



## Community Development Block Grant (CDBG)

### **ADOPTED**

## **2nd Substantial Amendment to the 2019-20 Annual Action Plan and Revised 2019-23 Five-Year Consolidate Plan Citizen Participation Plan**

## **Addition of a Rent and Mortgage Relief Assistance Program as part of the CARES Act (COVID-19) Relief Act**

Housing and Community Development Block Programs  
City Hall-515 Clark Avenue- Room 214  
Ames, Iowa 50010-515-239-5400-515-239-5133 TDD  
[www.cityofames.org/housing](http://www.cityofames.org/housing)



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## I. Background/Summary

The City of Ames, Iowa is an entitlement recipient of federal funds from the U.S. Department of Housing and Urban Development (HUD) for the Community Development Block Grant (CDBG) Program and HOME Investment Partnerships (HOME) Program Funds.

On April 2, 2020, in response to the Coronavirus Pandemic (COVID-19), the U.S. Department of Housing and Urban Development (HUD) notified the City of Ames that it will receive a special allocation of Community Development Block Grant (CDBG-CV) funds in the amount of \$354,515 **to be used to prevent, prepare for, and respond to the coronavirus (COVID-19)**. This allocation was authorized by the Coronavirus Aid, Relief, and Economic Security Act (CARES Act), Public Law 116-136, which was signed by President Trump on March 27, 2020, and is **anticipated to be the first of three rounds of stimulus funds to help the country get back up and running**.

The CARES Act funds will be available for “eligible activities” meeting the national objective of the CDBG-CV program and respond to the spread of infectious diseases such as the Coronavirus Disease 2019 (COVID-19). Those eligible CDBG activities for now include, but are not limited to, **assisting low- and moderate-income** households with rental, mortgage or utility assistance for up to three months, business assistance to retain employees that are low- and moderate-income, and support of other COVID-19 response services.

Additional guidance further stated that “grantees are advised to amend or prepare their Action Plans as soon as possible and not to wait for the pending Federal Register notice, which may provide additional waivers and alternative requirements, etc.” The guidance also urged entitlement communities to amend their “current approved Action Plans” rather than submitting their upcoming program year plans then having to wait for HUD approval. Under the CARES Act, the following three major programmatic waivers and/or suspensions were given: 1) Conduct virtual meetings with the public; 2) Public comment period was reduced from 30-days to a 5-days for notice of submittal of amended plans and hearings, etc.; and 3) the 15% funding cap for public services activities (i.e. rental, transportation, childcare, etc.) has been lifted to allow for more expenditures under this category. These three items must be added to the Citizen Participation Plan.

Additionally, there is **one major** caveat to the CDBG-CV funding that is different from typical CDBG funding is the requirement that entitlement communities must establish a **Duplication of Benefits (DOB) policy**. The regulations state that the grantee must prevent DOB when implementing eligible activities utilizing CARES Act funding.

The COVID-19 Pandemic has impacted every state in the country. For Iowa, the governor issued its first state disaster emergency proclamation regarding this pandemic on March 9, 2020 that began the suspension of the state’s economy to reduce the spread of the Coronavirus.

## **II. 2<sup>nd</sup> Amendment to the 2019-20 CDBG Annual Action Plan/Budget**

As outlined above the City of Ames will be receiving a special allocation of CDBG CARES Act funding aimed at preventing, preparing for, and responding to the coronavirus (COVID-19) Pandemic that majorly impacted cities and communities across the United States in March 2020.

In order to receive CARES Act funds, will require the City of Ames to amend its 2019-2020 Annual Action Plan to not only reflect the receipt of CDBG CARES Acts funds, but also propose what eligible activities will be implemented using the CARES Act dollars along with the proposed budgets for each activity. To begin the process of a 2nd amendment to the 2019-20 CDBG Action Plan, citizen input was sought from within the community, from private for-profit enterprises, and from not-for-profit organizations for feedback in determining the need for the distribution of CDBG 2019-2020 CARES funding for the City of Ames. Additionally, public outreach included advertisement in the free area newspaper, a press release, use of City social media outlets, and radio interviews. Emails were sent to neighborhood groups, non-profits organizations, property owners and managers, church organizations, and lenders. There were also Zoom meetings with area human service agencies that provide housing assistance and with area financial institutions. Along with discussions with the area medical institutions, Iowa Workforce Division as well as other Iowa entitlement communities.

From the citizen input, human services agencies and area banks a are large percent identified a need to provide relief on past due rent and/or mortgage payments and with utilities. Discussions with utility companies identified a need to assist citizens with back utility payments. This was further documented through state and local proclamations to place mortarium's to prevent evictions, foreclosures and utility disconnections all due to COVID-19 Pandemic. In addition to the mortarium's for rent and utilities, the pandemic has had a major impact on employment, one of the governor's proclamations to decrease the spread of COVID-19 was the closure of schools, universities, restaurants, bars and other food business (except for drive-thru and delivery), malls, libraries, movie theaters, senior centers, parks and playgrounds, daycare centers and other retail establishment to name a few. Thereby, laying off thousands of individuals and families from their much-needed source of income. For Story County alone the unemployment rate went from approximately 2.1% in December 2019 to 8.42% as of April 2020. This of course, forced individuals and families to seek to file for unemployment benefits, which for Story County went from weekly claims of 366 in March 2020 to 4,182 in May 2020. The City of Ames makes up approximately 66% of the population in Story County.

Based on the above information, it seems prudent that this first round of CDBG CARES Act Funding should address assisting households and individuals that meet HUD's low- and moderate-income limits (80% or below) for the Ames Metropolitan Statistical Area (ASMA). The best approach to getting emergency programs up and running is to rely on past City administered program guidelines of similar nature, while we still waiting on more specific HUD rules and guidelines to be published. The rationale for implementing a COVID-19 Renters Relief Assistance (Rent and Utilities) and a Homeowners Relief Assistance Program (Mortgage, Utilities) is as follows:

- The activities will meet some of the goals of the CARES Act funding, which is to be used to prevent, prepare for, and respond to the Coronavirus (COVID-19).
- It considers approaches that prioritize the unique needs of low and moderate-income persons as outlined in the Act;
- It will allow the City to develop partnerships between all levels of government and the private for-profit and non-profit sectors.
- Some of the proposed programming have been successfully administered by the City in the past.
- The Staff has the experience to administer the funds, that will be subject to HUD oversight, and reporting.
- Staff can ensure that adequate procedures will be in place to try and prevent the Duplication of Benefits (DOP).

Outlined as **Attachment I** below is the proposed budget for the 2<sup>nd</sup> Substantial Amendment to the City's CDBG 2019-20 Annual Action Plan to include the CDBG-CV CARES Act funding for the two Relief Assistance Programs.

Additionally, the City has prepared plans, policies and/or program guidelines in conjunction with the CDBG-CV CARES Act regulations as the follows:

- Exhibit 1- Citizen Participation Plan Update
- Exhibit 2- Duplication of Benefits Policy (DOB)
- Exhibit 3- Renter/Utility Relief Program Highlights
- Exhibit 4- Mortgage/Utility Relief Program Highlights

It should be note that at the time of this update the 2019-20 Action Plan, HUD has not released the remaining program suspensions, waivers or regulations for the CDBG-CV CARES Act (COVID-19) funding. **Additionally, depending on the need remaining funds can and will be shifted over to the highest need.**

## ATTACHMENT 1

<b>PROPOSED</b>	
<b>2<sup>nd</sup> AMENDED 2019-20 Action Plan Activities and Expenditure Budget:</b>	
<b>Activities</b>	<b>Budget</b>
<b>COVID-19 Renters Relief Assistance (Rent, Utilities)</b>	<b>\$177,258</b>
<b>COVID-19 Homeowners Relief Assistance (Mortgage, Utilities)</b>	<b>\$177,257</b>
Acquisition/ Reuse Program for Public Infrastructure	\$400,000
Acquisition/Reuse Program for Affordable Housing	\$10,000
Homebuyer Assistance Program	\$300,813
Public Infrastructure Improvements Program for State Avenue NRSA (including Engineering costs+ GO Bond)	\$763,745
Rehabilitation/Disposition of 241 Village Drive	\$45,000
Demolition of 3305 Morningside	\$16,070
HOME Homeownership Construction Program	\$923,976
General Administration for CDBG & HOME	CDBG: \$116,241 HOME: \$120,947
<b>Total</b>	<b>\$3,051,307</b>
<b>PROPOSED 2ND AMENDED 2019-20 Action Plan Revenue Budget:</b>	
<b>2019-20 CDBG-CV (CARES ACT-COVID-19)</b>	<b>\$354,515</b>
2019-20 CDBG Allocation	\$581,207
2018-19 CDBG Anticipated Program Rollover	\$462,820
2019-20 CDBG Anticipated Program Income	\$357,842
Non-CDBG Revenue-GO Bonds	\$250,000
2019-20 HOME Allocation	\$481,968
18-19 HOME Anticipated Program Rollover	\$747,750
Adjustment for HOME CHDO Set-Aside	-\$184,795
<b>Grand Total CDBG, HOME &amp; CDBG-CV</b>	<b>\$3,051,307</b>

### III. Public Comment Period

Federal regulations require for Entitlement Cities to provide the public with reasonable notice of and an opportunity to comment on any substantial amendments in accordance with 24 CFR 91.10.

The public is encouraged to comment upon the proposed 2<sup>nd</sup> Substantial Amendment to the City's 2019-20 CDBG Annual Action Plan.

Due to the COVID-19 Pandemic, Ames City Hall is closed to the public until July 1, 2020 therefore, the 2<sup>nd</sup> Substantial Amendment to 2019-20 Annual Action Plan and the revised its 2019 Citizen Participation Plan is **ONLY available for review on the City's web site at: [www.cityofames.org/housing](http://www.cityofames.org/housing)**

All comments related to the 2<sup>nd</sup> Amendment to the 2019-20 CDBG Action Plan must be submitted to the following email: [cdbgcares2020@cityofames.org](mailto:cdbgcares2020@cityofames.org).

**The public comment period will begin on May 30, 2020 and end on June 4, 2020.**

Additionally, NOTICE IS HEREBY GIVEN that the Ames City Council will conduct a public hearing to receive comments on the 2<sup>nd</sup> Amendment to the 2019-20 Action Plan on **June 9, 2020, at 6:00 p.m.** Due to the COVID-19 Pandemic all City Council meetings are conducted electronically through a Zoom platform.

Persons wishing to comment on the 2<sup>nd</sup> Amendment to the 2019-20 Annual Action Plan may state their views as a video participant by going to: <https://zoom.us/j/826593023>, the zoom meeting ID is: 826 593 023, or by telephone by dialing: us:1-312-626-6799.

If you are in need of special accommodations for a disability or language translation, please contact Vanessa Baker-Latimer, at the Department Planning & Housing Department at 515-239-5400 or the TDD at (515) 239-5133 or by email at [vanessa.bakerlatimer@cityofames.org](mailto:vanessa.bakerlatimer@cityofames.org) by Friday, June 5, 2020.

For more information, please contact Vanessa Baker-Latimer, Housing Coordinator, At (515) 239-5400 or at [vanessa.bakerlatimer@cityofames.org](mailto:vanessa.bakerlatimer@cityofames.org).

The City of Ames will consider any comments or views of residents, agencies, or other interested parties received in writing or orally at Public Hearings, in preparation of the 2<sup>nd</sup> amendment. A summary of these comments will be included in this document.

**Exhibit 1**  
**Citizen Participation Plan Update**

## Citizen Participation Plan Update 2020

### PURPOSE

This Citizen Participation Plan (the “Plan”) is a requirement of the Consolidated Plan process outlined in 24 CFR 91.105 of the Housing and Community Development Act of 1974 and its amendments. The Plan sets forth the steps the City shall provide for and encourage citizens to participate in the development and any substantial amendment of the Consolidated Plan and/or Annual Action Plan and the development of the Annual Performance Report.

The Consolidated Plan and each year’s Annual Action Plan guide the City’s use of Community Development Block Grant (CDBG) and HOME other federal funds, which are made available from the U. S. Department of Housing and Urban Development (HUD). The Annual Performance Report provides an assessment of the funds expended and a quantitative analysis of the program for project outcomes. The entire Consolidated Plan process shall be integrated into the City’s overall yearly goal setting and budget process and shall provide for citizen access, designed to encourage participation by groups most directly affected during the Consolidated Plan process, as well as the general public.

The City has recognized in its City Plan Principles and Policies the importance of involving citizens in the planning and decision-making processes of government. The City intends that its programs and policies have the support of the largest possible number of people in the community. The City intends to allow and encourage all citizens to be involved during the Consolidated Plan process with opportunities to express views on housing and community development needs and to participate in planning, reviewing and assessing actions to meet those needs, proposed and performed by the City and to be informed prior to the time of any official action taken by the City Council. In particular, it is the intent to include low and moderate income persons, particularly those living in low and moderate income neighborhoods; minorities; non-English speaking persons; persons with disabilities; and residents of public and assisted housing developments, as well as organizations and agencies that serve low and moderate-income persons and other interested parties.

**The Plan has been updated to include the following waivers in accordance with the Coronavirus Aid, Relief, and Economic Security Act (CARES Act), Public Law 116-136, which was signed by President Trump on March 27, 2020,**

- Provision to conduct virtual hearings as an allowed method for citizen participation when necessary for public health reasons;
- Provision to reduce the notice/comment period from 30-days to 5-days for proposed amendments necessary to expedite and facilitate the use of funds to prevent, prepare for, and respond to coronavirus.
- Provision to make minor edits that do not change current citizen participation policies. Please be advised that if virtual hearings are used, real-time responses and accommodations for persons with disabilities and/or with limited English proficiency will be made available to the greatest extent possible;

- Provisions relative to the Consolidated Planning process and participation waivers made available under the Coronavirus Aid, Relief, and Economic Security (CARES) Act;
- Provisions relative to the Community Development Block Grant (CDBG) and other applicable U.S. Department of Housing and Urban Development funding made available under the Coronavirus Aid, Relief, and Economic Security (CARES) Act;

## **PARTICIPANTS IN THE CITIZEN PARTICIPATION PLAN**

The development of the Consolidated Plan and Annual Action Plans is a collaborative effort of many individuals, organizations, and agencies. Each is encouraged to make requests and recommendations throughout the Consolidated Planning process. The City will conduct at least one public forum (at different times through-out the day) to educate citizens on the process of developing the plans and to seek input regarding the Consolidated Plan needs and goals, and the proposed annual projects.

The participation is the foundation of the Consolidated Planning process. Reasonable efforts will be made to make all citizens aware of the meetings and events that concern the development of the Five-year Consolidated Housing and Community Development Plan and yearly Annual Action Plans. It is the goal of

the City of Ames to create ample participation opportunities for all interested citizens including, but not limited to, minorities, non-English speaking persons, and persons with visual, mobility, or hearing impairments.

Organizations, Agencies and the City of Ames Housing Authority: The City of Ames Housing Authority, as well as other organizations and agencies involved in the development and implementation of projects to assist low-income citizens will be contacted to advise them of the Consolidated Plan process. These organizations and their clients will be encouraged to participate in the development of the Consolidated Housing and Community Development Plan and the Annual Action Plan.

Ames City Council: The City Council is the final citizen policy body that reviews and takes action on the Consolidated Plan. After receiving the Plan, the City Council considers and votes on the proposed plan. After approval at the local level, the Consolidated Plan is forwarded to the U. S. Department of Housing and Urban Development.

## **DEVELOPMENT OF THE CONSOLIDATED PLAN AND ANNUAL ACTION PLANS**

1. Prior to proposing activities for the Annual Action Plan, staff will review the following HUD guidelines that outline the key steps that should be utilized:

- Determine if the proposed activity is included in the listing of eligible activities;
- Determine if the proposed activity meets the City's Consolidated Plan priority goals for addressing the needs of low- and moderate-income person within the community;
- Determine if the proposed activity can meet one or more National Objective;
- Ensure that carrying out the activity will help to meet the grantee's certification (of one to three years, as determined by the grantee) that 70% of its CDBG expenditures will be for activities that benefit low- and moderate-income persons; and
- Meet the new performance measurement requirements effective October 2006.

2. The City will furnish citizens with information concerning the amount of Community Development Block Grant (CDBG) funds expected to be available (including the annual grant, program income for community development and housing activities, and the range of activities that may be undertaken with those funds. The City will also make available the estimated amount that will benefit persons of low and moderate income at the public hearing on the one-year action plan.

3. The City will provide budget summary of the annual action plan in the local newspaper site in a manner that affords citizens, public agencies and other interested parties a reasonable opportunity to examine its contents and to submit comments. The entire plan and attachments will be published on the City's web site. The City will also make copies of the proposed plan available at the Planning and Housing Department office and the City of Ames Public Library for review during public hours. Ten (10) free copies of the proposed plans will be made available. One free copy will be provided to each individual or organization requesting said copy until the supply is exhausted.

4. The City will hold at least two public forum sessions during the development of the Consolidated Plan and Annual Action Plans and one public hearing prior to the submittal of the Plan (s) to HUD. The notice of the Public Forum sessions will be announced through a press release, and Public forums notices may also be sent to a listing of organizations and groups that represent the social, economic, neighborhood and business groups that may have an interest in the program, along with participants in the City's Section 8 Rental Subsidy Program.

5. There will be a 30-day comment period on both proposed Consolidated and Annual Action Plans.

A 15-day comment period exception will be allowed under the following circumstances:

- Copies of the adopted Plan will be available upon request to the City of Ames Department of Planning and Housing. The plans will also be posted on the City's web site.

6. The City will consider any comments or views of citizens received in writing or orally at the public hearings in preparing the final Consolidated Plan. A summary of these comments or views, and a summary of any comments or views not accepted and the reasons therefore, shall be attached to the final Consolidated Plan.

## **DISPLACEMENT**

The City will make every reasonable effort to minimize the number of persons displaced by CDBG or HOME funded activities. In the event that a person is displaced by a CDBG or HOME undertakings, relocation assistance will be offered in accordance with the Uniform Relocation Assistance Act.

## **AMENDMENTS**

1. The City will amend its approved plan whenever it makes a decision to make a change in its allocation priorities or a change in the method of distribution of funds; to carry out an activity using funds from any program covered by the Consolidated Plan (including program income), not previously described in the action plan; or to change the purpose, scope, location or beneficiaries of an activity.

2. The City will use the following criteria to determine what changes in the planned or actual activities constitute a substantial amendment to the Consolidated Plan; any of the following will require a substantial amendment following this citizen participation plan:
  - a. Changes in the use of CDBG funds from one eligible activity to another eligible activity that exceeds \$100,000
  - b. Carrying out a new CDBG eligible activity in an amount greater than \$100,000.

A change in the entity responsible for carrying out an activity, a change in the location of a proposed project, or any updates or corrections will not constitute a substantial amendment.

3. The City will publish a summary of the proposed substantial amendment in the local newspaper in a manner that affords citizens, public agencies and other interested parties a reasonable opportunity to examine its contents and to submit comments. The entire substantial amendment and attachments will be published on the City's web site. The City will also make copies of the proposed substantial amendment available at the Planning and Housing Department office and the City of Ames Public Library for review during public hours. Ten (10) free copies of the proposed plans will be made available. One free copy will be provided to each individual or organization requesting said copy until the supply is exhausted.

The City of Ames will hold at least one public hearing on the proposed substantial amendment to the Consolidated Plan prior to the submittal. Notice of the public hearing will be published in the local newspaper not less than four days or more than twenty days before the public hearing. There will be a 30-day comment period on the proposed substantial amendment to the Consolidated Plan.

4. The City will consider any comments or views of citizens received in writing or orally at the public hearings in preparing the final substantial amendment to the consolidated plan. A summary of these comments or views, and a summary of any comments or views not accepted and the reasons therefore, shall be attached to the final amended consolidated plan.

## **ANNUAL PERFORMANCE REPORTS**

1. The City will publish notice of the availability of the annual Consolidated Annual Performance Report (CAPER) in the local newspaper and on the City's web site. Citizens and organizations will be given the opportunity to submit comments on the CAPER during a 15-day comment period and through a public hearing that will be held each year before the submission of the CAPER to HUD.
2. The City will consider any comments or views of citizens received in writing, or orally at any public hearings. Any public comments received during the comment period or at the public hearing shall be considered and shall be summarized and attached to the Consolidated Annual Performance Report.

## **PUBLIC HEARINGS**

1. A one public hearing prior to the submittal of the report will be held per year to obtain citizens' views and to respond to proposals and questions. These hearings will be held at different stages in the program year. Together the hearings will address housing and community development

needs, development of proposed activities and review of program performance. At least one of these hearings will be held prior to the proposed consolidated plan being published for comment.

2. Notice will be published in the local newspaper(s) at least four days but not more than twenty days before the public hearings and include sufficient information about the subject of the hearing to permit informed comment, the date, time and location. The notice also will include specific information to assist persons with disabilities as well as non-English speaking citizens on how to participate in the process. In all newspaper advertisements for public hearings and in mailings for public hearings, language will be included expressing the City's desire to accommodate the above special needs, along with the Department of Planning and Housing phone number and the City's TDD number, so arrangements can be made for the services of an interpreter, signer, or reader.
3. Public hearing notices may also be sent to a listing of organizations and groups that represent the social, economic, neighborhood and business groups that may have an interest in the program.

## **MEETINGS**

The City of Ames Planning & Housing Department will schedule meetings at sites that are accessible. Special measures will be taken to assure an opportunity for involvement by low-income persons, the elderly, handicapped and disabled persons, minorities, and civic and business interests. Also, upon request, the Planning & Housing Department shall provide interpretive services for non-English speaking and hearing-impaired individuals and groups and shall provide informational handouts in foreign languages. The arrangement and costs of such services shall be incurred by the Planning & Housing Department. Any questions or requests for special/reasonable accommodations or services for meetings should be directed at least 3 business days in advance to the Planning & Housing Department. In addition to the scheduled public hearings, the Planning & Housing Department may hold other meetings, as necessary, to further their duties and responsibilities.

## **ACCESS TO RECORDS**

1. Information and records relating to the jurisdiction's Consolidated Plan and the jurisdiction's use of assistance under the programs covered by 24 CFR section 91.105 during the preceding five years will be available to citizens, public agencies and other interested parties. The City will reply to the written request for such information within 15 working days, where practical. The information may not be removed from the Planning & Housing Department. If copies of information are requested the normal copy charges will apply.
2. Comments and questions will be accepted throughout the year and should be addressed to: Housing Coordinator; Planning & Housing Department; City Hall, 515 Clark Avenue; Ames, Iowa 50010.
3. Citizens, public agencies and other interested parties including those most affected, shall be given the opportunity to receive information. Program records, files, and information are confidential to the extent provided by Chapter 68A of the Code of Iowa. Information not protected by this chapter, or otherwise specified by federal regulations to be public information, will be made available upon request.

## **TECHNICAL ASSISTANCE**

The Planning & Housing Department will provide technical assistance to groups representative of persons of low- and moderate-income that provide a written request for such assistance in developing proposals for funding assistance under any of the programs covered by the Consolidated Plan.

That assistance may be limited to activities that are directly associated with the Community Development Program and will be at the discretion of the Planning & Housing Community Development staff.

## **OBJECTIONS AND COMPLAINTS**

The City will respond to written citizen complaints regarding the Consolidated Plan, amendments, and the performance report. The reply will be made within 15 working days, where practical. Complaints must be made in writing to: Housing Coordinator; Planning & Housing Department; City Hall, 515 Clark Avenue; Ames, Iowa 50010.

Citizens may contact HUD directly, if they wish, to object to any part of the Community Development Program, or if they feel that they have been aggrieved by any program, activity, or procedure funded through the Community Development Program. Such objections should be made to:

Community Planning and Development Division  
Attention: Director  
Department of Housing and Urban Development  
Omaha Office, Region VII  
Executive Tower Centre  
10909 Mill Valley Road  
Omaha, Nebraska 68154-3955

## **USE OF CITIZEN PARTICIPATION PLAN**

The City will follow the citizen participation plan from the date of its adoption until it is amended or repealed.

## **CITY RESPONSIBILITY**

The requirements for citizen participation do not restrict the responsibility or authority of the City for the development and execution of its Consolidated Plan.

CITY OF AMES

By: *John A. Haila*

John A. Haila, Mayor

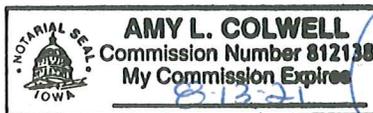
Attest:

BY: *Diane R. Voss*

Diane R. Voss, City Clerk

STATE OF IOWA, COUNTY OF STORY: SS

On this 12<sup>th</sup> day of June, 2020, before me, the undersigned, a Notary Public in and for said State, personally appeared John A. Haila, Mayor, and Diane R. Voss, City Clerk, to me known to be the identical persons named in and who executed the foregoing instrument, and acknowledged that they executed the same as their voluntary act and deed.



*Amy L. Colwell*  
Notary Public In and For the State of Iowa

**Exhibit 2**  
**Duplication of Benefits Policy**

## Duplication of Benefits (DOB) Policy CDBG CARES Act (COVID-19) Funding

### I. Purpose:

The City of Ames is the recipient of funds from the Department of Housing and Urban Development in the form of a Community Development Block Grant (CDBG-CV) special allocation. As an entitlement community of these federal funds, the City is required to establish a duplication of benefits (DOB) policy before distributing funds to prevent a person, household, business or other entity from receiving disaster assistance from multiple sources for the same recovery purpose in excess of the total need. This document is intended to set forth the City's DOB policy to satisfy the HUD mandate and is designed to prevent duplication in assistance from among providers including the State of Iowa Economic Development (IED), the Community Development Block Grant (CDBG-CV) CARES Act (COVID-19) Program, the Iowa Finance Authority (IFA) COVID-19 Program and/ or any other State, Local organization listed in this Policy. The City of Ames or any of its sub-grantee and implementing agency, its sub-recipients and contractors will utilize this policy as a guidance when determining eligibility for the CDBG-CV programs. The policy is applicable to all current and future CDBG-CV Programs.

### II. Authority:

The Coronavirus Aid, Relief, and Economic Security Act (CARES Act), Public Law 116-136 was enacted into law on March 27, 2020. This funding is anticipated to be the first of several rounds of stimulus funds to help the country get back up and running. Under the law, a recipient's "Failure to develop and maintain policies and procedures to adequately address duplication of benefits could lead to a violation of the requirement for CDBG-CV grants under Public Law 113-2", and the City of Ames must "establish{. . .} adequate procedures to prevent any duplication of benefits or otherwise lead to a violation of section 312 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act".

### III. Definition:

A duplication occurs when a person, household, business, or other entity receives COVID-19 assistance from multiple sources for the same recovery purpose and the total assistance received for that purpose is more than the total need. The amount of the DOB is the amount received in excess of the total need for the same purpose. When total need for eligible activities is more than total assistance for the same purpose, the difference between these amounts is an "unmet need."

If the person, household, business or other entity receives COVID-19 assistance from multiple sources for the same recovery purpose and the total assistance received for the purpose **is not** more than the total need and/or **is not** the for the same recovery time period **will not** be considered a duplication.

The CDBG-CV CARES Act (COVID-19) determination period will begin April 1, 2020 forward. This policy will also include a process to address the recapturing of funds in case of an overpayment CDBG-CV funds and considered a DOB.

#### **IV. Responsibilities**

The City of Ames, as an award recipient, is responsible for ensuring all CDBG-CV requirements are met. The City of Ames Department of Planning & Housing/Housing Division, along with the City's Finance Department, will be responsible for preparing documentation and submittal of reports as required by HUD. The Housing Division will work with all City Departments, where feasible, to implement the programming and requirements of the CDBG-CV Program to monitor and to ensure compliance with the DOB mandate.

#### **V. DOB Procedures and Determination**

The CDBG-CV programs administered by the City of Ames are subject to this Duplication of Benefit Policy. Each program will have operational procedures that contain detailed provisions that identify the documents to be provided by applicants seeking assistance, as well as the procedures for how the documents will be verified. Regardless of the type of CDBG-CV program, the first step of the DOB calculation is to determine the amount of funds previously received or made available to assist with COVID-19 related needs.

At the time of the intake/application process, persons, households, business concerns, and other entities receiving CDBG-CV assistance will be required to disclose all sources of COVID-19 related recovery assistance received. The City of Ames will verify amount(s) received by reviewing source documentation. Prior to award, each CDBG-CV program identified in the Action Plan 2nd Substantial Amendment, as stated above, the City will provide forms and procedures to document and address DOB. All recipients of CDBG-CV funding are required to:

1. Determine and document the total need of assistance for the eligible activity.
2. Identify all assistance received or reasonably anticipated for the project or by the applicant related to COVID-19 Pandemic.
  - The application for assistance will require documentation for all sources of funding received or reasonably anticipated to be received and certification that all assistance is reported.
  - Third-party verification of all sources of assistance should be received. When third-party verification is not possible, documentation should be added to the project file explaining why it was not available, including self-certification from the applicant
3. Identify assistance determined not to be duplicative for the activity because:
  - Funds were used for a different, eligible purpose
  - Funds were not available to the applicant
  - Funds were from a private loan not guaranteed (e.g. loan companies); however, Forgivable Loans are considered duplicative
  - Any other asset or line of credit available to the applicant, e.g. checking or savings accounts, stocks, etc.

4. Perform a calculation to determine the total funds received from other sources for the activity to be funded with CDBG-CV (e.g., rent/mortgage, utilities).
  - Calculate by subtracting the total assistance received from the total funds needed to complete the activity (e.g., rent/mortgage, utilities).
5. Perform a calculation determining the maximum eligible award.
  - Calculate by subtracting the assistance from other sources (duplicative assistance) from the total need for assistance for that activity.
6. Require all applicants to sign an agreement to report and repay any assistance provided using CDBG-CV funds when/if other funds were later received for the same purpose as the CDBG-CV funds. The City of Ames will monitor compliance to the extent reasonably practicable for a period of time not to exceed for one-year.
7. Recapture funds if possible. If additional needs were established, subsequent funds would not be considered a duplication of benefits (76 FR 221. 71062). If an additional need is not demonstrated, CDBG-CV funds must be recaptured to the extent that they are more than the need and duplicate other assistance received by the beneficiary for the same purpose. If CDBG-CV funds or non-Federal funds were provided last and unknowingly create a duplication, the method of recapturing the CDBG-CV funds provided will be consistent with the Office of Management and Budget requirements (2 CFR part 200). Time-period will include an annual review of DOB as noted utilizing the City's collection policy.

**The following represents the Basic Framework for an example for how the DOB calculation would be completed for Rent Relief:**

1. Identify Applicants Total Need (FMR* for 3BR=\$1,191p/m x3)	\$ 3,573
2. Identify All Potentially Duplicative Assistance (e.g. received \$500 from Human Service Agency, \$500 State of Iowa)	1,000
3. Deduct assistance determined to be duplicative	1,000
4. Maximum eligible award (item 1 minus item 3)	2,573
5. Program cap (if applicable)	<u>5,000</u>
6. Final award (lesser of items 4 and 5)	\$ 2,573

\*Fair Market Rent as determined by HUD. This framework example will be used for Mortgage Assistance and Utility Assistance determinations.

Eligible applicants may have previously received assistance from other sources. The following are some examples of DOB include assistance provided through but not limited to: Federal Emergency Management Agency (FEMA) including food, supplies, etc., Small Business Administration (SBA), Private Insurance, Other federal, state or local funding (such as Emergency Shelter Grant (ESG), Unemployment Assistance, ASSET funding, Section 8 Housing Choice Vouchers, Low Income Energy Assistance Program (LIEAP), other nonprofit, private sector, or charitable funding, including declining of assistance.

## **VI. Appeals/Complaints Resolution Process**

Determination of Duplication of Benefits can be appealed. Requests for DOB appeal will be processed and reviewed by City of Ames staff or designated official(s). Applicants who believe a DOB decision is incorrect and/or not in compliance with Program policies may appeal a negative decision in writing within 15 days of the notice of the decision. Each appeal will be reviewed against program policies and requirements, and applicable local, state, and federal law. Upon completion of the review the appeal and, if applicable, hear the applicant's presentation of their appeal, the hearing officer will make a decision and respond to the applicant within 30 days of receiving the complaint. All Appeals/Complaints must first be directed to the attention of the Housing Coordinator for the City of Ames.

## **VII. Inclusions, Omissions, and Revisions**

1. These DOB policies are designed to amplify the provisions for Program administration as set forth in the applicable CDBG-CV CARES Act (COVID-19) regulations administered by the City of Ames. The HUD regulations and these policies, utilized together, provide the basis for program administration. The lack of any item to be included in these guidelines shall not relieve or release an applicant(s), the City of Ames, and any other participating entity from the responsibility under the provisions of applicable CDBG-CV administrative regulations and Program guidelines.
2. These Program guidelines may be amended from time to time by the Housing Coordinator for reasons of operational efficiency or unforeseen circumstances that may arise or conflict with applicable Federal, State, or City regulations affecting the administration of the policies.

**Exhibits 3 &4**  
**CDBG-CV COVID-19**  
**Rent, Mortgage, Utility Relief Program Guidelines**

The following is a working draft of the guidelines for the City of Ames CDBG-CV COVID-19 Rent, Mortgage and Utility Relief Program until such time that the Department of Housing and Urban Development (HUD) publishes the final program waivers, suspensions and rules and regulation for the CDBG-CV CARES Act (COVID-19) Program. These guidelines are following the HUD Guidance dated April 9<sup>th</sup> which states that “grantees are advised to amend or prepare their Action Plans as soon as possible and not to wait for the pending Federal Register notice, which may provide additional waivers and alternative requirements, etc.” The guidance also urged entitlement communities to amend their current approved Action Plans rather than submitting their upcoming program year plans then having to wait for HUD approval (which may be delay to implementation of the CARES Act).



## **Exhibit 3 CITY OF AMES CDBG-CV COVID-19 Rent/Utility Relief Assistance Program Guidelines**



This program is limited to the City limits of Ames and subject to the availability of CDBG-CV CARES Act funds and changes in program guidelines from HUD.

### **Purpose**

The purpose of this program is to assist low and income households impacted by a loss of income due to the COVID-19 Pandemic.

### **Program Description**

This program is designed to “prevent evictions” and/or utility shut offs by assisting eligible households with rent and/or utility payments to ensure continued housing stability. The funds may only be used for rent and utilities\*.

### **Who is eligible**

- Households experiencing loss of income directly related to COVID-19
- Households in good standing\* as of March 31, 2020
- Households which requested rental assistance from landlord
- Households residing in assisted affordable housing projects and Tax Credit units
- Households with incomes at or below 80% Ames Area Median Income (AMI) (lower incomes prioritized if needed)
- Households which received utility disconnect notices.

### **Who is not eligible\*\***

- Households with a Section 8 Housing Choice Voucher
- Households residing in Project Based Voucher projects
- Households residing in Public Housing
- Households receiving other government-based rental assistance
- Households receiving assistance monthly through other community service/chartable programs and/organizations

### **Application/Determination Process**

- Applications will be accepted on a first come, first served basis, based on date and time application is received. Preference will be given to applications submitted by from property owners/managers on behalf of their tenants impacted by COVID-19.

- Applicant must have a lease agreement in their name and be able to provide required identification and income documentation.
- Households must be in good standing with their lease agreement, other than non-payment of rent. Household not in good standing for other reasons, may receive assistance if it can be confirmed that the lease violation can be mediated, and eviction will not take place.
- Households must show a need for assistance and those with sufficient, readily available savings, may receive a reduced amount of assistance or be denied assistance

**Maximum Amount of Assistance Provided:**

- Up to 3 months of assistance per household for rent and utility not to exceed \$3,000.
- Payments will be made directly to property owners/managers and to utility companies on behalf of the household.

**Duplication of Benefits Policy (DOB):**

See DOB policy as outlined under Exhibit 2

**Coordination:**

- Story County Legal Aid
- Nonprofit affordable housing owners
- Area Utility Providers
- Property Owners/Managers
- Human Service Agencies
- Charitable Organizations
- ASSET (Analysis of Social Services Evaluation Team)
- Others

\* Definitions will be added before program implementation

\*\*Until verified by HUD the following in ineligible criteria may be applicable

- Applicant(s) must be a United States citizen or a non-citizen who has Eligible Immigration Status as a Permanent Resident under §249 of INA.
- Has committed (regardless of court decision) a 1) drug related criminal activity or 2) a violent criminal activity within at least thirty-six (36) months before the date the City of Ames Housing Division provides notice to the family of its determination to deny assistance.
- Is subject to a sex offender registry, pursuant to any state sex offender registration law.

## Exhibit 4

### CITY OF AMES

### CDBG-CV COVID-19

### Mortgage/Utility Relief Assistance

### Program Guidelines

This program is limited to the City limits of Ames and subject to the availability of CDBG-CV CARES Act funds and changes in program guidelines from HUD.

#### **Purpose**

The purpose of this program is to assist low and income households impacted by a loss of income due to the COVID-19 Pandemic.

#### **Program Description**

This program is designed to “prevent foreclosure, fortitude” or utility shut-off by assisting eligible households with mortgage, contract and/or utility payments to ensure continued housing stability. The funds may only be used for mortgage and utilities\*.

#### **Who is eligible**

- Households experiencing loss of income directly related to COVID-19
- Households in good standing\* as of March 31, 2020
- Households which requested a forbearance or subject to contract forfeiture
- Households with incomes at or below 80% Ames Area Median Income (AMI)
- Households which received utility disconnect notices.

#### **Who is not eligible\*\***

- Households receiving other government-based mortgage assistance/loans (e.g. Fannie Mae, Freddie Mac, FHA, VA, etc.)

#### **Application/Determination Process**

- Applications will be accepted on a first come, first served basis, based on date and time application is received. Preference will be given to applications submitted by from Mortgage Lenders/Vendors on behalf of their homeowners impacted by COVID-19.
- Applicant must have a contract or mortgage and promissory note agreement in their name and be able to provide required identification and income documentation.

- Households must be in good standing with their mortgage lender, or vendor other than non-payment of their mortgage. Households not in good standing for other reasons, may receive assistance if it can be confirmed that their payments violation can be mediated, and eviction will not take place.
- Households must show a need for assistance and those with sufficient, readily available savings, may receive a reduced amount of assistance or be denied assistance

**Maximum Amount of Assistance Provided:**

- Up to 3 months of assistance per household for mortgage and utility not to exceed \$3,000.
- Payments will be made directly to mortgage lenders/vendors to utility companies on behalf of the household.

**Duplication of Benefits Policy (DOB):**

See DOB policy as outlined under Exhibit 2

**Coordination:**

- Area Lenders, Bankers, Vendors and Mortgage Companies
- Area Utility Providers

\* Definitions will be added before program implementation

\*\*Until verified by HUD the following in ineligible criteria may be applicable

- Applicant(s) must be a United States citizen or a non-citizen who has Eligible Immigration Status as a Permanent Resident under §249 of INA.
- Has committed (regardless of court decision) a 1) drug related criminal activity or 2) a violent criminal activity within at least thirty-six (36) months before the date the City of Ames Housing Division provides notice to the family of its determination to deny assistance.
- Is subject to a sex offender registry, pursuant to any state sex offender registration law.

**Exhibit 5**  
**Public Comment Received**

The City of Ames received the attached five comments during the comment period of May 30th through June 4th. These comments were presented and address at the Public Hearing held on June 9<sup>th</sup>.

**From:** [Lori Allen](#)  
**To:** [cdbg cares act 2020](#)  
**Subject:** CDBG Annual Action Plan to Receive CARES Funding  
**Date:** Wednesday, June 03, 2020 9:53:21 AM

---

I want to offer the support of Good Neighbor Emergency Assistance for the plan of spending CDBG funds on rent, mortgage, and utility payments for Ames residents who have had a negative financial impact due to the Covid19 pandemic. I will also add that I hope the funds can help with full payments for rent and mortgage payments, and that they can be accessed for more than one month's payments, situation dependent.

I appreciate the hard work of the City of Ames staff and council during this time, and I trust the expert guidance of Vanessa Baker Latimer in this process.

Thank you -

--

Lori Allen, Director  
Good Neighbor Emergency Assistance, Inc.  
613 Clark Avenue  
Ames, Iowa 50010  
(515) 296-1449  
[director@gnea.org](mailto:director@gnea.org)

**From:** [webnotification@cityofames.org](mailto:webnotification@cityofames.org) <[webnotification@cityofames.org](mailto:webnotification@cityofames.org)>  
**Sent:** Sunday, May 31, 2020 10:28 AM  
**To:** Vanessa Baker-Latimer <[vanessa.bakerlatimer@cityofames.org](mailto:vanessa.bakerlatimer@cityofames.org)>  
**Subject:** CDBG Fundds

Message submitted from the <City of Ames, IA > website.

**Site Visitor Name:** Linda Hanson  
**Site Visitor Email:** [linda.hanson2011@gmail.com](mailto:linda.hanson2011@gmail.com)

I completely agree with the proposed amendment to the CDBG plan which provides rental assistance. I am serving on the Immigrant Emergency Fund and am aware of the great need for rent and utility assistance to keep people housed. In addition, my church, the UCC, has donated over \$10,000 to keep people housed.

Thank you for considering this amendment.

Linda Hanson

**From:** [webnotification@cityofames.org](mailto:webnotification@cityofames.org) <[webnotification@cityofames.org](mailto:webnotification@cityofames.org)>  
**Sent:** Sunday, May 31, 2020 3:07 PM  
**To:** Vanessa Baker-Latimer <[vanessa.bakerlatimer@cityofames.org](mailto:vanessa.bakerlatimer@cityofames.org)>  
**Subject:** Email contact from City of Ames, IA

Message submitted from the <City of Ames, IA > website.

**Site Visitor Name:** Jeremy Best  
**Site Visitor Email:** [jeremyalanbest@hotmail.com](mailto:jeremyalanbest@hotmail.com)

Dear Ms. Baker-Latimer,

I am very happy to see the proposed amendment to the CBDG plan. Rental and mortgage assistance are very important during these difficult times. As you are probably aware, keeping people in their homes is a key step in preventing catastrophic poverty outcomes. Thank you for your work for our community.

Sincerely,  
Jeremy

**From:** [The Rev. Eileen Gebbie](#)  
**To:** [cdbg cares act 2020](#)  
**Subject:** Amendment just right  
**Date:** Sunday, May 31, 2020 7:32:16 AM

---

Dear Ms. Baker-Latimer,

I am very happy to see the proposed amendment to the CDBG plan. Rental and mortgage assistance are the biggest need our congregation is seeing through our pastoral emergency fund. Since May 17, we have distributed \$12,438.45 just for those two needs.

Thank you,

Pr. Eileen Gebbie

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Eileen Gebbie, Senior Minister (*she/her/hers*)  
Ames United Church of Christ  
*relationships, community, generosity, worship*

24 Hour Prayer Line: 515.520.8506  
515.232.9323 | [web](#) | [facebook](#) | [instagram](#)

Comments to the Proposed, 2<sup>nd</sup> Amended CBDG Budget for the City of Ames  
Related to the COVID 19 Block Grant to the City of Ames, Iowa  
Public Hearing Scheduled for June 9, 2020  
from AMOS ( A Mid-Iowa Organizing Strategy)

Dear Ms. Baker-Latimer and Members of Council,

June 2, 2020

In the document published on the City of Ames website on May 29, 2020 entitled:

**Community Development Block Grant (CDBG)  
2nd Substantial Amendment to the  
2019-20 Annual Action Plan and  
Revised 2019-23 Five-Year Consolidate Plan  
Citizen Participation Plan**

we note that City of Ames will receive a special allocation of Community Development Block Grant (CDBG-CV) funds in the amount of \$354,515 to be used to prevent, prepare for, and respond to the coronavirus (COVID-19). The recommendation as outlined states that "it seems prudent that this first round of CDBG CARES Act Funding should address assisting households and individuals that meet HUD's moderate-income limits (80% or below) for the Ames Metropolitan Statistical Area (ASMA)".

The document goes on to recommend that the money be split evenly between those needing rental assistance and homeowners needing assistance with mortgage payments, (\$ 177, 258 to each group) which, at a payout of \$ 3,000 over a three month period, would allow assistance to approximately 59 rental and 59 homeowner units at that 50/50 split.

For the record, AMOS is directionally supportive of this usage.

On the same day, May 29<sup>th</sup>, the Governor of Iowa announced what would appear to be a similar program, to be funded as part of the \$ 1.25 billion CARES block grant to the State of Iowa, for which Ms. Debbie Durham of IFA is planning for 20,000 applications statewide per the press conference statements. One difference would appear to be that if a person were receiving the \$ 600 / week CARES related unemployment payments, they would be ineligible for financial assistance from the State program.

We would ask the Housing Department of Ames to consider the following program modifications:

- 1) The final split of the money to renters and homeowners should be carefully considered in comparison to the acute chances for the members of either of those groups to lose their residence due to eviction or foreclosure. In other words, the money should be prioritized where it will prevent the most immediate harm and benefit the greatest number of vulnerable individuals and families against the possibility of homelessness.
- 2) Any rules that are developed for these monies on a city basis should be carefully compared to the new State program to differentiate and expand, as allowable, the eligibility criteria. For example, that the CARES unemployment income supplement not be considered as a factor, meaning that those who are ineligible for the State program may still be considered for the City program.
- 3) The Housing Department should consider setting aside a portion of the money, if allowable, for funding homeless relief and accommodations as may be necessary due to continued disruption of temporary housing options related to the COVID 19 pandemic. For example, this could allow additional time in temporary housing if necessary, because of the unavailability of Emergency Residence Project (ERP) communal housing or other funding as may be needed;

Thank you for your consideration.

For AMOS Ames Cluster and its member institutions

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

Terry Potter and the Ames AMOS Housing Team

Terry's Address: 608 Douglas Ave Unit 1, Ames, IA 50010

**Exhibit 6**  
**Proof of Publication/Other Media Communications**

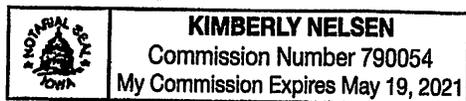
Proof Of Publication In  
THE AMES TRIBUNE

STATE OF IOWA, STORY COUNTY,ss.

I, Kim Fowler, on oath depose and say that I am Director of Sales of **THE AMES TRIBUNE**, a daily newspaper, published at Ames, Story County, Iowa; that the annexed printed

**CITY OF AMES**  
**2nd Amendment to the 2019-20 Action Plan**

was published in said newspaper  
1 time(s) on May 29, 2020  
the last of said publication  
was on the 29th day of May, 2020



Notary Public  
sworn to before me and subscribed in my  
presence by Kim Fowler, Director of Sales  
this 29th day of May, 2020

**AMT: \$57.05**  
**AD #: 1340882**  
**ACCT: 33408**

#1340882  
**LEGAL NOTICE**  
**NOTICE OF PUBLIC HEARING ON**  
**2nd SUBSTANTIAL AMENDMENT**  
**TO THE 2019-20 ANNUAL**  
**ACTION PLAN AND CITIZEN**  
**PARTICIPATION PLAN**

NOTICE IS HEREBY GIVEN that in accordance with 24 CFR 91.05(c)(2) and subpart B of the federal regulations relative to citizen participation for Community Planning and Development Programs and applicable waivers made available to those requirements through the Coronavirus Aid, Relief, and Economic Security Act (CARES Act), Public Law 116-136, effective March 27, 2020, the City of Ames is proposing an 2nd Substantial Amendment to its 2019-2020 Annual Action Plan funded pursuant to the Housing and Community Development Act of 1974, as amended. The 2nd Substantial Amendment 2019-2020 Annual Action Plan will involve the use of a special allocation of CARES Act (COVID-19) funding through the Community Development Block Grant (CDBG) Program in the amount of \$354,515. Under this round of funding the following two activities are being proposed to prevent, prepare for, and respond to the Coronavirus (COVID-19): 1. Renter Relief Assistance Program and 2. Mortgage Relief Assistance Program. The programs will be implemented on a city-wide level for persons who are economically affected by the COVID-19 Pandemic. Additionally, as a part of this 2nd Substantial Amendment to the 2019-20 Annual Action Plan, the City has revised its 2019-23 Five-Year Consolidated Plan's Citizen Participation Plan to **include waivers and amendments as provided in the CARES Act to expedite and facilitate the use of these funds.** Due to the COVID-19 Pandemic, Ames City Hall is closed to the public until July 1, 2020 therefore, the 2nd Substantial Amendment to 2019-20 Annual Action Plan and the revised 2019-23 Five-Year Consolidated Plan's Citizen Participation Plan is **ONLY** available for review on the City's web site at: [www.cityofames.org/housing](http://www.cityofames.org/housing) All comments must be submitted to the following email: [cdbgcared2020@cityofames.org](mailto:cdbgcared2020@cityofames.org). **The public comment period will begin on May 30, 2020 and end on June 4, 2020.** Additionally, **NOTICE IS HEREBY GIVEN** that the Ames City Council will conduct a public hearing to receive comments on the 2nd Amendment to the 2019-20 Action Plan on June 9, 2020, at 6:00 p.m. Due to the COVID-19 Pandemic all City Council meetings are conducted electronically through a Zoom platform. **Persons wishing to comment on the 2nd Amend-**

**ment to the 2019-20 Annual Action Plan may state their views as a video participant by going to: <https://zoom.us/j/826593023>, the zoom meeting ID is: 826 593 023, or by telephone by dialing: us:1-312-626-6799**

If you are in need of special accommodations for a disability or language translation, please contact Vanessa Baker-Latimer, at the Department Planning & Housing Department at 515-239-5400 or the TDD at (515) 239-5133 or by email at [vanessa.bakerlatimer@cityofames.org](mailto:vanessa.bakerlatimer@cityofames.org) by Friday, June 5, 2020. Once approved, the adopted 2nd Substantial Amendment to the 2019-20 Annual Action Plan and the revised 2019-23 Five-Year Consolidated Plan's Citizen Participation Plan will be available at the Department of Planning & Housing, 515 Clark Avenue, Room 214, Ames, Iowa and on the City of Ames website at [www.cityofames.org/housing](http://www.cityofames.org/housing). **For further information regarding this Notice, please contact Vanessa Baker-Latimer, Housing Coordinator, at 239-5400.** 🏠

Diane R. Voss, City Clerk

Published in the Ames Tribune on  
May 29, 2020 (1T)



## PUBLIC NOTICE

The City of Ames is seeking public input on a 2nd Substantial Amendment to its CDBG 2019-20 Annual Action Plan funded by the Housing and Community Development Act of 1974, as amended.

The 2nd Substantial Amendment CDBG 2019-2020 Annual Action Plan includes: The 2nd Substantial Amendment 2019-2020 Annual Action Plan will involve the use of a special allocation of CARES Act (COVID-19) funding through the Community Development Block Grant (CDBG) Program in the amount of \$354,515. Under this round of funding the following two activities are being proposed to prevent, prepare for, and respond to the Coronavirus (COVID-19): 1. Renter Relief Assistance Program and 2. Mortgage Relief Assistance Program. The programs will be implemented on a city-wide level for persons who are economically affected by the COVID-19 Pandemic. Additionally, as a part of this 2nd Substantial Amendment to the 2019-20 Annual Action Plan, the City has revised its 2019-23 Five-Year Consolidated Plan's Citizen Participation Plan to include waivers and amendments as provided in the CARES Act to expedite and facilitate the use of these funds.

Due to the COVID-19 Pandemic, Ames City Hall is closed to the public until July 1, 2020 therefore, the 2nd Substantial Amendment to 2019-20 Annual Action Plan and the revised 2019-23 Five-Year Consolidated Plan's Citizen Participation Plan is **ONLY** available for review on the City's web site at: [www.cityofames.org/housing](http://www.cityofames.org/housing)

All comments must be submitted to the following email: [cdbgcared2020@cityofames.org](mailto:cdbgcared2020@cityofames.org).  
**The public comment period will begin on May 30, 2020 and end on June 4, 2020.**

Additionally, NOTICE IS HEREBY GIVEN that the Ames City Council will **conduct a public hearing to receive comments on the 2nd Amendment to the 2019-20 Action Plan on June 9, 2020, at 6:00 p.m.** Due to the COVID-19 Pandemic all City Council meetings are conducted electronically through a Zoom platform. Persons wishing to comment on the 2nd Amendment to the 2019-20 Annual Action Plan may state their views as a video participant by going to: <https://zoom.us/j/826593023>, the zoom meeting ID is: 826 593 023, or by telephone by dialing: us:1-312-626-6799

If you are in need of **special accommodations for a disability or language translation**, please contact Vanessa Baker-Latimer, at the Department Planning & Housing Department at 515-239-5400 or the TDD at (515) 239-5133 or by email at [vanessa.bakerlatimer@cityofames.org](mailto:vanessa.bakerlatimer@cityofames.org) by **Friday, June 5, 2020.**

**For more information, please contact Vanessa Baker-Latimer, Housing Coordinator, at 239-5400 or at [vanessa.bakerlatimer@cityofames.org](mailto:vanessa.bakerlatimer@cityofames.org).**





# PRESS RELEASE

**Contact:** Susan Gwiasda, Public Relations Officer, [sgwiasda@cityofames.org](mailto:sgwiasda@cityofames.org), 515.239.5204  
Vanessa Baker-Latimer, Housing Coordinator, [vblatimer@cityofames.org](mailto:vblatimer@cityofames.org), 515.239.5400

## FOR IMMEDIATE RELEASE

*May 29, 2020*

### Public Input Sought for Amendment to CDBG Annual Action Plan to Receive CARES Funding

AMES, Iowa – The public is encouraged to provide input to the City of Ames’ request for a second Substantial Amendment to its CDBG 2019-2020 Annual Action Plan, in order to receive \$354,515 in Coronavirus Aid, Relief, and Economic Security (CARES) ACT funding (Public Law 116-136). The CARES Act funds are available for “eligible activities” meeting the national objective of the CDBG program and to be used to prevent, prepare for, and respond to the Coronavirus (COVID-19). The following two programs are being proposed:

1. Rent/Utility Relief Assistance Program
2. Mortgage/Utility Relief Assistance Program

These programs would be implemented on a community-wide basis for residents economically impacted by the COVID-19 pandemic. Additionally, as part of this amendment, the City has revised its 2019 Citizen Participation Plan to expedite the use of these funds. Because City Hall is closed to the public until July 1, the revised Annual Action Plan and Citizen Participation Plan are only available for review on the City’s website at [www.CityOfAmes.org/Housing](http://www.CityOfAmes.org/Housing). The public comment period begins Saturday, May 30, and conclude at 11:59 p.m. on Thursday, June 4. Public comments must be sent via email to Vanessa Baker-Latimer, Housing Coordinator at: [cdbgcared2020@cityofames.org](mailto:cdbgcared2020@cityofames.org)

To make public comments by phone, call the Housing Division’s Hotline number at 515.239.5380 between the hours of 8 a.m. and 4:30 p.m., Monday through Friday.

The Ames City Council will conduct a public hearing to receive comments on the second amendment to the 2019-20 Action Plan at its regularly scheduled meeting at 6 p.m. on Tuesday, June 9. Due to the pandemic, all City Council meeting are being conducting via videoconferencing. For more information on the City Council meeting, go to <https://www.cityofames.org/government/departments-divisions-a-h/city-clerk/city-council-meetings-agendas-and-minutes>

For special accommodations to participate in the Council meeting due to a disability or language translation, please contact Baker-Latimer at 515.239.5400 or the TDD at 515.239.5133 by Friday, June 5, 2020.

###





# NOTICE OF FUNDING AVAILABILITY

In response to the Coronavirus Pandemic (COVID-19) the U.S. Department of Housing and Urban Development (HUD) has **notified the City of Ames that it will receive a special allocation of Community Development Block Grant Program (CDBG) funds in the amount of \$354,515 to be used to prevent, prepare for, and respond to the Coronavirus (COVID-19).** This allocation was authorized by the Coronavirus Aid, Relief, and Economic Security Act (CARES Act), Public Law 116-136, which was signed by President Trump on March 27, 2020, to respond to the growing effects of this historic public health crisis.

**This City of Ames is seeking public input from citizens within the community, private for-profit enterprises, and not-for-profit organizations for feedback in determining the distribution of 2019-2020 CARES funding.** The CARES Act funds will be available for “eligible activities” meeting the national objective of the CDBG program and respond to the spread of infectious diseases such as the Coronavirus Disease 2019 (COVID-19).

**The Five (5) Day Public Comment period will begin on Thursday, April 23, 2020 and conclude on Monday, April 27, 2020.** Due to the National, State and Local Emergencies concerning the Coronavirus Disease (COVID-19) Outbreak and restrictions on personal interactions, public comments can be sent via email to Vanessa Baker-Latimer, Housing Coordinator at [cdbgcares2020@cityofames.org](mailto:cdbgcares2020@cityofames.org) or can be mailed to **City of Ames, Planning & Housing Department, Housing Coordinator, PO Box 811, Ames, IA 50010-0811.** If you would like to **make your public comments by phone, please call the Housing Hotline Number at 515.239.5380 between the hours of 8:00 a.m. and 4:30 p.m., Monday through Friday.**

If you are in need of **special accommodations for a disability or language translation**, please contact Vanessa Baker-Latimer, at the Department Planning & Housing Department at 515.239.5400 or the TDD at 515.239.5133 by **Friday, April 24, 2020.**

**All public comments will be taken into consideration prior to determining the use of these funds.**





# PRESS RELEASE

**Contact:** Susan Gwiasda, Public Relations Officer, [sgwiasda@cityofames.org](mailto:sgwiasda@cityofames.org), 515.239.5204  
Vanessa Baker-Latimer, Housing Coordinator, [vblatimer@cityofames.org](mailto:vblatimer@cityofames.org), 515.239.5400

## FOR IMMEDIATE RELEASE

*April 17, 2020*

### Public Input Sought for Amendment to CDBG Annual Action Plan to Receive CARES Funding

AMES, Iowa – The public is encouraged to provide input to the City of Ames’ request for a second Substantial Amendment to its CDBG 2019-2020 Annual Action Plan, in order to receive \$354,515 in Coronavirus Aid, Relief, and Economic Security (CARES) ACT funding (Public Law 116-136). This law was signed by President Trump on March 27, 2020, to respond to the growing effects of this historic public health crisis. The CARES Act funds will be available for “eligible activities” meeting the national objective of the CDBG program and to be used to prevent, prepare for, and respond to the Coronavirus (COVID-19).

The Five (5) Day Public Comment period will begin on Thursday, April 23, 2020, and conclude on Monday, April 27, 2020. Due to the national, state and local emergencies concerning the Coronavirus Disease (COVID-19) outbreak and restrictions on personal interactions, public comments can be sent via email to Vanessa Baker-Latimer, Housing Coordinator at: [cdbgcared2020@cityofames.org](mailto:cdbgcared2020@cityofames.org) or can be mailed to City of Ames, Planning & Housing Department, Housing Coordinator, PO Box 811, Ames, IA 50010-0811. To make public comments by phone, call the Housing Division’s Hotline number at 515.239.5380 between the hours of 8 a.m. and 4:30 p.m., Monday through Friday.

For special accommodations due to a disability or language translation, please contact Vanessa Baker-Latimer, Planning & Housing Department, at 515.239.5400 or the TDD at 515.239.5133 by Friday, April 24, 2020. **All public comments will be taken into consideration prior to determining the use of these funds.**

###



## **Additional Public Input Received**

### **Housing Hotline Number:**

Member of St. Cecilia Catholic Church:

1. Assist non-documented immigrants and refugees who do not have residence or citizenship status with housing and food (gift cards);
2. Assist homeowners with property taxes, due to reduced working hours.

### **Zoom Meeting with Area Financial Institutions:**

1. Homeowners are not able to make their monthly mortgage payments, and most Lenders are processing forbearance agreements (which only postpones (or reduce) the payment, but interest continues to accrue during this period). Some agreements range from 2-3 months. The homeowner can be subject to foreclosure proceedings after this time period.
2. When homeowners cannot make their mortgage payments this will impact their escrow balances for taxes and insurance, and they will have a shortfall.
3. Rental Property Owners are facing the same dilemma.
4. Homeowners will be behind on Home Equity Loans as well.

**From:** [Ken and Bev Kruempel](#)  
**To:** [cdbg cares act 2020](#)  
**Subject:** CARES Act  
**Date:** Friday, April 24, 2020 12:43:32 PM

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I support the use of the CARES Act funding for cities. I belong to both Ames Interfaith Refugee Alliance and Ames Sanctuary Interfaith Partners. We are working with and see a tremendous need for assistance for our refugee and immigrant friends during this crisis. I know that the CARES Act prohibits direct funding immigrants, I would hope that it could support other agencies that are trying to meet the many needs.

Thanks,  
Bev Kruempel  
2330 Hamilton Dr.

**From:** [Kathleen Trahanovsky](#)  
**To:** [cdbg cares act 2020](#)  
**Subject:** CARES Act funds for CDBG program  
**Date:** Saturday, April 25, 2020 9:58:13 PM

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Ms. Baker-Latimer,

I understand that Ames will receive funds from the CARES Act to be distributed as part of the CDBG program. I feel that it would be most appropriate to use a large amount of this funding to increase homeless prevention efforts on behalf of those who are already struggling to pay their basic living expenses and who have suffered greatly reduced income during this time. Immigrant and refugee families have been especially hard hit by the COVID-19 pandemic. Many have lost jobs or had hours cut, and have no safety net of savings or family support. If they are unable to pay rent or utilities for two or three months, they may well lose their homes. Although they cannot be evicted now, they will not have any way to deal with the bills that have accrued during the time when so many of their service jobs are shut down. We will need these workers to be available to go back to the jobs that serve all of us as businesses reopen.

Thank you for considering these comments.

Kathleen Trahanovsky

**From:** [David Hansen](#)  
**To:** [cdbg cares act 2020](#)  
**Subject:** CARES funding priority  
**Date:** Friday, April 24, 2020 3:17:33 PM

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To: Vanessa Baker-Latimer

Please give high priority to funding the Story County COVID-19 Emergency Immigrant Fund. The response they have received for assistance has been overwhelming in the need for rent and mobil home lot support. The immigrant population is highly concentrated in a paycheck to paycheck living situation. Their work and living conditions, and wages, are among the worst of any working group. They are among the first to lose employment because of the virus. Many must rely on local charity given exclusion from government support possibilities.

The Story County COVID-19 Emergency Immigrant Fund has an application form requiring a clear documentation of need. A nine member committee meets to carefully evaluate the need and eligibility of each application.

Numerous groups concerned with the impact of the virus on low-income persons have stepped forward to support this effort. Unfortunately, the magnitude of appeals and anticipated length of time needed for support has resulted in the urgent need for additional funds.

Sincerely,

David Hansen

--

David Hansen, Co-Chair  
Ames Sanctuary Interfaith Partners (ASIP)  
[dehansen334@gmail.com](mailto:dehansen334@gmail.com)  
515.451.9431

*"To remain indifferent to the challenges we face is indefensible. If the goal is noble, whether or not it is realized within our lifetime is largely irrelevant. What we must do therefore is to strive and persevere and never give up." Dalai Lama*

**From:** [The Rev. Eileen Gebbie](#)  
**To:** [cdbg cares act 2020](#)  
**Subject:** CARES funding  
**Date:** Sunday, April 26, 2020 6:22:09 AM

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Dear Ms. Baker-Latimer:

I am writing in regard to the city's request for additional CARES Act funding.

Since March 17, the day our church's campus closed, our congregation has distributed over \$8,000 to people in Ames in need of rental (apartment, mobile home lot), medical bill, and utility help. As of this morning, I see four more requests in my in box.

I am also serving on the county-wide Immigrant Emergency Fund, which last Thursday alone distributed \$4,000.

Any additional federal monies the city is able to acquire will certainly be put to good use in preventing homelessness (and all of the problems that come with it, such as depression, hunger, and an inability to find a new job).

Thank you for your good work,

Pr. Eileen Gebbie

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Eileen Gebbie, Senior Minister (*she/her/hers*)  
Ames United Church of Christ  
*relationships, community, generosity, worship*

24 Hour Prayer Line: 515.520.8506  
515.232.9323 | [web](#) | [facebook](#) | [instagram](#)

**From:** [marye925@gmail.com](mailto:marye925@gmail.com)  
**To:** [cdbg cares act 2020](#)  
**Subject:** CARES funds  
**Date:** Tuesday, April 28, 2020 12:23:21 PM

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I see the short comment period expired yesterday.

My suggestion would have been that the city work closely with ERP and ACCESS on the use of the funds. From my volunteer work, I know that the homeless shelter and ACCESS are usually **full**. Section 8 housing has a long waiting list. There are many desperate people in Ames (I've met many of them) and frankly, Ames needs people to staff all the restaurants, fast food places and hotels. These people do not receive sufficient wages to pay for the expensive apartments in Ames and they do not have good cars to drive here from Nevada or Boone. The need for emergency and affordable housing is great.

Mary

**From:** [Cari McPartland](#)  
**To:** [cdbg cares act 2020](#)  
**Subject:** CDBG Cares Funds  
**Date:** Wednesday, April 22, 2020 12:57:34 PM

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Hi Vanessa,

I think the following would be a helpful use of the CDBG Cares funds:

1. Pay the full amount due for rent for 1 month;
2. Pay back rent and/or utilities to help get current;
3. Directing some of the funds to clients with high utility/water bills through the city;
4. You could cap the amount per household at \$2,000/qualifying household in Ames using the Story County Housing Trust guidelines.

I can't think of anything else other than what was said on the phone. Thank you for reaching out.

Cari

**\*\*Please note my email change below\*\***

Cari McPartland, Service Center Administrator  
The Salvation Army  
703 East Lincoln Way  
P.O. Box 1681  
Ames, IA 50010  
515-233-3567  
Fax: 515-233-3713  
[Cari.McPartland@usc.salvationarmy.org](mailto:Cari.McPartland@usc.salvationarmy.org)

**"The ultimate measure of a man is not where he stands in moments of comfort and convenience, but where he stands at times of challenge and controversy." Dr. Martin Luther King Jr.**

## **Community Development Block Grant Program (CDBG) funds**

**Habitat for Humanity of Central Iowa would like to submit our input on the allocation of the CDBG COVID-19 funds. Here are a few of our ideas.**

### **1. Mortgage Assistance**

- a. Provide mortgage assistance to low income Habitat families that have lost their jobs and might not be able to recover from the pandemic on their own.
  - i. This is the case for many of our Habitat families. Many have lost their jobs or have reduced work hours and they are unable to pay their mortgages.
- b. Along with the assistance to our Habitat homeowners this would also greatly benefit Habitat of Central Iowa. Our Habitat homeowner mortgages are a valuable and needed income for our affiliate. Without our mortgage income, with our store closed, and our donations down due to the pandemic our ability to keep our business going is very limited. Assistance to our families would prevent eventual foreclosure and would certainly help keep our affiliate going for years to come. This benefit would help the Ames community in many ways as well.

### **2. Remodeling Assistance**

- a. Work as a partner with Habitat for Humanity of Central Iowa to:
  - i. Provide needed health remodeling assistance to homeowners in need of repair in Ames neighborhoods that otherwise might not recover from the pandemic. As partners, Habitat and the City of Ames would assist Ames families in making needed repairs due to limited resources.
  - ii. The repairs might include safety repairs (items needed because of special health care needs-ramp/ widened door openings /walk-in shower/etc.) or possibly needed maintenance repairs to keep the family safe and secure. (windows/doors/roof/siding/furnace/etc.).
  - iii. Many families with special health care needs may safe shelter insecure. Because of loss of jobs, families may not be able to make needed medical repair needs.

### **3. Acquire Property for Low Income Housing**

- a. Work as a partner with Habitat for Humanity of Central Iowa to:
  - i. Acquire property in need of repair, abandoned, or foreclosed homes (If possible, the city would acquire the property using CDBG funds)
  - ii. Sell property to HFHCI at a reduced cost to rehabilitate for qualified low-income families (approved by both the city and Habitat). These families may have needs because of COVID-19 and the loss of their home.
  - iii. Families for this program may qualify because of COVID-19 and changes in their income or health issues.
  - iv. This partnership would not only help low-income families in need of affordable housing, it would also improve neighborhoods by improving conditions that may pose a serious health and welfare threat to the community as a whole.

Respectfully Submitted By:

*Sandi Risdal*

Sandi Risdal  
Executive Director  
Habitat for Humanity of Central Iowa

**From:** [Kelli Excell](#)  
**To:** [cdbg cares act 2020](#)  
**Subject:** CDBG Funds  
**Date:** Tuesday, April 21, 2020 11:09:50 AM  
**Attachments:** [image001.png](#)

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Our property management division is working with a number of renters who with decreased income due to loss or decrease in pay because their employment experienced COVID-19 shutdowns. I'm sure other management companies are doing the same. The rent relief the government mandated is merely a deferment of unpaid rent for a period (currently set to expire in 4 months). After the forbearance period the full deferred rent becomes due and payable. For most of our affected renters this will be a unsurmountable financial obligation that they will spend months if not years trying to make up. We are working with them to arrange payment plans but on their often very limited income and in their very uncertain circumstances, many will struggle for a very long time to pay back the deferred balances. A lot of them will be left deciding if bankruptcy, eviction or walking away and having a money judgment against them will in their best interest. Of course this impacts the entire community once the unintended consequences are factored in. But for the renter specifically, all their options are negative for their credit and personal records and could potentially affect them for 7 or more years. Again, unsurmountable and certainly overwhelming decisions for people who are an essential part of our local workforce and find themselves in a pickle not of their making.

It would be a great thing if individuals in need of support for payment of deferred rent (COVID-19 related only) could apply for a grant for some of those CDBG funds.

Kelli

**Kelli Excell**, CRS, GRI, ABR, Certified Instructor

Cell: 515-451-6876 / Office: 515-232-5240 x 204

Broker/Manager (Licensed in Iowa)

Sagacim, Inc. dba **Triplett Property Management**

323 5th Street / PO Box 407 / Ames, Iowa 50010

**From:** Robin Formaker <[rformaker@mchsi.com](mailto:rformaker@mchsi.com)>  
**Sent:** Thursday, April 23, 2020 9:57 AM  
**To:** cdbg cares act 2020 <[cdbgcares2020@cityofames.org](mailto:cdbgcares2020@cityofames.org)>  
**Subject:** Ames CARES Money

Greetings:

So, Ames gets \$354,515 “to be used to prevent, prepare for and respond to the Coronavirus (COVID-19).” You think such a sum will allow Ames to “prevent” the virus? Is the city going to formulate a vaccine? And as for preparing, the virus is already here, so isn’t that a day late and a dollar short? And what about a “response”? What more would you like to do? We have already sacrificed the nation’s economy for this, and we have pushed other ailments and diseases off to the side to focus almost exclusively on COVID-19.

And what about our civil liberties? How long does the Constitution’s freedom of religion and freedom of assembly provisions get to be trampled upon, especially in relation to individuals who are perfectly healthy? We don’t find an expiration clause in our copy of the Bill of Rights.

The CARES money is part of a \$2.2 trillion dollar package mislabeled as economic stimulus. It is more appropriately characterized as a relief measure. It was part and parcel of the misguided, bipartisan decision to close down the economy of this country, rather than sensibly targeting public health measures in relation to high-risk individuals and areas, like the New York City region, that experienced the worst outbreaks. We have as a result of this maneuver, thus far, thrown 26 million Americans out of work and that figure is growing.

This nation’s economy has been seriously jeopardized. Hence, the need for “relief” to address the government’s self-inflicted economic wound. Plus, this was done on the basis of public health models which have been shown to be seriously flawed, together with advice from public health professionals who as late as the last week of February took the position the virus was something which need not seriously concern the American people.

Indeed, the same political hacks who encouraged mass gatherings for things like the Mardi Gras (Fat Tuesday festivities February 25), or Lunar New Year celebrations in the Chinatown regions of San Francisco (February 8) and New York City (February 9), now threaten citizens with arrests if they violate the “house arrest” edicts variously labelled in some jurisdictions as “stay-in-place” or “stay-at-home” orders.

We note Ames now has signs greeting arrivals on the north and south ends of town with messages indicating social distancing makes the virus grow weaker. Really? Where is the scientific evidence for that assertion? So-called social distancing was ordered not because it cured the virus or made it “weaker”; instead, its proclaimed intent was to “slow the spread” so the virus did not reach a peak which caused hospitals to be overrun. It does not “cure” or

“weaken”; rather, it shifts the timing of its exposure. If we all stayed in our homes for the next year, could we “cure” the common cold?

The virus is certainly a serious concern as is any number of other health issues. But somehow this generation of Americans has taken an approach to public health which has never been waged before, i.e., closing down the entire nation to combat a virus. The closure may or may not have slowed the spread, but it has not cured the disease. It will remain, and somehow we lost sight of the link between our economic health and our physical health. Plunge a nation into poverty and see what that does for life expectancy. That unprecedented damage has been caused to the economy of this country is beyond debate.

The illogical nature of what this nation did is illustrated easily on the local level as well. The government’s edict to shut down, together with the ordered cessation of so-called “non-essential” medical procedures, has resulted in the laying off of health care workers. Locally, Unity Point and McFarland Clinic have furloughed employees because of loss of revenue. Therefore, the government which said we had to shut things down and stay at home to preserve our health care capacity has created a scenario where we lay off health care workers. If there’s logic to that, pardon us, we don’t see it.

Therefore, in light of the above, we think the CARES Act money should be regarded as ill-gotten gains. Here is our recommendation regarding what Ames should do with it: *Send it back!!!*

Besides, let’s be real about Ames. This is a government town. The government pays well, with benefits many Americans will never see. All the more reason for this town to send the money back. Let it be circulated in a community with far more of an outbreak than what has been experienced in Story County. Give it back, and let’s get this nation’s economy opened back up sooner, rather than later.

Thank you.

Robin and Shirleen Formaker  
2612 White Oak Drive  
Ames, IA 50014

**From:** [Kevin Lounsberry](#)  
**To:** [cdbg cares act 2020](#)  
**Subject:** Funds and allocation  
**Date:** Tuesday, April 21, 2020 10:02:00 AM  
**Attachments:** [Outlook-oasyufeo.png](#)

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As you consider all public options, I'd like to suggest that we avoid helping the individual. The citizens of Ames, while impacted, wouldn't see this money being used in its best capacity if it is for individuals. Many will suggest rent relief. Shoot, I'm a property manager and rent relief would be great but fractionally speaking that's 50 households if the rent is just a little over \$700. No thank you.

For the first half, I think relief for small businesses that opened within the last calendar year. Limit to 15 businesses that haven't built a client base or reserve to withstand the shutdown or that had used their entire marketing budget on sustaining through the crisis.

The second half should be used on the arts. Keeping local theater, music, venues in our community will help move on from this nightmare once we are able. An investment into our arts keeps money in the community.

## Kevin Lounsberry

Community Manager, [The Social West Ames](#)

O 515.446.4255 | [klounsberry@trinity-pm.com](mailto:klounsberry@trinity-pm.com)



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**From:** Nancy Carroll <[ncarroll@hsservicesia.com](mailto:ncarroll@hsservicesia.com)>  
**Sent:** Friday, April 24, 2020 4:04 PM  
**To:** Vanessa Baker-Latimer <[vanessa.blatimer@cityofames.org](mailto:vanessa.blatimer@cityofames.org)>  
**Subject:** RE: Feedback Requested

Thanks for letting us know about the \$354,515 in Federal COVID funding the City will receive and for seeking input for how it can be invested into the community.

I talked to staff, they said people need access to **healthy food** and **essential household items** during this crisis and that they will continue to well **into the fall**. So, here are two ideas they had.

- 1) The City would purchase huge quantities of healthy food items, cleaning supplies, diapers, toilet paper, etc. (let's say \$30,000/month and continue it for 6 months) to ensure local food pantries, Food at First, ERP, Primary Health Care, etc. continue **over time** to be well stocked. We would hope that Fareway, HyVee, Wheatsfield, Walmart, etc. would participate with discounted prices. We're just guessing at the dollar amount, staff knew the folks at the non-profits listed above could be specific as to their actual needs over time.
- 2) They also had a creative idea...the City could purchase large quantities of fruits and vegetables directly from Farmer's Market vendors (let's say \$10,000/month between May and October). The vendors would then take their food directly to the non-profits listed above. This would serve several purposes: people wouldn't have to actually go to the Farmer's Market and be worried about social distancing, these non-profit agencies already have a great process in place to distribute the food to people in need, vendors wouldn't have to throw away unpurchased food and it would support them financially too. Again, we're thinking a lot of people will be afraid to go the Farmer's Market this season.

We're concerned that if these funds go towards rental or utility payments, etc. people that don't really need the funds will figure out how to get them ahead of those truly in need.

Thanks for reaching out. And I look forward to seeing what the City ultimately decides to do with these dollars. I know whatever you decide will be awesome!

Thanks too V for all the hard work you'll be putting into this effort. I know it's never easy.

NJC 😊

Nancy Carroll  
Executive Director  
[ncarroll@hsservicesia.com](mailto:ncarroll@hsservicesia.com)  
515-231-4354



**From:** [Cindy Jorgensen](#)  
**To:** [cdbg cares act 2020](#)  
**Subject:** Input on the use of the COVID-19 grant  
**Date:** Tuesday, April 21, 2020 11:14:47 AM  
**Attachments:** [image001.png](#)

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We have some residents laid off but don't qualify for unemployment because they had not worked long enough with the employer. Could the Grant go towards a onetime assistance program for residents in this type of situation? They are at a loss of where to turn to.

Cindy Jorgensen | Professional Property Management, Inc.  
Sr. Vice President

Ames 515-232-5718 x 11 <http://www.ppm-inc.com>  
West Des Moines 515-226-0000 x118 <http://www.sunprairie.com>



**From:** [jeanames115@aol.com](mailto:jeanames115@aol.com)  
**To:** [cdbg cares act 2020](#)  
**Date:** Friday, April 24, 2020 1:52:34 PM

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Please use the funds we receive from cdbgcares 2020 to be used for the needy immigrants. Jean and Dean Prestemon

**From:** [Mike Frisk](#)  
**To:** [cdbg cares act 2020](#)  
**Subject:** OPTIONS for CDBG FUNDS for COVID-19  
**Date:** Tuesday, April 21, 2020 10:54:14 AM

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Vanessa or to whom it may concern,

I would suggest the city work with local agencies that are already in place such and give extra money to ERP and Good Neighbor. They already have a procedure and they could give out more funds and impact more people.

Maybe some it could go for UTLITIES to tenants or homeowners who are needing help making the payments as well.

Those 2 options will help those who are struggling the most.

Sincerely,

--

Mike Frisk  
Broker/Owner  
[mike@fpmofames.com](mailto:mike@fpmofames.com)  
Office: 515-292-5020  
Cell: 515-231-7150  
B#38441000

**From:** [Elizabeth Calhoun](#)  
**To:** [cdbg cares act 2020](#)  
**Subject:** Public Comment  
**Date:** Thursday, April 23, 2020 9:31:52 AM

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Hi Vanessa,

I would like to see the grant money used to support local small businesses who were forced to close during this period. Helping them to then support their employees and the overall Ames economy. Losing 2 months worth of business is devastating to businesses and we are in the early stage of figuring out the new normal. There may be more shutdowns to come, unfortunately.

Thank you,  
Liz Calhoun  
513 River Oak Drive  
Ames

**From:** [norskeboy@aol.com](mailto:norskeboy@aol.com)  
**To:** [cdbg cares act 2020](#)  
**Subject:** Recommendation to Spend some of the \$350,000  
**Date:** Sunday, April 26, 2020 11:59:19 AM

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Thank you for the privilege of commenting.

I recommend giving some of the \$350,000 to the COVID-19 Emergency Fund for Immigrants. St. Cecilia Catholic church is receiving donations.

Russ Melby, Ames

**From:** [Suzanne Zilber](#)  
**To:** [cdbg cares act 2020](#)  
**Subject:** spend the money on the homeless population housing  
**Date:** Tuesday, April 21, 2020 8:59:25 AM

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HI – give the money to the Emergency Residence Project

Suzanne

Suzanne Zilber  
801 Crystal St  
Ames, IA 50010 515-232-9379

**From:** Lana Stoelting <[l\\_stoelting@hotmail.com](mailto:l_stoelting@hotmail.com)>

**Sent:** Sunday, April 26, 2020 1:37 PM

**To:** cdbg cares act 2020 <[cdbgcares2020@cityofames.org](mailto:cdbgcares2020@cityofames.org)>; cdbg cares act 2020 <[cdbgcares2020@cityofames.org](mailto:cdbgcares2020@cityofames.org)>

**Subject:** CDBF funds

I would like to see the funds spent on the following:

- (1) Donate to food pantries like at Bethesda Lutheran Church or meals on wheels (or purchase food to fill the pantries or supply food for Meals on Wheels)
- (2) Donate funds to Pet Food Pantry to help those who lost their jobs take care of their pets (or purchase food & cat litter)
- (3) Help pay some City of Ames utilities for those who have lost their jobs
- (4) Contact the local nursing homes & see if they need PPEs
- (5) Help the homeless - do they have adequate shelter to meet social distancing (e.g. tents?), hygiene stations, etc.

Thank you,

Lana Stoelting

814 20th St

Ames

Ph 515-520-2687

**From:** [Anneke Mundel](#)  
**To:** [cdbg cares act 2020](#)  
**Cc:** [Jean Kresse](#)  
**Subject:** United Way's input  
**Date:** Wednesday, April 22, 2020 11:34:45 AM

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Hello Vanessa:

As per your request, here are our recommendations for CDBG funding based on what we are hearing from our partners and the community:

- 1) assistance with rent (past-due and currently due)
- 2) assistance with utilities
- 3) assistance with internet/phone WHEN THERE IS PROOF OF A SCHOOL-AGE CHILD IN THE HOUSEHOLD [AND/OR A PARENT REQUIRED TO DO ONLINE WORK] This would get at our worries about increasing gaps in education.

Thanks for everything you are doing. Please let us know if you have additional questions.

Anneke

Anneke Mundel  
Community Impact Director  
United Way of Story County  
315 Clark Avenue  
Ames, IA 50010  
(515) 268-5142  
[amundel@uwstory.org](mailto:amundel@uwstory.org)  
[www.uwstory.org](http://www.uwstory.org)

Pronouns: she / her / hers  
[Why pronouns matter?](#)



United Way leads the fight for the health, education, and financial stability of every person in Story County.

If you can financially support our community during this time, [please click here](#) to donate to our

**Exhibit 7**  
**City Council Public Hearing Minutes**

## MINUTES OF THE REGULAR MEETING OF THE AMES CITY COUNCIL

AMES, IOWA

JUNE 9, 2020

**HEARING ON SECOND SUBSTANTIAL AMENDMENT TO CDBG 2019/20 ANNUAL ACTION PLAN:** Housing Coordinator Vanessa Baker-Latimer stated that in April, the City received an allocation of CDBG COVID-19 funding. The U.S. Department of Housing and Urban Development (HUD) had set some minor guidelines for the program. They have not published any final guidelines, but have encouraged entitlement communities to move forward. Staff requested public feedback regarding how the funds should be utilized. The comments were brought to the Council on May 15, 2020, and staff was directed to begin writing a draft COVID-19 Program for a Renter's Relief Assistance Program (Rent, Utilities) and a Homeowner's Relief Assistance Program (Mortgage, Utilities). One of the requirements of the Plan is to update the current Plan and address the Duplication of Benefits (DOB) Policy. Ms. Baker-Latimer commented that she had written the DOB by looking at previous HUD guidelines, and a ten-page example of a DOB that she had received from a state agency. She is not sure if what she wrote is going to meet the requirements that HUD is going to publish about Duplication of Benefits. The purpose of the DOB is to have the CDBG funds to be used as a last resort. They could not replace any funding that has been given to an organization or the state utilizing the same activity. The guidelines were written to cover what the Duplication of Benefits will mean and giving some examples of what DOB would look like. Ms. Baker-Latimer commented that what the Council is seeing for the Duplication of Benefits might change depending on what HUD publishes as the final guidelines.

Ms. Baker-Latimer explained that another item that she was required to do was to come up with minimal guidelines for the Rent/Utility Relief Assistance Program. She commented that she did use some of the previous guidelines that had been established for the previous Renter's Affordability program. She advised that she had set up the following:

### Who is Eligible?

- Households experiencing loss of income directly related to COVID-19
- Households in good standing as of March 31, 2020
- Households which requested rental assistance from the landlord
- Households residing in assisted affordable housing projects and Tax Credit units
- Households with incomes at or below 80% of the Ames Area Median Income (AMI) [lower incomes prioritized if needed]
- Households which received utility disconnect notices

### Who is Not Eligible?

- Households with a Section 8 Housing Choice Voucher
- Households residing in a Project Based Voucher project
- Households residing in Public Housing
- Households receiving other government-based rental assistance
- Households receiving assistance through other community services/charitable programs and/or organizations

Ms. Baker-Latimer mentioned that they would accept applications on a first-come first-served basis, which is based on the date and time the application was received. A caveat was added that preference would be given to applications submitted from property owners on behalf of their tenants that were impacted by COVID-19. During this entire time, she has encouraged tenants and landlords to communicate with each other to work out a payment agreement. She had explained this to landlords to help communicate that, now that the eviction moratorium is lifted, the programs are available to help them. Ms. Baker-Latimer mentioned that the applicant must have a Lease Agreement in their name and must be in good standing. She mentioned that, with these funds, they will not be able to help anyone who had rent past due before March 27, 2020.

#### Maximum Amount of Assistance Provided

- Up to 3 months of assistance per household for rent and utilities not to exceed \$3,000
- Payments will be made directly to property owners/managers and to utility companies on behalf of the household

Ms. Baker-Latimer stated that coordination would be done with Story County Legal Aid, Nonprofit affordable housing owners, Area Utility Providers, Property Owners/Managers, Human Service Agencies, Charitable Organizations, and ASSET (Analysis of Social Services Evaluation Team). She noted that applicant(s) must be a United States citizen or a non-citizen who has Eligible Immigration Status as a Permanent Resident. Any applicant(s) (regardless of court decision) that have a drug-related criminal activity or a violent criminal activity within at least 36 months before the date of the City of Ames Housing Division provides service to the family of its determination to deny assistance.

Council Member Gartin asked if it was possible for someone to participate in the program and then be disqualified from participating in another program down the road. He explained that he did not want to jeopardize someone from getting help somewhere else. Ms. Baker-Latimer explained that is the part staff is not sure of as they will have to see what HUD determines is a Duplication of Benefit. Mr. Gartin stated the record-keeping for these requests would be mind boggling and appreciated everything that Ms. Baker-Latimer has done.

Council Member Betcher wanted to know if there is a mechanism that would let the City know if the applicant(s) have applied for help somewhere else. Ms. Baker-Latimer stated staff is looking at coordinating with agencies that may be helping people with obtaining assistance. She noted that on the application there will be a standard question "Have you received assistance for rent or utilities from any other source," and hopefully the applicant will identify the source for staff to look into.

Council Member Betcher commented that Ms. Baker-Latimer has done a great job in trying to determine what HUD may set as the Duplication of Benefits. Ms. Betcher asked how is it defined when they say the impact is directly related to COVID-19. Ms. Baker-Latimer stated that most of the entitlements that she has been working with have stated that if someone had lost their job because the company they worked for had to close down due to the State order, that would be a direct impact of COVID-19. She mentioned that staff is concentrating specifically on rent and homeowners because the human service agencies that do programs for the homeless have a lot more money than what the City has gotten for CDBG.

Ms. Baker-Latimer stated that she wrote a similar guideline for the Mortgage/Utility Relief Assistance Program.

#### Who is Eligible?

- Households experience loss of income directly related to COVID-19
- Households in good standing as of March 31, 2020
- Households which requested a forbearance or subject to contract forfeiture
- Households with incomes at or below 80% of the Ames Area Median Income (AMI)
- Households which received utility disconnect notices

#### Who is Not Eligible?

- Households receiving other government-based mortgage assistance loans (e.g. Fannie Mae, Freddie Mac, FHA, VA, etc.)

Ms. Baker-Latimer commented that one thing she is concerned about is for those homeowners who received a forbearance. This would mean that the payments were just delayed and they would owe the back payments.

She noted that the Citizen Participation Plan needed to be updated. This Plan outlines how staff does public hearings; all she did was add the caveat that they went from a 30-day comment period to a five-day comment period and the public hearings could be held virtually.

Mayor Haila questioned if there was something that Ms. Baker-Latimer drafted that wasn't approved would it come back to the Council. Ms. Baker-Latimer commented that she is not sure how that would work at this time, and she is hoping for some direction from HUD. She noted that usually when they submit something to HUD and changes are made, they do not require another public hearing.

Mayor Haila declared the public hearing open for the Second Substantial Amendment to the CDBG 2019/20 Annual Action Plan.

Terry Potter, 608 Douglas Avenue, Ames, explained that his comments were related to the document that was published on the City of Ames website on May 29, 2020, having to do with the Community Development Block Grant funding. He noted that the City of Ames will receive a special allocation of CDBG funds in the amount of \$354,515 to be used to prevent, prepare for, and respond to COVID-19. The document that was originally published goes on to recommend that the money be split evenly between those needing Rental Assistance and Homeowners needing assistance with Mortgage payments which, at a payout of \$3,000 over a three month period, would allow assistance to approximately 59 rental and 59 homeowner units at the 50/50 split. Mr. Potter mentioned he is speaking on behalf of A Mid-Iowa Organizing Strategy (AMOS) of Ames and the AMOS group of Central Iowa. For the record, AMOS is directionally supportive of the usage; however, on the same day, the Governor of Iowa announced what would appear to be a similar program to be funded as part of the \$1.25 billion CARES block grant to the State of Iowa. Ms. Debbie Durham of IFA is planning for 20,000 applications statewide per the press conference statements. One difference would appear to be that if a person were receiving the \$600/week

CARES-related unemployment payments, they would be ineligible for financial assistance from the State program. Mr. Potter stated that AMOS asked that the Housing Department of Ames consider the following program modifications:

1. The final split of the money to renters and homeowners be carefully considered in comparison to the acute chances for the members of either of those groups to lose their residence due to eviction or foreclosure. In other words, the money should be prioritized where it will prevent the most immediate harm and benefit the greatest number of vulnerable individuals and families against the possibility of homelessness.
2. Any rules that are developed for these monies on a City basis should be carefully compared to the new State program to differentiate and expand, as allowable, the eligibility criteria. For example, that the CARES unemployment income supplement not be considered as a factor, meaning that those who are ineligible for the State program may still be considered for the City program.
3. The Housing Department should consider setting aside a portion of the money, if allowable, for funding homeless relief and accommodations as may be necessary due to continued disruption of temporary housing options related to the COVID-19 pandemic. For example, this could allow additional time in temporary housing if necessary, because of the unavailability of Emergency Residence Project (ERP) communal housing or other funding as may be needed.

Ms. Baker-Latimer stated that, regarding the Governor's program, her guidelines are much more flexible because her CARES funding is not through the CDBG program. As far as what they consider as income has to be determined by HUD under the guidelines. She has heard a lot of scenarios; staff should not count stimulus money; whether to include unemployment monies as additional income and if that would include the additional \$600. She noted that she cannot say at this time what the guidelines would be, but unemployment money has typically been a source of income for people who apply for any of the CDBG programs. Regarding homelessness, they are trying to look at areas that do not have readily available money for funding. This is the first round of CDBG funding, and another round will be coming that will be distributed through the State of Iowa Department of Economic Development to both entitled and unentitled communities. Before they release on how much the City may qualify, they are waiting on the HUD guidelines. She understands some of the concerns of AMOS, but can't say if they will have any flexibility at that time.

Mayor Haila asked about the 50/50 split between Renters and Homeowners and if there was a need for more funds on the Homeowners side versus the Renters, could an amendment be done at a later time to move the funds to different programs. Ms. Baker-Latimer stated that they would be able to shift funds from one program to another to help.

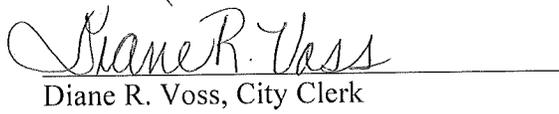
Council Member Gartin stated that the discussion of choosing what type of people are going to receive assistance is a very complicated one and they will need help with the possible implications. He is not sure how to choose between an eviction versus a foreclosure.

Moved by Gartin, seconded by Betcher, to adopt RESOLUTION NO. 20-324 approving the Second Substantial Amendment to the CDBG 2019/20 Annual Action Plan.

Roll Call Vote: 5-0. Resolution declared adopted unanimously, signed by the Mayor, and hereby made a portion of these Minutes.

  
\_\_\_\_\_  
Amy L. Colwell, Deputy City Clerk

  
\_\_\_\_\_  
John A. Haila, Mayor

  
\_\_\_\_\_  
Diane R. Voss, City Clerk

**Exhibit 8**  
**City Council Resolution**

**RESOLUTION NO. 20-324**

**RESOLUTION APPROVING THE SECOND SUBSTANTIAL  
AMENDMENT TO THE CDBG 2019/20 ANNUAL ACTION PLAN  
FOR THE CITY OF AMES, IOWA**

WHEREAS, on April 2, 2020, in response to the Coronavirus pandemic (COVID-19), the U.S. Department of Housing and Urban Development (HUD) notified the City of Ames that it will receive a special allocation of Community Development Block Grant (CDBG-CV) funds in the amount of \$354,515 to be used to prevent, prepare for, and respond to the COVID-10 pandemic; and,

WHEREAS, the allocation was authorized by the Coronavirus Aid, Relief, and Economic Security Act (CARES Act); and,

WHEREAS, the CARES Act funds will be available for “eligible activities” meeting the national objective of the CDBG-CV program and respond to the spread of infectious disease such as COVID-19; and,

WHEREAS, HUD guidance dated April 9, 2020, stated that “grantees are advised to amend or prepare their Action Plans as soon as possible and not to wait for the pending Federal Register notice, which may provide additional waivers and alternative requirements, etc.,” and,

WHEREAS, the guidance also urged entitlement communities to amend their current approved Action Plans rather than submitting their upcoming program year plans then having to wait for HUD approval (which may be delayed due to the development of the CARES Act); and,

WHEREAS, for the City of Ames, this would be the Second Substantial Amendment to the 2019-20 Annual Action Plan that was approved in March 2020; and,

WHEREAS, there is one major caveat to the CDBG-CV funds that is different from typical CDBG funding that will develop parameters for the proposed programs, and entitlement communities must establish a Duplication of Benefits (DOB) policy; and,

WHEREAS, the regulations state that the grantee must prevent DOB when implementing activities utilizing the CARES Act funding; and,

WHEREAS, grantees must limit their assistance to unmet needs for eligible activities to prevent a DOB; and,

WHEREAS, failure to develop and maintain policies and procedures to adequately address duplication of benefits could lead to a violation of the requirement for grants under Public Law 113-2 that the grantee has “established adequate procedures to prevent any duplication of benefits” or otherwise lead to a violation of Section 312 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act; and,



<b>Application for Federal Assistance SF-424</b>		
<p><b>* 1. Type of Submission:</b></p> <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application	<p><b>* 2. Type of Application:</b></p> <input type="checkbox"/> New <input type="checkbox"/> Continuation <input checked="" type="checkbox"/> Revision	<p><b>* If Revision, select appropriate letter(s):</b></p> <div style="border: 1px solid black; padding: 2px; text-align: center;">A: Increase Award</div> <p><b>* Other (Specify):</b></p> <div style="border: 1px solid black; height: 20px;"></div>
<p><b>* 3. Date Received:</b></p> <div style="border: 1px solid black; padding: 2px;">06/15/2020</div>	<p><b>4. Applicant Identifier:</b></p> <div style="border: 1px solid black; height: 20px;"></div>	
<p><b>5a. Federal Entity Identifier:</b></p> <div style="border: 1px solid black; height: 20px;"></div>	<p><b>5b. Federal Award Identifier:</b></p> <div style="border: 1px solid black; padding: 2px;">B-19-MC-19-0010</div>	
<b>State Use Only:</b>		
<p><b>6. Date Received by State:</b></p> <div style="border: 1px solid black; width: 80px; height: 20px;"></div>	<p><b>7. State Application Identifier:</b></p> <div style="border: 1px solid black; width: 150px; height: 20px;"></div>	
<b>8. APPLICANT INFORMATION:</b>		
<p><b>* a. Legal Name:</b> <span style="border: 1px solid black; padding: 2px;">City of Ames, IA</span></p>		
<p><b>* b. Employer/Taxpayer Identification Number (EIN/TIN):</b></p> <div style="border: 1px solid black; padding: 2px;">42-6004812</div>	<p><b>* c. Organizational DUNS:</b></p> <div style="border: 1px solid black; padding: 2px;">0613209170000</div>	
<b>d. Address:</b>		
<p><b>* Street1:</b> <span style="border: 1px solid black; padding: 2px;">515 Clark Avenue</span></p>	<p><b>Street2:</b> <span style="border: 1px solid black; padding: 2px;">PO Box 811</span></p>	
<p><b>* City:</b> <span style="border: 1px solid black; padding: 2px;">Ames</span></p>	<p><b>County/Parish:</b> <span style="border: 1px solid black; height: 20px;"></span></p>	
<p><b>* State:</b> <span style="border: 1px solid black; padding: 2px;">IA: Iowa</span></p>	<p><b>Province:</b> <span style="border: 1px solid black; height: 20px;"></span></p>	
<p><b>* Country:</b> <span style="border: 1px solid black; padding: 2px;">USA: UNITED STATES</span></p>		
<p><b>* Zip / Postal Code:</b> <span style="border: 1px solid black; padding: 2px;">50010-0811</span></p>		
<b>e. Organizational Unit:</b>		
<p><b>Department Name:</b></p> <div style="border: 1px solid black; padding: 2px;">Planning &amp; Housing</div>		<p><b>Division Name:</b></p> <div style="border: 1px solid black; padding: 2px;">Housing</div>
<b>f. Name and contact information of person to be contacted on matters involving this application:</b>		
<p><b>Prefix:</b> <span style="border: 1px solid black; width: 80px; height: 20px;"></span></p>	<p><b>* First Name:</b> <span style="border: 1px solid black; padding: 2px;">Vanessa</span></p>	
<p><b>Middle Name:</b> <span style="border: 1px solid black; width: 150px; height: 20px;"></span></p>		
<p><b>* Last Name:</b> <span style="border: 1px solid black; padding: 2px;">Baker-Iatimer</span></p>		
<p><b>Suffix:</b> <span style="border: 1px solid black; width: 80px; height: 20px;"></span></p>		
<p><b>Title:</b> <span style="border: 1px solid black; padding: 2px;">Housing Coordinator</span></p>		
<p><b>Organizational Affiliation:</b></p> <div style="border: 1px solid black; padding: 2px;">City of Ames</div>		
<p><b>* Telephone Number:</b> <span style="border: 1px solid black; padding: 2px;">515-239-5400</span></p>		<p><b>Fax Number:</b> <span style="border: 1px solid black; padding: 2px;">515-239-5966</span></p>
<p><b>* Email:</b> <span style="border: 1px solid black; padding: 2px;">vanessa.bakerlatimer@cityofames.org</span></p>		

**Application for Federal Assistance SF-424**

**\* 9. Type of Applicant 1: Select Applicant Type:**

C: City or Township Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

\* Other (specify):

**\* 10. Name of Federal Agency:**

Deapartment of Housing & Urban Development

**11. Catalog of Federal Domestic Assistance Number:**

CFDA Title:

**\* 12. Funding Opportunity Number:**

14.218

\* Title:

Entitlement Grant-Community Development Block Grant (CDBG)

**13. Competition Identification Number:**

Title:

**14. Areas Affected by Project (Cities, Counties, States, etc.):**

Add Attachment

Delete Attachment

View Attachment

**\* 15. Descriptive Title of Applicant's Project:**

Public Service, Housing and Public Infrastructure Improvements

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

## ASSURANCES - CONSTRUCTION PROGRAMS

OMB Number: 4040-0009  
Expiration Date: 02/28/2022

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0042), Washington, DC 20503.

**PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.**

**NOTE:** Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the Awarding Agency. Further, certain Federal assistance awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, the right to examine all records, books, papers, or documents related to the assistance; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will not dispose of, modify the use of, or change the terms of the real property title or other interest in the site and facilities without permission and instructions from the awarding agency. Will record the Federal awarding agency directives and will include a covenant in the title of real property acquired in whole or in part with Federal assistance funds to assure non-discrimination during the useful life of the project.
4. Will comply with the requirements of the assistance awarding agency with regard to the drafting, review and approval of construction plans and specifications.
5. Will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work conforms with the approved plans and specifications and will furnish progressive reports and such other information as may be required by the assistance awarding agency or State.
6. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
7. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
8. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards of merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
9. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
10. Will comply with all Federal statutes relating to non-discrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681 1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.

**Application for Federal Assistance SF-424**

**16. Congressional Districts Of:**

\* a. Applicant

\* b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

**17. Proposed Project:**

\* a. Start Date:

\* b. End Date:

**18. Estimated Funding (\$):**

* a. Federal	<input type="text" value="1,398,542.00"/>
* b. Applicant	<input type="text" value="250,000.00"/>
* c. State	<input type="text" value="0.00"/>
* d. Local	<input type="text" value="0.00"/>
* e. Other	<input type="text" value="0.00"/>
* f. Program Income	<input type="text" value="357,842.00"/>
* g. TOTAL	<input type="text" value="2,006,384.00"/>

**\* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

- a. This application was made available to the State under the Executive Order 12372 Process for review on
- b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- c. Program is not covered by E.O. 12372.

**\* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**

- Yes
- No

If "Yes", provide explanation and attach

**21. \*By signing this application, I certify (1) to the statements contained in the list of certifications\*\* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances\*\* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)**

\*\* I AGREE

\*\* The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

**Authorized Representative:**

Prefix:  \* First Name:   
Middle Name:   
\* Last Name:   
Suffix:

\* Title:

\* Telephone Number:  Fax Number:

\* Email:

\* Signature of Authorized Representative:



\* Date Signed:

11. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal and federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
12. Will comply with the provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
13. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333) regarding labor standards for federally-assisted construction subagreements.
14. Will comply with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
15. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
16. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
17. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
18. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
19. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.
20. Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or a sub-recipient from (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time that the award is in effect or (3) Using forced labor in the performance of the award or subawards under the award.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL 	TITLE Mayor
APPLICANT ORGANIZATION City of Ames, Iowa	DATE SUBMITTED 06/15/2020