Information



Aid to Agencies provides flexible operational funding for nonprofits. Applications are due Tuesday, January 18, 2019 at noon. This application is for “emerging” agencies, those that have not existed as a legal entity for at least 2 years or have not received A2A funds in any of the last five years. \$19,000 is estimated to be available this year. Each agency is eligible to apply for up to \$15,000. No award will be made for less than \$5,000. Please submit one project proposal per application. Questions can be directed to Neighborhood Services at kirk-lehmann@iowa-city.org or 319-356-5230. For additional assistance, City staff will hold office hours to help applicants complete applications from 9:00 am – 11:00 am on January 2, 4, and 8 in Iowa City City Hall, Department of Neighborhood and Development Services (410 E. Washington Street, Iowa City). Additional assistance, and hard copy applications, are available upon request.”

Project Name *

Building Acquisition for Unlimited Abilities

Total amount of funds requested *

\$ 15,000.00

Applicant Name *

Shirley Tramble

Applicant Organization *

Unlimited Abilities

Applicant Address *

Street Address

453 Highway 1 west

Address Line 2

City

Iowa City

Postal / Zip Code

52246

State / Province / Region

IA

Country

US

Signature ***Contact Person ***

Shirley Tramble

Phone Number *

(319)321-1768

Email *

unlimitedabilitiesinc@gmail.com

Indicate your organizations corporate status *

- ☒ Non-profit
☐ For-profit
☐ Other

Years in business *

1

Has the applicant received City assistance in the last five years? *

- ☐ Yes ☒ No

Has the applicant received City assistance in the last three years? *

- ☐ Yes ☒ No

Please provide evidence of your organization's capacity, financial skills, commitment and/or experience to implement the proposed program or service within the established timetable and budget. *

Limited to 4000 characters

See Attached

Is the applicant currently in compliance with all federal, state and local laws, rules and regulations including any CDBG and/or HOME funded projects? *

(including partners, co-applicants, etc.)

- ☒ Yes
☐ No
☐ Currently in litigation

Project Information

Need & Priority

The City Steps Plan guides funding within the community that benefits low-moderate income persons by creating jobs, improving housing, and providing services. You can find a copy of City Steps at www.icgov.org/actionplan.

Brief summary of proposed project *

Limited to 2000 characters

Unlimited Abilities will start the process of purchasing a home to serve disabled and low income individuals within the community. The project will benefit 4 individuals and will be considered transitional.

Why this project is needed? *

Limited to 2000 characters

The project is important because of the need for more habilitation waiver homes in the area. Approximately one-third of the total homeless population includes individuals with serious, untreated mental illnesses according to a research summary compiled by the Treatment Advocacy Center. As a new organization, Unlimited Abilities is dedicated to making a difference in the lives of these individuals.

How does it fill a gap in the community? *

Limited to 1500 characters

Provides access to affordable housing for individuals with extremely low income, offers more SCL/Hab services in the area and supports for individuals with disabilities.

How does it address the goals of 2016-2020 CITY STEPS? *

Limited to 1500 characters

The project for unlimited Abilities address the goals of City steps by increasing availability of affordable housing and increasing the supply of supportive housing for individuals with special needs.

Additional Documentation

Please submit no more than 7 additional pages

Unlimited Abilities project timeline .xlsx

55.97KB

Resources & Feasibility

Provide a budget breakdown for your specific program. Include **only** costs directly related to the program. For example, providing a specific service should include the total estimated costs and available resources, broke out by general categories such as salaries, materials, office expense, marketing, etc. If required by local and/or federal regulations, include the cost of an audit. Document costs whenever possible.

Budget Breakdown

Use of Funds	City Funds	Other Funds	Source of Other Funds	Type	Status
Building Acquisition	\$ 15,000.00	\$ 25,000.00	HTJC	Cash	Uncommitted
Building Acquisition	\$	\$ 100,000.00	Midwestone Bank	Cash	Uncommitted

	City Funds	Other Funds
Total	\$ 15,000.00	\$ 125,000.00

Please list anticipated dates uncommitted funding is expected *

City of Iowa City- July 2019

HTFJC- March 2019

Midwestone Bank- March 2019

Documentation of Costs

Labor Breakdown

Type	Description	Hours	Per Hour Rate	Total Cost
	N/A	0	\$ 0.00	\$ 0.00

Total Labor Cost

\$ 0.00

If volunteers are used, please describe how these volunteers are utilized for the proposed activity.

Limited to 1000 characters

N/A

All public service projects are required to expend their full award and complete the proposed project by the end of the fiscal year (June 30, 2020). Will you be able to meet this requirement? *

☒ Yes ☐ No

Impact & Community Benefit

Please indicate the population to be served by the proposed program according to the linked [income categories](#). If requesting money for a specific administrative expense (like a staff member's salary), indicate the population served by your entire agency.

(Please Note: If funded, this information will be used as income targeting for your Agreement).

Income Breakdown

Median Income	Number of Persons
0 - 30%	9
31 - 50%	
51 - 80%	
Over 80%	

Total Persons 9

Percent LMI

100.00

Percent Iowa City Residents

100

Please describe the basis or methodology used to estimate the number of clients to be served (?)

Limited to 750 characters

The project will benefit 4 people. The proposed property will have four bedrooms. Only one person per room is allowed.

PROJECT TIMELINE



PROJECT DETAILS

DATE	MILESTONE	POSITION
1-Jul	Project Start/ Acquire funding	25
1-Aug	Close on house	10
1-Sep	Assign/Hire staff	-10
1-Oct	Clients Occupy home	15
1-Nov	Clients move in house	-15
1-Dec	Project End	15