



Roll Call Number

22-0537

Agenda Item Number

28

Date April 4, 2022

APPROVING MEMORANDUM OF UNDERSTANDING WITH NATIONAL LEAGUE OF CITIES INSTITUTE – CITY INCLUSIVE ENTREPRENEURSHIP PROGRAM FOR \$15,000 IN GRANT FUNDING

WHEREAS, the National League of Cities Institute (“NLCI”), an organization comprised of city, town and village leaders that are focused on improving the quality of life for their current and future constituents, has selected the City of Des Moines to participate in its 2021-22 City Inclusive Entrepreneurship (“CIE”) Program; and

WHEREAS, the CIE Program provides cities with resources and support to improve access to public procurement opportunities for underrepresented entrepreneurs, and is providing a grant of \$15,000.00 to the City with no match required; and

WHEREAS, the City is committed to diagnosing barriers in our procurement process and expanding outreach to reach more local, small and diverse businesses and will use the CIE Program grant funds to support outreach activities to fulfil its commitment; and

WHEREAS, in accordance with the Memorandum of Understanding for receipt of the grant funding, the City agrees to meet with NLCI as requested regarding grant expenditures and reporting, and will spend all funds or return to NLCI any remaining unused funds by the end of the grant performance period before August 31, 2022.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Des Moines, Iowa, that the Memorandum of Understanding between the National League of Cities Institute and the City of Des Moines, a copy of which is on file in the City Clerk's Office, is hereby approved, and the City Manager is hereby authorized and directed to execute and administer said Memorandum of Understanding on behalf of the City.

(Council Comm. No. 22-1160)

MOVED BY Gatto TO ADOPT.

Approved as to Form:

SECOND BY Boesen.

/s/Glenna K. Frank
Glenna K. Frank, Assistant City Attorney

COUNCIL ACTION	YEAS	NAYS	PASS	ABSENT
COWNIE	✓			
BOESEN	✓			
GATTO	✓			
SHEUMAKER	✓			
MANDELBAUM	✓			
VOSS	✓			
WESTERGAARD	✓			
TOTAL	7			

CERTIFICATE

I, P. Kay Cmelik, City Clerk of said City hereby certify that at a meeting of the City Council of said City of Des Moines, held on the above date, among other proceedings the above was adopted.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my seal the day and year first above written.

MOTION CARRIED APPROVED

T.M. Franklin Cownie
Mayor

P. Kay Cmelik
City Clerk

Memorandum of Understanding
BETWEEN
The National League of Cities Institute
AND
The City of Des Moines

MOU RECEIPT STATEMENT

By signing this document, I acknowledge that I have read and agreed to the grant provisions set forth in this letter for the National League of Cities' City Inclusive Entrepreneurship Program.

City of Des Moines

Signature

Scott Sanders

Name – Authorized Signature

City Manager

Title

City of Des Moines

Municipality/Non-Profit

Date

APPROVED AS TO FORM:

Glenn F. Frank
Assistant City Attorney

NLCI Agreement

Signature

Brooks Rainwater
Director, Center for City Solutions
National League of Cities

Date



Memorandum of Understanding
BETWEEN
The National League of Cities Institute
AND
The City of Des Moines

Pa Goldbeck
Strategic Performance Manager
City of Des Moines
400 Robert D. Ray Drive
Des Moines, IA 50309

Dear Pa,

Congratulations! The National League of Cities Institute (NLCI) City Inclusive Entrepreneurship (CIE) Program is pleased to provide a grant of \$15,000 to the City of Des Moines to support the implementation of its commitment to improving access to public procurement opportunities for underrepresented entrepreneurs, including the following outputs and outcomes:

- **Initiating Activity:** By November 2021 cities will name and share the contact information of a point person within the administration who will create a project description for the commitment with NLC and the Government Performance Lab.
- **Mid-year Output:** By April 2022, the city will have a refined project scope, including at least one specific reform to existing policy or practice, developed in consultation with NLC and the Government Performance Lab.
- **End-of-Year Outcome:** By August 2022, at least one reform to process, policy, or contractor recruitment will be implemented, as measured by press and/or program materials.

By accepting this grant, your city and/or organization agree to the following:

- Grantee, in partnership with assigned program expert and key ecosystem partners, will implement the commitment above and achieve commitment outcome by the end of the grant performance period, or advance its selected commitment through another method, pre-approved by NLCI.
- Grantee is required to complete an interim progress report, including a self-report on budget allocation status, to NLCI midway through the grant performance period (May 2022).
- Grantee is required to complete a final grant report, including a self-report on budget allocation status and a summary of lessons learned, to NLCI at the conclusion of the grant performance period (August 31, 2022).
- Keep NLCI staff apprised of commitment implementation progress, including unexpected setbacks or staffing changes, throughout the grant performance period.
- If necessary, be available to conduct a formal post-grant interview.
- Ensure that the programmatic lead for the city or at least one staff person from the city attends every quarterly group conference call.

- Spend all funds or return to NLCI any remaining unused funds by the end of the grant performance period.
- If funds remain at the conclusion of the performance period, Grantee will contact NLCI staff to discuss the possibility of a “No Cost Extension” (NCE), returning grant funds, and/or other options.

Upon receipt of this signed award letter and any other required documents, NLCI will disburse all funds in a single payment via direct deposit. Funds can be expected to arrive within 7-10 business days after an award is made. Please confirm receipt of funds.

For any grant related questions, please contact Phillip Berkaw, Program Director, Center for City Solutions, at berkaw@nlc.org.

Sincerely,

Jennifer F. Steinfeld

Director, Entrepreneurship & Economic Development
National League of Cities

□



Memorandum of Understanding
BETWEEN
The National League of Cities Institute
AND
The City of Des Moines

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City of Des Moines



Signature

4-6-2022
Date

Scott Sanders
Name – Authorized Signature

City Manager
Title

City of Des Moines
Municipality/Non-Profit

APPROVED AS TO FORM:

Assistant City Attorney

NLCI Agreement

Signature

Date

Brooks Rainwater
Director, Center for City Solutions
National League of Cities

CITY OF DES MOINES
OFFICE OF CITY CLERK

TO: Pa Goldbeck

DATE: April 7, 2022

FROM: City Clerk's Office

**RE: City Council Agenda of
02-21-2022**

We are transmitting herewith the following from the City Council Agenda of: April 4, 2022

Please provide a fully executed copy and return to the City Clerk's Office. Thank you and have a great day.

ROLL CALL

SUBJECT

**22-0537 Approving Memorandum of Understanding with National League of Cities
Institute-City Inclusive Entrepreneurship Program for \$15,000 in Grant
Funding**

Thank you.

cc: Roll Call
Signature



Memorandum of Understanding
BETWEEN
The National League of Cities Institute
AND
The City of Des Moines

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Name – Authorized Signature

City Manager
Title

City of Des Moines
Municipality/Non-Profit

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Assistant City Attorney

NLC Agreement

Brooks Rainwater
Signature

4/21/2022
Date

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Director, Center for City Solutions
National League of Cities