

 <p style="text-align: center;">Council Communication Office of the City Manager</p>	Date: January 25, 2016
	Agenda Item No. 32 Roll Call No. <u>16-0133</u> Communication No. <u>16-033</u> Submitted by: Phillip Delafield, Community Development Director

AGENDA HEADING:

Resolution Approving Memoranda of Understanding with Polk County Health Services and with Polk County Housing Trust Fund for Continuum of Care (COC) Administrative Services.

SYNOPSIS:

As required by the 2014 U.S. Department of Housing and Urban Development’s (HUD) COC Grant application, the Grantee (City of Des Moines) is required to enter into a Memoranda of Understanding (MOU) with any Sub-grantees (Polk County Health Services and Polk County Housing Trust Fund) for the provision of in-kind matching funds. To meet this requirement staff is recommending approval of the MOU between the City of Des Moines, Polk County Health Services and Polk County Housing Trust Fund.

FISCAL IMPACT: NONE

ADDITIONAL INFORMATION:

As a part of the 2014 COC Grant Application, the City of Des Moines, as the Grantee, received funding for a Planning Grant. As a part of the grant application, in-kind match from Polk County Health Services was committed.

Prior to entering into the grant agreement with HUD, a MOU is required to be entered into between the Grantee and Sub-grantee.

As a part of the MOU and according to the grant application, the Polk County Health Services will provide the following:

- Office space for COC staff;
- Meeting space and equipment for COC Board for no fewer than 72 meetings annually;
and
- Copying Services.

The Sub-grantees services are valued at 72 meetings annually at a cost of \$25 per meeting equals a total cost of \$1,800; Office space for staff at a cost of \$300 per month for 12 months for a total cost of \$3,600 copy Services provide 14,000 copies at .05 for a total cost of \$700 for the contract term of this Agreement, for a total match amount of \$6,100 to be provided by the Sub-grantee in the form of the in-kind services.

As a part of the MOU and according to the grant application, the Polk County Housing Trust Fund will provide the following:

- Records of attendance, participation and discussion of the COC Board;
- Written minutes and meeting notes of the COC Board and committees;
- Schedule and coordinate meeting of the COC Board;
- Prepare and distribute written materials and resources related to homeless issues; and
- Maintain the COC Board website.

The Sub-grantee's services are valued at \$25 per hour for 18 hours a month for the contract term of this Agreement, for a total match amount of \$5,400 to be provided by the Sub-grantee in the form of the in-kind services.

PREVIOUS COUNCIL ACTION(S): NONE

BOARD/COMMISSION ACTION(S): NONE

ANTICIPATED ACTIONS AND FUTURE COMMITMENTS: NONE

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