

 <p style="text-align: center;"><b>Council Communication</b> Office of the City Manager</p>	<b>Date:</b>	October 23, 2017
	<b>Agenda Item No.</b>	<b>32</b>
	<b>Roll Call No.</b>	<b><u>17-1832</u></b>
	<b>Communication No.</b>	<b><u>17-745</u></b>
	<b>Submitted by:</b>	<b>Phillip Delafield, Community Development Director</b>

**AGENDA HEADING:**

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

**SYNOPSIS:**

As required by the 2016 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 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 2016 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
  - Administrative Fees
  - Meeting space and equipment for COC Board for no fewer than 72 meetings annually
  - Copying Services
- The Sub-grantees services are valued at 72 meetings annually at a cost of \$35 per meeting equals a total cost of \$2,520; Administrative Fees of \$10,885; Office space for staff at a cost of \$666.67 per month for 12 months for a total cost of \$8,000; Copy Services provide 10,000 copies at \$.05 for a total cost of \$500.50 for the contract term of this Agreement, for a total match amount of \$21,905.50 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
  
- The Sub-grantee's services are valued at \$25 per hour for five (5) hours a month for the contract term of this Agreement, for a total match amount of \$1,500 to be provided by the Sub-grantee in the form of the in-kind services.

**PREVIOUS COUNCIL ACTION(S):**

Date: November 7, 2016

Roll Call Number: [16-1907](#)

Action: [Memorandum](#) of Understanding with Polk County Health Services and with Polk County Housing Trust Fund for Continuum of Care Administrative Services. ([Council Communication No. 16-630](#)) Moved by Hensley to adopt. Motion Carried 7-0.

**BOARD/COMMISSION ACTION(S): NONE**

**ANTICIPATED ACTIONS AND FUTURE COMMITMENTS: NONE**

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