



MID-IOWA

MIPPA

PLANNING ALLIANCE
FOR COMMUNITY DEVELOPMENT

BOARD OF DIRECTORS

Regular Meeting

February 1, 2022

AGENDA

AGENDA*



1. Call to Order
2. VOTE: Approval of Agenda
3. VOTE: Approval of Minutes
4. REPORT & VOTE: Designation Update & Signature Authority
5. REPORT & VOTE: Membership Update & Local Match
6. REPORT: Contract with Des Moines Area MPO
7. REPORT: Staffing
8. REPORT: Budget
9. REPORT: ARPA Grant Applications
10. Other Business
11. Adjournment

* Swapped items 6 & 8

MINUTES

DESIGNATION UPDATE & SIGNATURE AUTHORITY

IT'S OFFICIAL: We're an EDD



UNITED STATES DEPARTMENT OF COMMERCE
Economic Development Administration
Washington, D.C. 20230

January 26, 2022

Ms. Brenda Dryer
Chairman of the Mid Iowa Planning Alliance for
Community Development (MIPA)
420 Watson Powell Jr. Way, Suite 200
Des Moines, Iowa 50309

Dear Chairman Dryer:

I am pleased to inform you that the U.S. Economic Development Administration (EDA) has approved the Mid Iowa Planning Alliance for Community Development's (MIPA) request for designation as an Economic Development District (EDD). The EDD is comprised of the Boone, Dallas, Jasper, Marion, Polk, Story and Warren Counties of Iowa.

EDA is committed to providing financial assistance to meet the economic development needs of distressed communities throughout the United States. Our mission is to lead the federal economic development agenda by promoting innovation and competitiveness, preparing American regions for growth and success in the worldwide economy. To that end, this designation will serve as a foundation for future economic successes that will benefit both families and businesses in your region.

I trust that this designation will strengthen the economies of the Mid Iowa region and wish you every success in carrying out your economic development activities. Ali DeMersseman, Economic Development Representative for the state of Iowa, will remain your primary point of contact regarding this designation and may be contacted by telephone at (605) 877-2866, or by email at ademersseman@cda.gov.

Your ongoing efforts to stimulate growth and business expansion through local economic development programs are greatly appreciated.

Sincerely,

Alejandra J. Castillo
Alejandra Y. Castillo
Assistant Secretary of Commerce
for Economic Development



UNITED STATES DEPARTMENT OF COMMERCE
Economic Development Administration
Washington, D.C. 20230

MEMORANDUM OF OFFICIAL DESIGNATION OF AN ECONOMIC DEVELOPMENT DISTRICT

In accordance with Section 401 of the Public Works and Economic Development Act of 1965, as amended (42 U.S.C. § 3171), I hereby designate the Economic Development District identified below:

<u>Name of EDD:</u>	Mid Iowa Planning Alliance for Community Development
<u>State:</u>	Iowa
<u>Regional Definition:</u>	Boone, Dallas, Jasper, Marion, Polk, Story and Warren Counties of Iowa.

Alejandra J. Castillo

Assistant Secretary of Commerce
for Economic Development

Received notice
January 26 that
the Mid-Iowa
region has been
officially
designated an
Economic
Development
District by the U.S.
Economic
Development
Administration.

PHASE 1:
Weigh support

- **November to February**
- Stakeholder discussions
- County resolutions of support
- Concurrence from Governor's Office.



PHASE 2:
Create entity

- **March to August**
- Meet all criteria for formation of EDD.
- Form entity.
- Determine due structure.
- Form board.
- Develop and adopt CEDS.



PHASE 3:
Designation

- **Fall 2021**
- Submit materials for designation.
- Review process estimated at 2-3 months.
- Final approval from a deputy administrator.



PHASE 4: Launch Operations

- **Late 2021 - Mid-2022**
- Determine membership
- Following designation, the entity would apply to participate in the EDA's Partnership Program, i.e., federal funding for admin costs.

INVITATION: Partnership Program



Following EDD designation, MIPA was formally invited to apply for the Partnership Program.

- Deadline to submit: Feb. 7
- Three-year grant for \$210,000 (\$70,000 annually)
- Requires:
 - Match commitment for first 12 months (next agenda item)
 - Staffing plan
 - Scope of Work
 - Application with details about region, qualifications, etc.

ACTION NEEDED: Signature Authority



The Partnership Program application requires that the application and components therein be signed by the EDD's chair or his or her delegate.

- Staff is recommending that the board give signature authority to MPO Executive Director Todd Ashby.
- This will allow us flexibility in ensuring all documents, assurances, etc., are completed in a timely manner.
- SIDENOTE: Staff will be recommending that this authority be solidified in the proposed contract with MPO (Item 8).

RECOMMEND APPROVAL

MEMBERSHIP UPDATE & LOCAL MATCH

Membership Enrollment



- Published Membership page on website with all key information, including:
 - Background
 - Services
 - Benefits
 - Funding & Dues
 - Rate Sheet
 - Bylaws
- Sent letters and emails to eligible jurisdictions
 - 89 cities & 7 counties
 - Addressed to Mayor or Chair of Board
- Responding to inquiries as they are received
- Additional outreach to jurisdictions as needs are identified
- Deadline: February 15

Funding and Dues



Federal “Partnership Program” Grant

- \$70,000 annual to add capacity (staffing)
- Needs to be matched 1-to-1 with local dollars
- Anticipated start: April 1, 2022

Membership Dues

- 15 cents / capita annually for member jurisdictions
- Pro-rated for 15 months for starting period (April 1, 2022 – June 30, 2023)
- Future rates may be adjusted by board of directors

MIPA Membership to Date*



Adel	Kellogg	Pella
Ankeny	Knoxville	Prairie City
Baxter	Lambs Grove	Polk County
Carlisle	Lynnville	Urbandale
Colfax	Melcher-Dallas	Reasnor
Des Moines	Milo	Story County
Elkhart	Mingo	Sully
Hartford	Mitchellville	Valeria
Huxley	Monroe	Van Meter
Indianola	Nevada	West Des Moines
Jasper County	Oakland Acres	Zearing

-
- Additional jurisdictions have indicated they would likely join (Feb. 15 deadline).
 - Additional discussions scheduled with more prospective members.
 - Commitments to date total \$99,701.

*** Updated January 28, 2022**

Discussion



- Any updates from the board?
- Any communities we should be directing our outreach toward?

ACTION NEEDED: Match commitment



The Partnership Program application requires that the EDD organization (MIPA) commit to the local match.

- Commitment needed for only first 12 months
 - April 1, 2022 – March 31, 2023
 - \$70,000
- Board resolution or letter from authorized signatory
 - Recommending resolution route; language in packet
- Will include resolutions of support from member jurisdictions

RECOMMEND APPROVAL

CONTRACT WITH MPO

Contract Background



The Des Moines Area MPO has staffed the effort to establish an Economic Development District for the Mid-Iowa region.

- The arrangement discussed with stakeholders was for MIPA to contract staffing from MPO;
 - Partnership Program requires MIPA to directly hire at least one employee;
 - The MPO contract, then, will cover the balance of MIPA's needs as an organization;

Contract components



- Name Todd Ashby as MIPA Executive Director
- Provide or manage all administrative functions:
 - Human resources, including payroll and benefits management
 - Employee supervision, including hiring and firing
 - Accounting & Auditing
- Provide planning support
 - Gives MIPA access to broader expertise of MPO staff members
 - E.g., various specialties including public engagement
 - Ability to expand MIPA capacity for MIPA contract work with member jurisdictions

Annual contract costs



- Total cost ~\$59,000
 - \$37,000 in indirect costs
 - Office space, phone, computer, supplies, etc.
 - \$13,000 in planning staff support
 - Approx. 176 hours of planning staff support
 - \$3,000 audit
 - Using same auditor as MPO
 - \$6,000 in admin support
 - Administering of fringe benefits for employee; MIPA staff oversight and support; assistance with required EDD documentation

STAFFING

MIPA Staff Member



To meet the requirements of the Partnership Program, MIPA will directly hire one staff member.

- MPO will still play role in administration of MIPA (next item)
- Senior Planner level position
- Around \$70K annual salary range, plus benefits
- Target start date of April 1

Hiring Process



MPO administrative staff will manage the hiring process for MIPA's first hire. This is an assumed function of the proposed MPO contract with MIPA.

- Post opening – early February
- First-round interviews – late February
- Second-round interviews – early March
 - Interview committee?
- Make offer – mid March
- Start date – target of April 1

BUDGET

Revenue Overview



Revenue for MIPA budget include the following:

- Membership dues
- EDA Partnership Program grant
- Additional grants/contracts

Total Budgeted Revenue for FY 23 = \$175,000

Revenue

	4th Quarter FY 22	FY 23	Total
REVENUES			
Membership Dues	<u>\$17,500</u>	<u>\$70,000</u>	<u>\$87,500</u>
EDD PP Match	\$17,500	\$70,000	\$87,500
Additional (for reserves or to offset	\$0	\$0	\$0
US Economic Development Administration Partnership Program	<u>\$17,500</u>	<u>\$70,000</u>	<u>\$87,500</u>
Contracts/Grants (TBD)	<u>\$8,750</u>	<u>\$35,000</u>	<u>\$43,750</u>
TOTAL REVENUES	<u>\$43,750</u>	<u>\$175,000</u>	<u>\$218,750</u>

Costs Overview



Costs for MIPA budget include the following:

- Salary and fringe benefits for new staff
 - Fringe benefits same as MPO
- Indirect costs to MPO for facilities, supplies, etc.
 - Indirect costs allocated proportionately across contracts
- MPO staff support costs
- Audit
- Admin fee to MPO (5% of personnel costs)

Total Budgeted Costs for FY 23 = \$171,550

Costs

	4th Quarter FY 22	FY 23	Total
(a) Salaries and Wages	<u>\$15,086</u>	<u>\$60,345</u>	<u>\$75,431</u>
(a1) Salaries (minus paid leave)	\$15,086	\$60,345	\$75,431
(a2) Wages	\$0	\$0	\$0
(b) Fringe Benefits	<u>\$12,953</u>	<u>\$51,811</u>	<u>\$64,764</u>
(b1) Paid Leave	\$2,414	\$9,655	\$12,069
(b2) Other	\$10,539	\$42,156	\$52,695
Fringe Rate	85.86%	85.86%	85.86%
(c) Salaries and Wages + Fringe Benefits	<u>\$28,038.97</u>	<u>\$112,155.90</u>	<u>\$140,194.87</u>
(d) Indirect Costs	<u>\$9,260</u>	<u>\$37,041</u>	<u>\$46,301</u>
Facilities	\$3,168	\$12,672	\$15,840
Professional Services	\$1,562	\$6,246	\$7,808
Computers	\$919	\$3,677	\$4,596
Telecommunications	\$480	\$1,922	\$2,402
Printing and Postage	\$380	\$1,521	\$1,901
Travel & Training	\$1,253	\$5,014	\$6,267
Dues/Memberships	\$296	\$1,184	\$1,480
Equipment	\$376	\$1,504	\$1,880
Office Supplies	\$251	\$1,003	\$1,253
Publications	\$104	\$418	\$522
Sponsorships	\$313	\$1,253	\$1,567
Food & Beverages	\$146	\$585	\$731
Meeting Rooms	\$10	\$42	\$52
Indirect Rate	33.03%	33.03%	33.03%
(e) Other Direct Costs	<u>\$5,588</u>	<u>\$22,353</u>	<u>\$27,941</u>
MPO Staff Support	\$3,273	\$13,090	\$16,363
Admin fee to MPO (5% of personnel costs)	\$1,566	\$6,262	\$7,828
Audit	\$750	\$3,000	\$3,750
(e) Total Costs	<u>\$42,887</u>	<u>\$171,549</u>	<u>\$214,436</u>

Summary

	4th Quarter FY 22	FY 23	Total
REVENUES			
Membership Dues	<u>\$17,500</u>	<u>\$70,000</u>	<u>\$87,500</u>
EDD PP Match	\$17,500	\$70,000	\$87,500
Additional (for reserves or to offset)	\$0	\$0	\$0
US Economic Development Administration Partnership Program	<u>\$17,500</u>	<u>\$70,000</u>	<u>\$87,500</u>
Contracts/Grants (TBD)	<u>\$8,750</u>	<u>\$35,000</u>	<u>\$43,750</u>
TOTAL REVENUES	<u>\$43,750</u>	<u>\$175,000</u>	<u>\$218,750</u>
COSTS			
Salaries, Wages, Benefits, and Indirect Costs	<u>\$37,299</u>	<u>\$149,197</u>	<u>\$186,496</u>
Salaries (minus PTO)	\$15,086	\$60,345	\$75,431
Benefits	\$12,953	\$51,811	\$64,764
Wages	\$0	\$0	\$0
Indirect	\$9,260	\$37,041	\$46,301
Other Direct Costs	<u>\$5,588</u>	<u>\$22,353</u>	<u>\$27,941</u>
TOTAL COSTS	<u>\$42,887</u>	<u>\$171,549</u>	<u>\$214,436</u>
BALANCE	<u>\$863</u>	<u>\$3,451</u>	<u>\$4,314</u>



DISCUSSION: Membership dues beyond required match

To date, pledged membership is expected to bring in dues beyond the \$87,500 required for the first 15 months of the Partnership Program match.

RECOMMENDATION: Put excess revenue from dues into a reserve account. Options would then include:

- Fill gaps in budget if needed
- Acquire additional assistance
- One-time purchases

DISCUSSION: Contracts / MPO support



Draft budget includes two related assumptions (annual figures):

- Amount of outside contracts (assumed at \$35,000)
- Amount of planning support from MPO (assumed at approximately 176 hours, or \$13,000 plus indirect costs)

These can be adjusted up or down as needed to have positive net position, as the MPO staffing costs are directly tied to capacity needs through outside contracts.

- Dropping to \$0 reduces minimum outside contracts/grants needed to \$15,000 to balance budget
- Increasing above \$13,000 would require additional contracts/grants to ensure capacity to complete outside grants

GRANT APPLICATIONS

AMERICAN RESCUE PLAN



- Continue working with a handful of jurisdictions on potential applications.
- ISU, DMACC and United Way of Central Iowa also pursued grant applications, using CEDS.



Build Back Better Regional Challenge



Good Jobs Challenge



Economic Adjustment Assistance



Indigenous Communities



Travel, Tourism and Outdoor Recreation



Statewide Planning, Research and Networks

OTHER BUSINESS

Future agenda items



- Budget
- Dues Invoicing
- Appointments to Board & Executive Committee

ADJOURNMENT

Thank you!

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