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CITY ADMINISTRATOR'S OFFICE MEMO
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To: Mayor and City Council

From: City Administrator, Kim Downs

Date: April 27, 2018

RE: Housing Rehabilitation 2018 CDBG Grant-Technical Services Award

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At our March 21st meeting council authorized staff to solicit technical services to assist in the administrative compliance with the CDBG program requirements. Activities include but are not limited to application intake, and processing, property inspections and write ups, and lead hazard reduction work.

In our search for technical services we sent out Request for Proposal's to four (4) agencies who provide the necessary services-

- ECIcog of Cedar Rapids
- ECIA of Dubuque
- INRcog of Waterloo
- SMGDO of Des Moines

ECIcog of Cedar Rapids was the only one who responded to the RFP. In reviewing their response our review committee rated ECIcog 275 criteria points out of 300. The evaluation criteria consisted of meeting the necessary qualification to complete the project, pervious work performance, capacity to complete the scope of work and their experience with the State's CDBG program.

Since 2000 ECIcog staff has provided technical services and administrated grants totaling $9M in Housing Fund assistance for twenty-one local governments in a six-county planning region. ECIcog remains successful, while funding through the Housing Fund continues to be increasingly competitive.

ECIcog's housing and community development staff has a great deal of experience and are well-prepared to provide technical services and administer CDBG housing rehabilitation programs. Their staff includes over 30-years of experience. Due to the agency's extensive experience and their staffing capacity they are ready to proceed with the provisions we set for technical services.

ECIcog worked within the Iowa Economic Development Authority required project budget when they prepared our Housing Fund application. They following costs are based on recent funded programs that ECIcog has administered.

- Technical Services-budget $4,250/unit based on the City's intention of rehabilitating six units, this cost would be $25,000/
- Lead Based Paint Carrying Costs- budgeted $1,750 unit. Based on the City's intention of rehabilitating six unites, this cost would be $10,500.

ECIcog realizes administrative costs must be minimized in order for our local government to apply the largest amount of housing funds to the cost of rehabilitation. Therefore, the agency would charge only those fees which allow it to recover costs directly incurred while administering the City's rehabilitation program. The fees do include the costs of staff time, travel and material reimbursements for the project. The rate will not change during the life of the project, nor will fees ever exceed the total administrative contract amount.

All technical service cost is included in our grant application and will be paid through our CDBG draw down request for expenses as they occur.

Our total CDBG grant request is $236,994 in federal funds and approved funding of $15,000 (LOSST) in local matching funds.

During our May 2nd meeting I would ask council to accept and award ECIcog as our technical service provider. Thank you for your consideration and look forward to answering any questions you may have regarding this award.

Kim

DRAFT

RESOLUTION NO. 18-
City Council

RESOLUTION AWARDING COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) HOUSING REHABILITATION GRANT ADMINISTRATION TECHNICAL SERVICES CONTRACT UPON NOTIFICATION OF HOUSING REHABILITATION PROGRAM AWARD

WHEREAS, City Council approved Resolution #18-043 authorizing city staff to proceed with the solicitation of proposals for technical services for a proposed Community Development Block Grant (CDBG) Housing Rehabilitation Program, and

WHEREAS, Publication of Notice for Housing Rehabilitation Grant Administration Technical Services was published in the Cedar Rapids Gazette on March 29, 2018, and

WHEREAS, the City of Hiawatha Selection Committee consisting of four (4) City staff members reviewed one (1) proposal received from East Central Iowa Council of Governments (ECICOG) using the evaluation criteria established by the Iowa Economic Development Authority (IEDA), and

WHEREAS, The City of Hiawatha Selection Committee recommends award of Housing Rehabilitation Grant Administration Technical Services contract to ECICOG, and

WHEREAS, the award of technical services will be completed upon notification of CDBG Housing Rehabilitation Program award, and

NOW THEREFORE BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF HIAWATHA, concurring with the City of Hiawatha Selection Committee's recommendation to award the Housing Rehabilitation Grant Administration Technical Services contract to ECICOG upon notification of CDBG Housing Rehabilitation Program award.

AYES:
NAYS:
ABSENT:

PASSED AND APPROVED this 2nd day of May, 2018.

_____
Bill Bennett, Mayor

ATTEST: _____
Kelly Kornegor, City Clerk